

DIRECTORS' REPORT SPRING TERM 2019	ITEM NO 19	FOR INFORMATION	ATTENTION OF: All governors
TITLE	School single central record (SCR)		
SUMMARY	A reminder to schools of the statutory requirement for a school to maintain a register of checks undertaken on staff.		
KEY ACTION POINTS	<ul style="list-style-type: none"> • Note the statutory requirement to maintain a SCR • Make arrangements for a governor to periodically check the SCR as part of safeguarding monitoring. 		
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The requirement for a school to maintain a register of checks on staff appointed to the school is set out in the [School staffing regulations 2009](#) (as amended). Schedule two of those regulations details the information that must be recorded. The 'register' is more commonly referred to as the single central record (SCR).

The SCR will be reviewed by Ofsted during a school inspection and it is essential that the record is maintained as accurate, up to date and the information is contained/linked in the one document.

Governing boards where they do not already do so, may wish to make arrangements for one of their number (safeguarding governor or representative from appropriate committee) to periodically check the SCR for their school.

A template for the SCR and accompanying guidance can be found on the [Ealing Grid for Learning](#).

Below are also links from, Keeping Children Safe in Education (KCSIE) and the, Ofsted guidance on inspections which provide further guidance on what is required for the SCR.

KCSIE – see annex three

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings#annex-3--the-single-central-record>

Ofsted guidance on inspections - see part three, paragraphs 143 - 149

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

Schools will note that, in addition to the checks required to be recorded by statute, the guidance does suggest that schools are free to record any other information (checks) that they feel are relevant.