

4. Single central record (SCR)

Guidance for inspectors (and schools) on what should be in the SCR is provided in para 395: 395. The requirements in relation to the SCR are set out in 'Part 3: Safer recruitment' of ['Keeping children safe in education: statutory guidance for schools and colleges'](#). Inspectors must refer to the latest version of 'Keeping children safe in education' when completing their checks. On all graded and ungraded inspections, inspectors must check that:

- the SCR covers all staff, even if they only work for one day – for academies and free schools, this includes the members and trustees of the academy trust
- for agency and third-party staff, the SCR records:
 - whether the school has received written confirmation that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates
 - the date the school this confirmation was provided
 - whether details of any enhanced DBS certificate have been provided in respect of the member of staff
- for all remaining staff (including teacher trainees on salaried routes), the SCR must record whether the following checks have been carried out (or certificates obtained). These include:
 - an identity check
 - a standalone children's barred list check
 - an enhanced DBS check (with children's barred list check) requested/certificate provided
 - a prohibition from teaching check
 - further checks on people who have lived or worked outside the UK
 - a check of professional qualifications, where required
 - a check to establish the person's right to work in the UK
 - for academies and free schools, if the section 128 checks have been carried out for those in management positions
- the SCR indicates the date when each check listed above was completed (or certificate obtained)

Schools are free to record any additional information they deem relevant, but we do not require this for the purposes of inspection.