

SoundSkool Music

Single Central Record (SCR) Policy

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Amendments Made Since Last Review Date	
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Statement of intent

SoundSkool is committed to safeguarding and promoting the physical, mental and emotional welfare of every student, both inside and outside of the college premises. We implement a whole-college preventative approach to managing safeguarding concerns, ensuring that the wellbeing of students is at the forefront of all action taken.

This policy has been created to ensure that comprehensive safer recruitment procedure and practices are in place to ensure that suitable individuals who are safe to work with children are recruited. The maintenance of an SCR is required as part of this process as it provides colleges with a record of all pre-employment checks, ensuring staff are safe to work in the college.

This policy outlines the college's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data (Use and Access) Act 2025
- Data Protection Act (DPA) 2018
- Equality Act 2010 (Amendment) Regulations 2023
- Freedom of Information Act 2000
- Education Act 2002
- The Education (Student Referral Units) (Application of Enactments) (England) Regulations 2007
- DfE (2023) 'Keeping children safe in education 2025'

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2024) 'Staffing and employment advice for colleges'
- DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 21 April 2025'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2023) 'Recruit teachers from overseas' updated 21 February 2025
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- UK Visas and Immigration and Immigration Enforcement (2023) 'Employer's guide to right to work checks' updated 31st July 2025
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following college policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Safer Recruitment Policy

Roles and responsibilities

The Board of Directors will be responsible for:

- Creating a culture that safeguards and promotes the welfare of children in their college or college.
- Taking strategic leadership responsibility for the college's safeguarding arrangements.
- Ensuring that the college complies with its duties under the above child protection and safeguarding legislation.
- Guaranteeing that the policies, procedures and training opportunities in the college are effective and comply with the law at all times.
- Adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in colleges and colleges.
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring appropriate identity checks are undertaken for all existing and prospective employees.
- Applying for an enhanced DBS check for any Directors who do not already have one, including a barred list check if, in addition to their governance duties, the Director also engages in regulated activity.

The Head of College will be responsible for:

- Acting in accordance with the '[Professional Teaching standards](#)' and the expectations of the college community.
- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to college.

- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to college hold the relevant level of security check, including a DBS check.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the college obtains legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport.
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.
- Informing the LA of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with this policy.
- Ensuring that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks. A copy of photographic identification will be checked.

College staff will be responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at college.
- Informing the Head of College of any changes in personal data or additions that need to be made to the SCR.

Volunteers, contractors and other visiting parties will be responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment at college.
- Informing the Head of College of any changes in personal data or additions that need to be made to the SCR.

The SCR

The college will keep an SCR which records all staff working at the college, as set out below:

- All staff, including teacher trainees on salaried routes
- Agency and third-party supply staff, even if they work for only one day
- All members and Directors
- Any other individual likely to work in close proximity to the college's students

The bullet points below set out the minimum information that must be recorded on the SCR. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK
- Whether the employee's position involves relevant activity, i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18

For agency and third-party supply staff, the college will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the college would perform on any individual working in the college or who will be providing education on the college's behalf, including through online delivery) and the date that confirmation was received.

If any checks have been conducted for governors or volunteers, this will also be recorded on the SCR. If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

Where appropriate, the college will record any other information it deems relevant. This may include:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- Checks made on volunteers.
- Any risk assessments that have been conducted to assess whether a volunteer should be subject to an enhanced DBS check.
- Checks made on governors.
- Dates on which safeguarding and safer recruitment training was undertaken.
- The name of the person who carried out each check.

The details of an individual will be removed from the SCR once they no longer work at the college or college.

Storage

There will only be **one** copy of the SCR created on an online spreadsheet, which is password protected.

Copies of documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be safely stored on their personnel file

The college will act in accordance with the UK GDPR and DPA 2018 and ensure that copies of DBS certificates and records of criminal information disclosed by candidates are only retained where there is a valid reason for doing so and will not be kept for longer than six months; however, staff must always be prepared to present them upon request.

When information is destroyed relating to checks, the college may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

All certificates will be stored in accordance with the college's Data Protection Policy.

Monitoring and review

The SCR will be updated after each instance of an individual attending college in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.

The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check. The SCR will also be reviewed termly by the Head of College, ensuring all safeguarding checks are present and up-to-date.

The scheduled review date for this policy is by 31 August 2025. Any changes to the policy will be communicated to all relevant stakeholders.