

SINGLE CENTRAL RECORD CHECK LIST

DATE:		Recommended Action Completed? Initial and date
NAME OF SETTING:		
NAME OF PERSON ATTENDING SCR SESSION:		
IDENTITY		
Column for Name/Address & DOB		
Column for Evidence (who, what and when seen)		
Copies of Evidence kept on file in line with KCSiE?		
QUALIFICATIONS		
Column for Qualifications		
Column for Evidence (who, what and when seen)		
Copies of Evidence kept on file in line with KCSiE?		
LIST 99/BARRED LIST & CRB/DBS		
Column for List 99/Barred List and CRB/DBS		
Column for Evidence (who, what and when seen)		
PROHIBITION CHECKS		
Column for Prohibition Checks		
Column for Evidence (who, what and when seen)		
SECTION 128 CHECKS		
Column for S128 Checks		
Column for Evidence (who, what and when seen)		
ANNUAL CRIMINAL DECLARATION		
Column for Declaration Checks		
Column for Evidence (who, what and when seen)		
RIGHT TO WORK IN THE UK		
Column for Right to Work in the UK		
Column for Evidence (who, what and when seen)		
Have all EU staff satisfied the new requirements to prove right to work https://www.gov.uk/transition		

Copies of Evidence kept on file in line with KCSiE?		
OVERSEAS CHECKS		
Column for Overseas Checks		
Column for Evidence (who, what and when seen)		
SINGLE CENTRAL RECORD CHECKS		
Date SCR last checked by HT		
Date SCR last checked by Safeguarding Governor		
Date SCR last checked by Gloucestershire Safeguarding in Education		
Administrator has print out of the latest copy of Part 3 KCSiE?		
Is the HT aware of SCR training for Head Teachers? Have they attended a session? (date)		
Is the safeguarding governor/chair aware of SCR training for governors? Have they attended a session? (date)		
Is the SBM/Administrator holding the SCR aware of SCR training for administrators? Have they attended a session? (date)		

Other

Checked by:	
Position:	
Date:	