

**SINGLE CENTRAL RECORD GUIDANCE FOR STAFF – APRIL 2017**

Please find below details of the identification and information required for each category of person who visits school. It is vital that these guidelines are adhered to. The School's Single Central Record (SCR) is a key document which forms part of an Ofsted judgement. The grid indicates the necessary checks that staff need to carry out if they invite / work with people from other agencies whilst in our school.

Debbie Bennett

School Business Manager (19<sup>th</sup> April 2017)

Category of Person	Enter on SCR	DBS details required	DBS application required	Identity check required	Qualification check required  Original certificates must be seen and copied	Permission to work in UK confirmation required  Passport or VISA must be seen	Date of checks required	Name of person completing check required	Induction required	How long should they stay on SCR	Can the person be left unaccompanied in school
School Employee (new)	YES		YES	Passport and Proof of address i.e. bank statement or utility bill less than 3 m months old in the person's name	YES	YES	YES	YES	YES	For term of employment	Yes once DBS is received and checked and induction has been carried out
Supply Agency Employee	YES	YES		Proof of ID ideally company pass with photo			YES	YES	Only if on long term placement	For days they are in school	Yes once DBS details are received and checked
Volunteer who is in school as a one off or on school trip, swimming etc	YES			Passport and Proof of address i.e. bank statement or utility bill less than 3 m months old in the person's name			YES	YES		For days they are a volunteer	No
Parent Volunteer who is regularly in school	YES		YES	Passport and Proof of address – bank statement or utility bill less than 3 m months old in the person's name			YES	YES	YES	For the length of time they are a volunteer	Yes once DBS is received and checked and induction has been carried out
Sports Coaches	YES	Confirmation of enhanced DBS which is clear to be requested from company (confirmation to be kept on file)		Proof of ID ideally company pass with photo	YES		YES	YES	YES	For the length of time they are working in school	Yes once DBS confirmation is received and checked and induction has been carried out

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Music teachers		Confirmation of enhanced DBS which is clear can be requested from company (confirmation to be kept on file)		Proof of ID ideally company pass with photo	YES		YES	YES	YES	For the length of time they are teaching in school	Yes once DBS confirmation is received and checked and induction has been carried out
Work experience students	YES			Passport and Proof of address i.e. bank statement or utility bill less than 3 months old in the person's name			YES	YES	YES	For the length of time they are on work experience	NO
Trainee Teachers	YES	Confirmation of enhanced DBS which is clear can be requested from link organisation (confirmation to be kept on file)		Proof of ID – document form organisation and passport			YES	YES	YES	For the length of time they are on placement	Yes once DBS confirmation is received and checked and induction has been carried out
Catering, cleaning and crossing staff	YES	Confirmation of enhanced DBS which is clear can be requested from employer		Proof of ID ideally company pass with photo			YES	YES	Carried out by provider	For term of employment	Yes once DBS confirmation is received and checked and induction has been carried out
Staff employed by other organisation who work regularly in school i.e. NHS staff, LA Officers, Ofsted who will be alone with children	YES	Confirmation of enhanced DBS which is clear can be requested from link organisation (confirmation to be kept on file)		Proof of ID ideally company pass with photo			YES	YES		For the length of time they are in school	Yes once DBS confirmation is received and checked
Building Contractors	No – should not work in areas occupied by children or must be supervised at all times			Proof of ID ideally company pass with photo							Only in areas that children are not present or in areas that children are supervised
Visitors who will remain with staff member and have brief supervised contact with children	No			Proof of ID ideally company pass with photo							No