**HR Advice, Support and Training Services**

**Single Central Record (SCR) Completion Guidance (updated September 2023)**

1. **Introduction**

Any offer of employment made to a successful candidate, following the application of the school’s recruitment and selection policy, must be conditional on and be subject to satisfactory completion of pre-employment checks as set out in this document.

* 1. Keeping Children Safe in Education. Part 3: Safer recruitment, stipulates the pre-employment checks which should be undertaken for staff in schools.
	2. All schools must have a Single Central Record (SCR) to meet the statutory regulatory framework and Ofsted Inspection framework and may be kept in a paper or electronic format. ~~Where a school has concerns about an existing staff member’s suitability to work with children, the school should carry out the relevant checks as if the person was a new member of staff. Similarly, if a person moves from a “non-regulated activity” role to work that is considered to be regulated activity the relevant checks for that regulated activity should be completed.~~
	3. Please note, the SCR is a checklist for all current staff who work at the school, teacher trainees on salaried routes (ITT), agency and third-party supply staff (even if they have only worked for one day). Although not statutory volunteers and governors should also be included. In the case of academies and free schools the SCR should also include all members of the proprietary body which means the members and trustees of the academy / school trust.

All leavers information should be removed from the SCR

* 1. Agency/Third party staff - Schools and Academies must obtain written notification from any agency, or third-party organisation including any alternative provision provider, (to include third party employers drivers and driver escorts) that the employer has ~~have~~ carried out the safer working checks on an individual who will be working at the school, that the school would otherwise perform. The school should record on the SCR the date written confirmation has been received from the external business supplying the member of staff that all of the relevant safer working checks have been completed. ~~The written notification must confirm that a DBS certificate has been obtained by the employment business. The employing supply agency should also confirm with the school the date(s) on which these checks were undertaken. Please see note 12.~~ The school must also undertake an identity check to ensure the persons presenting themselves for work are the same person(s) for whom the checks have been made. For further information see point 12 below.
	2. Teacher Training - in respect of funded ITT trainees, it is the responsibility of the ITT provider to carry out the required safer working checks on an individual who will be working at the school, that the school would otherwise perform. The school should make sure it receives written confirmation of the completed checks. If ITT students are salaried by the school, then it is the responsibility of the school to ensure all pre-employment safer working checks are completed and documented on the SCR. ~~In either case, confirmation that checks have been undertaken should be recorded on the SCR.~~ In relation to fee funded trainees although there is no requirement to record details on the SCR our advice is to record this information, so that there is a complete record of all staff working at the school.
	3. Volunteers - Where checks are carried out on volunteers, schools should ~~are free to~~ record this on the SCR. Under no circumstances should a volunteer where no checks have been obtained, be left unsupervised or allowed to work in regulated activity. The nature of voluntary roles vary so schools should undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, are required.
	4. Governors - The School Governance regulations 2016 introduced the requirement that any serving governor must have an enhanced DBS check. For any governor who is working in regulated activity, the required check is for an enhanced DBS Certificate with children’s barred list check (which would need an explanation of the regulated activity the governor is involved in). A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a governor of a maintained school and therefore all governors require the Section 128 check.

Whilst there is no official expiry date on a DBS check, and there is no requirement in either the law or model articles to re-check governors after a certain period, Governor Services strongly recommend that at the start of every new term of office, new DBS checks and section 128 checks are undertaken.

* 1. Contractors – the school must require written confirmation from contractors that ~~ensure that~~ any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. In *most* circumstances this would be an enhanced DBS which does not include barred list. The school should set out the safeguarding requirements in the contract with external organisations. Under no circumstances should a contractor in respect of no checks have been obtained be allowed to work unsupervised or engaged in regulated activity. Schools are responsible for determining the level of supervision required according to the circumstances and in all cases, schools should check the identity of the contractor on arrival at the school. Please note that consideration will need to be given as to whether confirmation of contractor checks need to be recorded on the SCR.
	2. Whilst there is no requirement for a Multi Academy Trust (MAT) to maintain an individual record for each academy, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including Ofsted inspectors.
	3. Schools must also ensure that the appropriate safer working checks and / or notifications are undertaken in respect of the following situations, but this information does not need to be recorded on the schools SCR. These situations are:
1. Adults who supervise children on work experience,
2. Children staying with host families,

1.12 The headteacher, senior leadership team and governing body are responsible for ensuring all visitors to the school are managed to ensure the safety and welfare of all children and staff. For further advice see [Guidance on Visitors, including VIP’s to Nottinghamshire Schools](https://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment).For visitors who attend school in a professional capacity the school should check the ID and be assured the visitor has the appropriate DBS check (or the visitor’s employer has confirmed that their staff have been subject to appropriate checks). Nottinghamshire County Council provides three [confirmatory letter](https://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment/safer-recruitment-confirmation-letters) on behalf of all its employees ie (a) for directly employed staff (b) Catering and Facilities Management and (c) Home to school Transport staff **.**

1. **Action to be taken by the school**

2.1 The following notes will assist schools to complete the SCR. The HR Service has provided an SCR template, which schools should use to record the necessary checks and the details of the person who has made each check. A school may devise their own template provided that it complies with the requirement of the latest statutory guidance.

2.2 In order to verify that the school has checked the employee’s (including apprentices) or volunteer’s details, each entry must show the name of the person nominated by the school to make the check, the position held and the date when the check was completed. The nominated person making the check should be determined by the school and does not necessarily need to be the head teacher. The only documents to retain on file are employee’s identity, right to work and qualifications (if required). You are not required to keep is a copy of the DBS disclosure certificate, but you must record the disclosure number and date.

2.3 The Data Protection Act 2018 and the General Data Protection Regulations 2018 set out how all organisation’s, including schools, must adhere to new requirements in managing, using, sharing and retaining all personal data. Schools are strongly advised to ensure that they comply with the new requirements and ensure that all information concerning safer working practices and safeguarding allegations against staff is kept securely according to the required retention schedule. If any school has concerns about the use of, or the sharing of confidential or sensitive data, advise should be sought.

2.4 Once appointed ensure all staff, volunteers and governors are properly inducted into their role.

1. **Guidance on completion of SCR**

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| **Field Name** | **Evidence Required**  | **Any Relevant Guidance Notes** |
| **1.Employee’s name, post and start date** | Employee’s name, Current Job Title and Start Date at School  | This section is not a mandatory requirement under the staffing regulations for the single central record. However, including their initial start date with school for all individuals demonstrates that the checks that were mandatory at the time of appointment have been undertaken. This could mean that the job title may change if they move to a different role within school, but the start date will remain the same.  |
| **2.Identity check** | Photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant’s likeness | Enter into the cell on the Single Central Record the documents used to verify identity. – This isnt necessary in line with KCSIE or Staffing regs but do you want to keep it ? YesGeneral - Identification checking guidelines to verify a candidate’s or employees’ identity can be found on [www.gov.uk](http://www.gov.uk)Where possible it is considered best practice to use separate documents to verify an individual’s identity as this will strengthen the verification process. Ensure a copy of each document is retained to verify identity, address and date of birth on the employee personal file. Best practice is to check name on birth certificate where availableSupply staff and Contractors – always check identity on arrival at school.  |
| Confirmation of address which can be from recent utility bill or bank statement which must also contain the person’s name and address. |
| Confirmation of date of birth can be from a birth certificate, passport or driving licence. |
| **3. Children’s Barred List check** | Name and post title of the person carrying out the check and date of the check | Formerly List 99 When a school requests an enhanced DBS check, ask for Barred List check too.However a separate barred list must be carried out * Where a school allows an individual to start work in regulated activity relating to children before the DBS certificate is available, it should ensure that the individual is appropriately supervised and that they carry out all other checks, including a separate children’s barred list check
* where a school has decided not to obtain a new DBS due to the individual working in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person’s appointment. Schools and colleges must still carry out all other relevant pre-appointment checks, including where the individual is engaging in regulated activity with children, a separate children’s barred list check

Volunteers – The nature of volunteer roles vary so schools should undertake a written risk assessment and use their professional judgment and experience when deciding what checks, if any, are required. Please note guidance about Barred List checks for volunteers – only those in regulated activity require a Barred List check.Important Note: (a) If a school knows or has reason to believe that an individual is barred, it commits a criminal offence if it allows the individual to carry out any form of regulated activity. |
| **4. DBS** | Enhanced disclosure number and date cleared. | For all posts in school, including supply staff an enhanced DBS check is required (including barred list information for those who will be engaged in “regulated activity”). Important Note: The DBS cannot provide barred list information on any person, including volunteers, who are not in or seeking to enter into “regulated activity”. This information is now provided in an email format from the BSC once the person has been cleared. Schools do not have to keep copies of DBS certificates. Contact email address isdbs@nottscc.gov.uk or telephone 0115 9772727 for the recruitment team.Schools should obtain an enhanced DBS check (which should include children’s barred list information) for all volunteers who are new to working in regulated activity with children, ie where they are unsupervised and teach or look after children regularly, or provide personal intimate care on a one off basis in school. See Annex F KCSIE. Schools do not have to keep copies of the DBS certificates; however, the applicant must show the original DBS certificate to their potential employer before they take up post or as soon as practicable after the persons appointment. Contractors – must provide written confirmation to the school that appropriate checks have been undertaken:Those engaged in regulated activity will require an enhanced DBS certificate (including barred list information)Those not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced check (not including barred list information) will be required.Self-employed contractors – the school should consider obtaining the appropriate DBS check. Self-employed people are not able to make direct application to DBS for their own certificate.For further guidance on when a new DBS check may be required please refer to the following information <https://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment/dbs-guidance> |
| **5. Prohibition from teaching check and other related checks.**  | Check made on the Secure Access portal against the appropriate lists.  | Prohibition from teaching orders prevent a person from carrying out teaching work in a school. A person who is prohibited must not be appointed to a role that involves “teaching work”. Checks for all prohibitions , sanctions and restrictions are made through the Teachers Services checking system and carried out by logging onto the Secure Access Portal via the [Teachers Services’](https://www.gov.uk/guidance/teacher-status-checks-information-for-employers) web page The Prohibition from teaching check is to be completed for teachers (in maintained schools) and for teachers and relevant support staff (in academy and free schools) where they meet the statutory definition of undertaking “teaching work.” Teaching work” is defined within the Teachers’ Disciplinary (England) Regulations 2012Checks on other staff may be undertaken but it is not a statutory requirement. However schools are strongly advised to undertake the prohibition checks for new appointments to any other non-teaching position in school including volunteers and Governors, where the new appointee has indicated that they have previously worked as a teacher. Further advice on who should have this check can be found in the Recruitment and Selection Policy Guidance document. The checks required for maintained schools are: * 1. *Teachers who have failed induction or probation.*
	2. *General Teaching Council for England sanctions (Historic sanctions and restrictions issued by the GTCE prior to its abolition 2012)*
	3. *Teachers and others prohibited from the profession.*
	4. *Teachers sanctioned or restricted from teaching in other EEA member states. (These are sanctions and restrictions imposed by other EEA states professional regulatory authorities on or after 18 January 2016 and notified to the TRA)*

From 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions, so this check (undertaken by schools via the [**Teacher Services/Employer Access**](https://protect-eu.mimecast.com/s/QxffC580KI0Nv5KIPnd69) route) will no longer be available. Instead, teachers will be asked to provide a letter of professional standing from the organisation responsible for regulating teachers in the country in which they qualified. Teachers who qualified in the EEA will be required to present this when they apply for Qualified Teacher Status in England. The DfE guidance [**changes to checks for EU sanctions on EEA teachers from 1 January 2021**](https://protect-eu.mimecast.com/s/WCj3C66VKIowDj9iwTSNh) provides full details.* 1. *Section 128 barring directions under the Education and Skills Act 2008.*

The Section 128 barring direction list contains individuals who are barred from holding a post as a governor in a maintained school or taking part in the management of an academy, free or independent school as set out above.( See Section 14 on SCR)This check should be carried out in the following circumstances: * 1. Maintained Schools a section 128 check for Governors is a **statutory requirement** and should be undertaken for Governors in maintained schools who have not been subject to a DBS check with barred list check.
	2. Academies, free schools and Independent schools – any person in a management position as an employee (which could include a headteacher; any teaching position on the leadership or departmental headship); a trustee of an academy or free school; a governor or member of a proprietor body for an independent school; a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. For further guidance on what may constitute a management position please see the Recruitment and Selection guidance.

 Important note: a section 128 direction will show on an enhanced DBS check with barred list information, provided that “Children’s Workforce Independent Schools “is specified in the parameters for the barred list check.Please see revision to Section 14: Section 128 Direction Checks for Governors In order to undertake those checks each school will need to have access to ‘Teachers Services’, which is a free service for schools, local authorities and teacher supply agencies in England. To obtain access schools will need to complete a SA service request form as explained in the link below.[www.gov.uk/teacher-status-checks-information-for-employers](http://www.gov.uk/teacher-status-checks-information-for-employers) To use the system the school will need a Department for Education secure access user account and password which will then provide a link to the teacher services portal.The checks should include a check of any previous names for the prospective employeeAny queries or issues can be referred to the following email   Employer.ACCESS@education.gsi.gov.ukAlternatively, the school may contact the Teacher Regulation Agency (TRA) Tel: 0207 593 5391 |
| **6. Overseas check****(where required)** | Undertake overseas checks for candidates who have lived or worked outside the UK  | The HR Service advice is that schools must make any further checks they think appropriate for successful candidates who have lived or worked outside the UK so that any relevant events that have occurred outside the UK can be considered for these applicants. These checks could include;* Criminal record checks for overseas candidates
* Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

The application process for criminal records checks or ‘Certificates of Good Character’ for someone from overseas varies from country to country. Checks will involve contacting relevant embassies or police forces. Please seek advice from the DBS as you will have to apply in the country or to the relevant embassy in the UK. <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>It is recognised that it sometimes proves difficult to obtain the relevant references and checks from overseas. In such circumstances, school leaders must ensure all reasonable steps have been taken before deciding to appoint. A risk assessment and adjustments will need to be considered and recorded. This will include* Recording and keeping on file -evidence of trying to obtain references and checks from abroad
* Undertake a DBS check even if the prospective employee has not been living in UK.
* Seek additional work references in additional to the usual two.
* Seek a further DBS check after the person has worked for you for a period of time – eg.12 -18 months
* Scrutinise right to work in the UK document
* Not allow the staff member to work unsupervised with children for an appropriate period of time until school leaders feel satisfied with their conduct, performance, and understanding of school requirements and safeguarding is embedded.

The above actions will provide evidence of consideration and management of the risk which will be part of the Safer Recruitment considerations by Ofsted. The decision whether to appoint or not is that of each school, each school has to satisfy themselves that it is appropriate to appoint, otherwise they should not appoint. |
| **7. Qualifications** | Verify the person’s relevant qualifications as appropriate  | This column should state yes if required along with the name of the required qualification and qualification seen and initialled by the person undertaking the check. Copies of the qualifications essential / required for the job should be kept on the employee’s personal file. If the post is not subject to any qualifications this should be stated in the field instead. Please note: The Teachers Regulation Agency’s (TRA) Employer Access Services’ system should be used to verify the award of QTS qualification and the successful completion of teacher induction or teacher probation. Record the relevant checks and dates. |
| **8. Right to work in the UK check** | Verify the person’s right to work in the UK. ‎You must see the prospective employee’s original documents, you must check them with the worker present, and you must make and keep copies on the employee’s personal file and record the date the school made the check on the SCR.  | All employees appointed after February 2008 must provide this evidence of their right to work in the UK (a full copy of the evidence used to confirm the “right to work in the UK” must be retained by the school) This is mandatory for all employees including British Citizens. From 01 July 2021, new EU, EEA and Swiss employees will need to demonstrate their right to work either with the pre-settled or settled status, or with a visa under the points-based immigration system. There are two types of Right to Work checks: * [Online right to work checks](https://www.gov.uk/view-right-to-work) for individuals who only hold [digital proof](https://www.gov.uk/view-prove-immigration-status) of their immigration status in the UK by checking their date of birth and share code. This includes most EU, EEA, and Swiss citizens.
* Manual right to work checks for UK and Irish nationals using a passport. This also applies to those applicants who do not hold a digital right to work status.

Updated guidance on how to conduct a right to work check from 1 July 2021 for British and non-British citizens can be found in the [Recruitment & Selection](https://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment/recruitment-and-selection) documents found on the Schools Portal.There is no legal obligation for you as employer to carry out any further checks on EEA citizens who were employed on or before 30 June 2021 who presented their passport or national identity card as evidence of their right to work. Employers will maintain a continuous statutory excuse against a civil penalty if they carried out a right to work check as set out in the guidance at the time of employing the individual.The following government website has a tool you can also use to find out which documents an employee needs to produce to prove they are eligible to work in the UK. [www.gov.uk/legal-right-work-uk](http://www.gov.uk/legal-right-work-uk)  |
| **9. Reference check** | Confirmation that satisfactory references have been received. Name, post title and the date school obtained the references | Employers should always request written information about previous employment history and check that information is not contradictory or incomplete.‘Keeping Children Safe in Education’ statutory guidance does not stipulate a requirement to record the receipt of satisfactory references on the actual SCR, all schools are strongly advised to record that 2 appropriate references have been obtained on the SCR so that a complete record of the safer recruitment checks are recorded in one document.Copies of references should be kept on personal file within the school. Further guidance on references can be found in [KCSIE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and in paragraph 13 of the School’s [Recruitment & Selection Procedure](http://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment/recruitment-and-selection)  for school staff on Schools Portal. |
| **10. Medical clearance check** | This verifies the preferred candidates mental and physical fitness to undertake the proposed specific role and responsibilities Record the date of the medical clearance and name of person in receipt of the completed check. | Prior to April 2009 the information was usually held centrally by the LA. If this is the case, record this in the column.Whilst it is a statutory requirement to obtain pre-employment medical clearance similar to the reference check - [KCSIE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) statutory guidance does not stipulate a requirement to record the medical clearance check on the actual SCR. However schools are strongly advised to ensure medical clearance checks are recorded on the SCR so that a complete record of the safer recruitment checks are recorded in one document |
| **11. Disqualification under the Childcare Act 2006 (updated Sep 2018)** | Completed staff disqualification declaration form for only relevant staff.Record name and date checked  | It is a statutory requirement for relevant staff to disclose applicable information under the childcare disqualification arrangements. Full updated guidance issued September 2018 is available on Schools Portal. All schools providing childcare must ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes , or wraparound care for children up the age of 8, are not disqualified from working in these settings under the [Disqualification under the Childcare Act - statutory guidance](http://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment/disqualification-under-the-childcare-act-2006)Record whether employee/ individual meets the statutory definition meaning they are covered by the requirements of the 2006 Childcare Act and the Childcare (Disqualification) Regulations 2009. Please ensure this check has been undertaken for staff who are currently not in work such as any staff who are on maternity leave, sickness absence or on secondment.Please note that a waiver issued by Ofsted is not portable between schools.[KCSIE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) statutory guidance does not stipulate a requirement to record this on the SCR. However schools are strongly advised to ensure these checks are recorded on the SCR so that a complete record of the safer recruitment checks are recorded in one document |
| **12 (a) - Agency and third party confirmation required eg employment agency, ITT or alternative provision provider** | The school should record on the SCR the date written confirmation has been received from the external business supplying the member of staff and who has completed the check.  | Keeping Children Safe in Education, requires schools to obtain written notification from any agency or third-party organisation, that they have carried out the checks on an individual who will be working at the school, that the school would otherwise perform. Our advice is to ensure the written confirmation ~~would be that the letter~~ confirms which ~~all the~~ checks that have been undertaken, when and by whom.In respect of the enhanced DBS check, schools must ensure that written notification confirms the certificate has been obtained by the business. For a maintained school where the agency or organisation has obtained an enhanced DBS certificate, which has disclosed any matter or information, or any information was provided to the employment business, the school must obtain a copy of the certificate from the agency which should be used to assess the suitability of the person. ~~If you are an~~ Academy schools ~~you~~ must obtain a copy of the DBS certificate in all cases. The DBS certificate should not be retained.Where the employee is provided by a third party, the school must undertake an identity check to ensure the person undertaking the supply work is the same person on whom the relevant checks have been made.Alternative provision for pupils – where the school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and schools should obtain written confirmation from the provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise undertake in respect of its own staff. .Retain the written confirmation from the agency for 12 months* 1. The school must also undertake an identity check to ensure the person presenting themselves for work is the same person for whom the checks have been made..
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| **13.Online Search** | On-line searches carried out, confirmed by who and date.  | As part of the shortlisting due diligence process schools need to carry out an online search of publicly available information on the shortlisted candidates. This should help identify any incidents or issues that have happened which the school might want to explore with the applicant at interview. You are not required to investigate all social media content of the short-listed candidates, just what is publicly available online. The focus of the search is to identify any information that may either harm the reputation of your school or make the candidate unsuitable to work with children. Care must be taken to avoid unconscious bias and any risk of discrimination. Therefore, our advice would be to have someone not on the appointment panel, to undertake the search, and to only share information that is relevant and of concern. School’s may want to consider beginning with a Google search and then reviewing social media and video sharing platforms, such as LinkedIn, Facebook, Twitter, Instagram, TikTok and YouTube. Schools are looking for content that either calls into question the candidate’s suitability to work with children and/or causes harm to the reputation of your school. For example, content that evidences inappropriate or offensive behaviour, discrimination, drug or alcohol misuse and inappropriate photos or videos would want to be bought to the recruitment panels attention.Any information found should be documented within the interview notes and a copy of these will be retained on the personal file of the appointed candidate.  |

**Governor Checks**

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| **Field name** | **Evidence required** | **Guidance notes** |
| **14. Governors DBS and Barred list checks** | DBS enhanced disclosure number and date cleared.Confirm checks completed with name and the date of the check. | All governors require an enhanced DBS certificate If a governor is involved in any regulated activity the requirement is for an enhanced DBS certificate **with** children’s barred list check. Where barred list information is requested, and ‘children’s workforce independent schools’ is specified in the parameters for that check, the certificate will also detail whether the applicant is subject to a direction made under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.  | Applied for within 21 days of their appointment/election |
| **15. Section 128 barring list (Maintained, Independent, free school and academies)** | The date the checks were carried out and by who | All governors require a Section 128 check.Governors who are not in regulated activity and therefore have not had a barred list check, will require a separate 128 Check. The check should be completed using the Secure Access Portal in the usual way.In addition a section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. Therefore, **any role in an Academy that might be regarded as management** should undergo a 128 direction check.  | Before individual takes up their position |

**Note below:** The evidence for ID checks, addresses, date of birth and NI number listed above is not an exhaustive lists of documentation that can be used as a check.

Please note that retrospective DBS, medical and reference checks should **not** be undertaken. If you do not hold the evidence within school you should state a reason why you have not seen the evidence first hand and ensure that all columns are completed and not left blank on the SCR. If you are a new head and inherited an incomplete SCR you should seek immediate advice for your names HR Business Partner

For the data protection rules on managing staff records please see:

[www.gov.uk/data-protection-your-business/recruitment-managing-staff-records](http://www.gov.uk/data-protection-your-business/recruitment-managing-staff-records)

If you are in any doubt about the information you should record please contact your named school HR Business Partner [Contacts list](http://www.nottinghamshire.gov.uk/media/130718/20180302-hr-contact-list-schools.pdf)

Information relating to the SCR can be found on Schools Portal under [Safer Recruitment](http://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/safer-recruitment)

HR Service

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