



Jack Hunt School

Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



SINGLE CENTRAL RECORD (SCR) STATEMENT – September 2021

Since January 2007 it has been a statutory requirement specified by the DfE that all schools, Sixth Form Colleges and Further Education Colleges maintain a live document called the Single Central Record (SCR).

All adults who work directly / indirectly with students under the age of 18 at Jack Hunt School are recorded on the SCR i.e. teachers, support staff, long term supply staff, long term agency staff, casual staff, peripatetic staff, extended school staff, Governors, Trustees, Members and other volunteers.

Any other adults on the school site are accompanied at all times by a member of staff and are easily identified by a safeguarding lanyard. Alternatively, written confirmation is obtained from the relevant agency/employer/provider confirming all safeguarding checks, including Enhanced DBS are complete. HR do undertake further safeguarding checks on individuals who are not recorded on the SCR, depending on the degree and regularity of contact with students. Further information and details are available on our Safeguarding Procedure flowchart.

Only HR staff at Jack Hunt School collate the required safeguarding information during the recruitment and onboarding process. All details are kept securely in line with the Data Protection Act 1998 and GDPR and information will not be disclosed to external parties without staff consent.

A copy of the SCR is printed weekly for the Headteacher to audit. The Headteacher discusses any matters arising at the weekly meeting with the Chair of the Local Governing Body. The Chair of the Local Governing Body reports to the termly meeting of the Full Local Governing Body, under Chairman's action, any anomalies. The SCR is audited termly by the HR team and reviewed annually in September, at the first Full Local Governing Body Meeting of the Academic Year.

The following details are recorded on the SCR:

CATEGORY	INFORMATION
Identity	Name (full legal and known as name), address, date of birth, photo evidence seen, name and date checked by.
Pre-employment Checks	Employment start date, date and name of person who checked relevant qualifications. Teacher Number if applicable. Health check and references, dates cleared.
Teaching Regulation Agency (TRA) (teachers only) <i>(pre-April 2018 was National College of Teaching and Leadership (NCTL))</i>	Registered with TRA, clearance date and checked by.
Barred List (List 99) <i>(from April 2021 stand-alone checks only carried out if DBS is still outstanding at start date.)</i>	Barred List, date of check, who carried out the check.
Trust Code of Conduct including Keeping Children Safe In Education (KCSIE)	Date confirmed KCSIE was signed, read and understood (annually).
Enhanced DBS (previously CRB) <i>(pre-March 2002 employees did not need a disclosure, as had old style police check)</i>	Date of check, who carried out the check, level and disclosure number.
Prohibition Check inc EEA Sanction (teachers only) <i>(pre-September 2013 not required)</i> <i>(EEA sanctions ceased 31/12/2020, now replaced with a letter of professional standing from the professional regulating authority in the country in which the applicant worked.)</i>	Date of check, who carried out the check and level.
Right to Work <i>(from 01/01/2021 RTW checks also apply to EEA and Swiss citizens)</i>	Evidence seen, date permit/visa expires, checked by.
Overseas Criminal Record Check <i>(pre-October 1993 not required)</i>	Whether required or not, date check completed and checked by
Section 128 Management Check <i>(pre-April 2018 PKAT conversion not required)</i>	Date check cleared, who carried out the check.
In exceptional cases when the above safeguarding checks are not complete, a safer recruitment employment risk assessment is completed and authorised by the Headteacher and Chair of Governors prior to the person starting at Jack Hunt School.	

Approved for publication by the Local Governing Body on 27 September 2021