



ALTERNATIVE PROVISION

Single Central Record Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Introduction

DFE Statutory guidance in Keeping Children Safe in Education (KCSIE) states that all schools must:

Maintain a single central record of pre-appointment checks, referred to in the Regulations as “the register” and more commonly known as “the single central record”.

This policy outlines how [RAISE-AP](#) fulfils this duty.

Scope and Rationale

The purpose of this policy is:

1. To ensure [RAISE-AP](#) complies with statutory guidance on maintaining the single central record (SCR)
 2. To provide reassurance to students, parents/carers and placing authorities that [RAISE-AP](#) is an organisation that places safeguarding of children at the heart of everything it does.
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Staff Recorded in the SCR

[RAISE-AP's](#) SCR records

- All staff who are employed to work in its provision (including all agency staff and teacher trainees on salaried routes).
 - All [RAISE-AP](#) educational directors
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Information Recorded in the SCR

The single central record holds the following information:

- Identity checks.
- Standalone barred list checks.
- Enhanced DBS checks.
- Prohibition from teaching checks (for anyone involved in planning or delivering lessons or assessing/reporting on students).
- Checks of professional qualifications (for example, qualified teacher status).
- Checks to establish individuals' right to work in the UK.
- Section 128 checks for those in management positions including [RAISE-AP](#) educational directors.
- Further checks on people who have lived or worked outside the UK. These could include, where available:
 - For all staff, including teaching positions: criminal records check for overseas applicants
 - For teaching positions: obtaining a letter (via the applicant) from the professional regulating authority in the country where the applicant has worked confirming that they haven't imposed any sanctions or restrictions on that individual or are aware of any reason why they may be unsuitable to teach.

In respect of these checks, the SCR records:

- Whether the check has been carried out/certificate obtained.
- The date on which each check was carried out, or the certificate obtained.

Agency Staff

For agency staff, [RAISE-AP](#) records:

- Receipt of written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates.
- The date that confirmation was received the date on which any certificate was obtained.
- Details of enhanced DBS certificates provided.

All agency staff must provide a physical copy of their enhanced DBS prior to starting work with [RAISE-AP](#).

SCR Storage

[RAISE-AP](#) utilises a digital system to record the Single Central Record which is KCSIE Compliant.

Access to the system has role-based permissions and is limited to the Head of Provision and [RAISE-AP](#) educational directors.

Copies of all relevant documents, certificates and paperwork linked to safer recruitment and safeguarding checks are held on the [RAISE-AP](#) digitally system.

Retention

As per paragraph 272 of KCSIE, an individual's details are removed from the single central record once a member of staff ceases employment at [RAISE-AP](#).

An archived record for reference or legal purposes, in compliance with data protection and safeguarding laws, is retained.

Monitoring

The single central record is monitored by the Head of Provision, DSL and [RAISE-AP](#) educational directors.

Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Single Central Record policy.
