



Case Study: Education HR

Safeguarding Checks: The Single Central Record

In accordance with the statutory guidance, Keeping Children Safe in Education, schools must undertake a series of pre-employment safeguarding checks on their workforce and must record these on a Single Central Record (SCR). This is a governing body responsibility but is usually managed by the HR manager/administrator within the school.

As part of an Ofsted inspection, the SCR will be scrutinised early in the inspection with the expectation that it will be complete and meet statutory requirements. Failure to provide a compliant SCR can lead to an adverse leadership and management judgement.

The EES for Schools Education HR team provide a model SCR and comprehensive guidance on how the model should be completed. The statutory guidance on what should be included on the SCR is regularly updated and the Education HR team identified that there was significant variation in the format and content of the SCR across schools.

To this end the Education HR team developed a SCR audit – an offer to undertake a detailed evaluation of a school’s SCR and to provide a comprehensive report on its compliance with recommendations for amendment. In addition, the audit can be extended to include scrutiny of personnel files to check that the required evidence of checks is held on file and

that appropriate contacts of employment are in place.

Impact

As a result of the audits, schools have effective and fully compliant SCRs. In addition, the process of the audit clarifies the procedures and requirements for checks, ensuring best safer recruitment practices are in operation.

In January 2016 the Education HR team undertook a SCR and File Audit for a “requires improvement” school. When it was inspected in May 2016 the report said: “The arrangements for safeguarding are effective. Excellent records are kept to help ensure that there is good evidence to show that all safer recruitment procedures are followed appropriately.”

In total the Education HR team has completed 118 SCR Audits in two years.

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[The audit] has given us confidence in our SCR being robust, and guidelines for how we can improve our safeguarding.

Primary School Bursar

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For more information contact:

T: 0345 200 8600 | **E:** enquiries@EESforschools.org | **W:** EESforschools.org/HR