



CHECKLIST

Single central record: monitoring checklist

The governing board is responsible for monitoring the single central record (SCR). Use this checklist to help you.

DATE MONITORING CARRIED OUT	
NAME OF RESPONSIBLE GOVERNOR	
NAME OF SCHOOL DESIGNATED SAFEGUARDING LEAD	
SIGNED OFF BY (INCLUDE THE DATE)	

- Tick where the SCR records:
 - Whether the following checks have been carried out / certificates obtained
 - The date on which each check was completed / certificates obtained
- Record any issues in the table on the final page and raise them with your school's designated safeguarding lead
- Grey spaces indicate a check that's not required, so it wouldn't need to be on the SCR
- See explanatory notes after the checklist

DETAILS TO BE INCLUDED IN THE SCR	TEACHING STAFF (1)	SUPPORT STAFF	SUPPLY STAFF (2)	VOLUNTEERS (3)	MAINTAINED SCHOOL GOVERNORS (4)	ACADEMY MEMBERS, TRUSTEES AND LOCAL GOVERNORS/ INDEPENDENT SCHOOL GOVERNORS (5)	CONTRACTORS (6)
Identity check							
Enhanced DBS check/certificate							
Barred list check							
Prohibition from teaching check (7)							
Section 128 check (8)							
Further checks on people who've lived or worked outside the UK (9)							
Check of professional qualifications							
Check to establish the right to work in the UK							

Please note:

- Checks carried out on volunteers, maintained school governors and local governors in an academy trust don't need to be recorded on the SCR under the latest version of Keeping Children Safe in Education (KCSIE), but we'd recommend including them
- KCSIE doesn't say specifically that contractors must be on the SCR, but it does say all staff who work at the school must be included, including supply staff, so it's best to include contractors too
- Where we mention academies in this document, this includes free schools

Footnotes:

- (1) This includes teacher trainees on salaried routes.
- (2) For supply or agency staff, schools should include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates. They should also include whether any enhanced DBS certificate was provided and the date that the confirmation was received (independent schools/academies and non-maintained special schools should also include the date on which any certificate was obtained).
- (3) Volunteers in regulated activity need an enhanced DBS check with barred list information. If volunteers aren't in regulated activity, it's up to the school to decide whether to get an enhanced DBS check (*without* barred list information).
- (4) All maintained school governors require an enhanced DBS check. Only those engaging in regulated activity require a barred list check. Note that this doesn't include associate members unless they are engaged in regulated activity.
- (5) Academy members, trustees and local governors, and independent school governors must have an enhanced DBS check. They don't need a barred list check unless they're in regulated activity.
- (6) All contractors whose work provides them with an opportunity for contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.
- (7) A prohibition from teaching check is required for any staff who carry out teaching work (unless they do so under the direction or supervision of a qualified teacher or other person nominated by the headteacher to provide direction and supervision). The following activities count as teaching work:
 - Planning and preparing lessons for pupils
 - Delivering lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils

➤ (8) A section 128 check is required for governors in maintained schools and all those in management positions in an independent school or academy. This includes:

- Members
- Trustees
- Local governors (where the local governing body has been delegated responsibilities)
- Headteacher
- Teaching positions on the senior leadership team
- Teaching positions that carry department headship

Other positions may also require this check, depending on the specific responsibilities the person holds.

Where the person will be engaging in regulated activity, a DBS barred list check will identify any section 128 direction if 'children's workforce independent schools' is specified. It can also be checked for separately.

➤ (9) All individuals who've lived or worked outside the UK must undergo the same checks as other school staff. Further checks should include overseas criminal records checks and a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed.