**SCR AUDIT 2025-2026**

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| **SCHOOL** |  |
| **HEADTEACHER** |  |
| **SINGLE CENTRAL RECORD OWNER/MANAGER** |  |
| **CHAIR OF GOVERNORS** |  |
| **DATE OF AUDIT** |  |
| **COMPLETED BY** |  |

**RAG RATING**

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|  | Statutory requirements are met and/or best practice is reflected, and evidence of this is strong |
|  | Statutory requirements are met or mostly met, however evidence is weak in some areas and further action is required to strengthen practice |
|  | Statutory requirements are not met in some areas |

**RISK REGISTER RATING**

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| * Where any section of this audit is red, the overall rating is likely to be red as statutory compliance is not met within an area
* Where there are a large number of sections that are yellow but no reds, the overall rating will be yellow
* An school may be rated green overall if the majority of sections are green but there are a couple of yellow areas for improvement and no reds, or if the whole audit is green
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| **SCR AND PRE-EMPLOYMENT CHECKS** |
| **Question** | **Evidence** | **Actions** | **RAG** |
| 1. Is the SCR organised, maintained and up to date?
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| 1. Is the SCR Password protected and who has access?
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| 1. Are all school employees entered on the school employees’ tab?
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| 1. Are all personal details for all school employees completed?
 |  |  |  |
| 1. Is address and photo ID entered for all school employees, and have copies been retained and signed with date and job description of the verifier?
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| 1. Are details of qualifications entered against all appropriate staff members? Has evidence of qualifications been retained and verified?
 |  |  |  |
| 1. Are full DBS details with barred list checks in place for all school employees? Do the dates match up with the employment start date? Are continued suitability checks in place?
 |  |  |  |
| 1. Have overseas checks been undertaken and retained where needed, in line with Trust policy? Is there evidence that time spent overseas including for those in the EEA (following Brexit) has been questioned and followed up?
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| 1. Is relevant evidence of Right To Work entered for all school employees, and have copies been retained and verified? Are details of any visas entered, and have they been retained? If staff have temporary visas are the recheck dates clearly identified?
 |  |  |  |
| 1. Have disqualification declarations been completed by all school employees? Is the date of completion within the last 12 months? Has evidence been retained?
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| 1. Have teacher prohibition checks been undertaken for all appropriate staff members? Has evidence been retained?
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| 1. Is there a minimum of 2 references in place for each staff member? Where gaps exist, has an appropriate risk assessment been put in place? Have any gaps or issues with references been explored?
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| 1. Are all volunteers in regulated activity entered on to the volunteers’ tab? If the school have volunteers that are not engaging in regulated activity do they have a risk assessment in place with control measures to ensure no unsupervised contact with pupils whilst they are on site?
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| 1. Are all personal details for all volunteers completed?
 |  |  |  |
| 1. Is address and photo ID entered for all volunteers, and have copies been retained and verified?
 |  |  |  |
| 1. Are full DBS details with barred list check in place for all volunteers engaging in regulated activity and do dates match up with start dates?
 |  |  |  |
| 1. Have overseas checks been undertaken and retained where needed in line with Trust policy? Is there evidence that time spent overseas has been questioned and followed up?
 |  |  |  |
| 1. Have disqualification declarations been completed by all volunteers? Is the date of completion within the last 12 months?
 |  |  |  |
| 1. Are all Governors entered on to the Governors’ tab? If the school have Governors that are not engaging in regulated activity do they have a risk assessment in place with control measures to ensure no unsupervised contact with pupils whilst they are on site?
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| 1. Are all personal details for all Governors completed?
 |  |  |  |
| 1. Is address and photo ID entered for all Governors, and have copies been retained and verified?
 |  |  |  |
| 1. Are full DBS details with barred list check in place for all Governors engaging in regulated activity and do dates match up with start dates?
 |  |  |  |
| 1. Have overseas checks been undertaken and retained where needed in line with Trust policy? Is there evidence that time spent overseas has been questioned and followed up?
 |  |  |  |
| 1. Have disqualification declarations been completed by all Governors? Is the date of completion within the last 12 months? Has evidence been retained?
 |  |  |  |
| 1. Have all governors had a S128 direction check?
 |  |  |  |
| 1. Are all contractors, agencies and partners who carry out regulated activity on the school site entered on to the tab?
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| 1. Are the address details entered for the company?
 |  |  |  |
| 1. Has a safeguarding policy or a statement detailing each company’s safer recruitment procedures been obtained and retained? Do the statements confirm compliance with KCSIE?
 |  |  |  |
| 1. Do individuals working for the companies above have their ID checked when they first come onto site and is a record of this check retained? (Register of checks completed, by who, what ID was seen & when)
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| 1. Are all the Trust central team entered onto the tab?
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| 1. Are all sections of the form complete?
 |  |  |  |
| 1. Are staff & volunteer files orderly and organised, and are documents easy to find?
 |  |  |  |
| 1. Are risk assessments in place for any positive DBS disclosures and held to appropriate levels of confidentiality?
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| 1. What is the system for notifying you when DBS/right to work/visas are about to expire?
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| SAFER RECRUITMENT  |
| **Question** | **Actions** | **Evidence** | **RAG** |
| 1. Is an appropriate recruitment policy in place, covering both staff and volunteers/Governors?
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| 1. When recruiting, job adverts, application forms and the school’s shortlisting and interview process for candidates adhere to the guidance outlined in KCSIE. Is evidence of this retained?
 |  |  |  |
| 1. What is the process of scrutiny on application forms including following up on discrepancies and gaps?
 |  |  |  |
| 1. The school carried out online searches, where appropriate, as part of due diligence on shortlisted candidates, in order to help identify any incidents or issues that have happened and are publicly available online, which the school may have wanted to explore with the applicant at interview.
 |  |  |  |
| 1. There are at least two people on any interview panel
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| 1. Has at least one member of staff undertaken Safer Recruitment Training, and is one trained person on each interview panel?
 |  |  |  |
| 1. Before using the DBS Update Service, the school:
* Obtains consent from the applicant to do so.
* Confirms the certificate matches the individual’s identify.
* Examines the original certificate to ensure that it is for the appropriate workforce and level of check.
 |  |  |  |
| 1. Where the school opts to keep a copy of DBS certificates, it does not retain them for longer than six months.
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| 1. The school keeps copies of all documents used to verify successful candidates’ identities, their right to work and required qualifications on their personnel file.
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| **What needs to happen** | **What does this look like?** | **Person responsible** | **By when** | **1st Monitoring visit** | **Completed** |
| *Action required to fulfil statutory requirements. Please shade cell to represent RAG rating* | *How will the action be achieved? What evidence is required?* | *Who is responsible for ensuring action is completed?* | *When will the action be completed by?*  | *Details of 1st monitoring visit – What has the school done to complete action? Is further support needed? Is further work needed to complete action?* | *Is the action completed? Y/N. What date?*  |
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**SCR Action plan**