

## **A Guide to keeping your Single Central Record**

On the 1<sup>st</sup> January 2007 it became mandatory for you to keep a single central record of all persons working within your school, and the checks that have been carried out on them.

The Department for Schools, Children and Families (DCSF) state that the central record must indicate whether or not the following have been completed:

- Identity checks (name, address and date of birth)
- Qualification checks for any qualifications legally required for the job (e.g. QTS certificate plus GTC registration)
- List 99 checks or from 12/10/09 check against the ISA barred list
- CRB Enhanced Disclosure / Police check
- Right to work in the UK (for all paid and unpaid staff)
- Further overseas criminal record checks where appropriate

The record must also show the date on which each check was completed, the relevant certificate obtained and who carried out the check.

Therefore we have produced an Excel Spreadsheet entitled "Single Central Record" to help you keep your record. This can be freely downloaded/copied from the CRB section on our website. Any fields where the column heading is **RED**, is a field that is required by the DCSF where appropriate. Any additional fields are to help Schools confirm that other checks have been completed as required under the Safeguarding Children and Safer Recruitment in Education publication issued by the DCSF.

For ease of checking, the spreadsheet has a number of tabs, so that you can separate your list of staff, volunteers, Governors, supply staff etc.