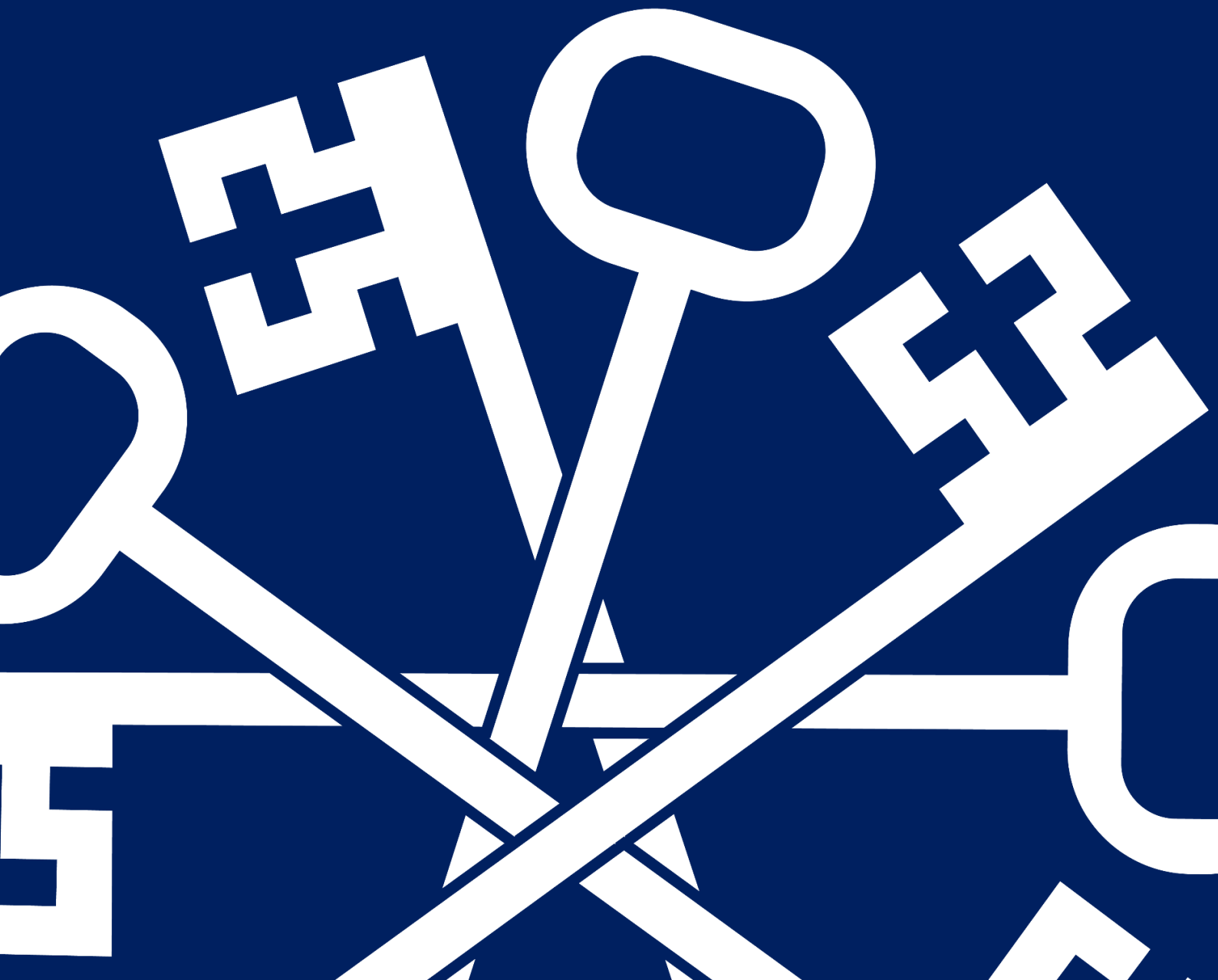




KEYS
ACADEMIES
TRUST

Single Central Record (SCR) Statement



It is a statutory requirement specified by the DfE in 'Keeping Children Safe in Education (KCSIE)' that all schools, Sixth Form Colleges and Further Education Colleges maintain a live document called the Single Central Record (SCR).

All adults who work directly / indirectly with students under the age of 18 across Keys Academies Trust ("the Trust") are recorded on the SCR where required by statutory guidance and the Trust's safeguarding arrangements. This includes teachers, support staff, long term supply staff, long term agency staff, casual staff, peripatetic staff, extended school staff, Academy Committee Members, Trustees, Members and relevant volunteers.

The Trust also applies appropriate safeguarding arrangements to other adults who may be present on a school site, but who are not recorded on the SCR. Such individuals will normally be accompanied or appropriately supervised by a member of staff and clearly identified in accordance with the school's visitor arrangements. Where appropriate, written confirmation will be obtained from the relevant agency, employer or provider that the required safeguarding and suitability checks have been completed, including an Enhanced DBS where applicable.

The level and type of safeguarding check required will depend upon the individual's role, duties, frequency of contact with children and whether the role constitutes regulated activity. Schools and the Trust will apply the relevant DfE and Disclosure and Barring Service (DBS) guidance when determining the appropriate checks.

From 1 September 2026, the exemption which previously meant that certain teaching, training, instructing, caring for or supervising activities undertaken by volunteers could fall outside regulated activity where they were sufficiently supervised has been removed. Where the relevant period condition is met, such activities are now regulated activity even where the individual is supervised by someone who is themselves in regulated activity.

The Trust will therefore assess volunteer and other relevant roles against the current definition of regulated activity and obtain the appropriate DBS check, including Children's Barred List information where the role is eligible and requires it. The current DBS eligibility guidance will be used when determining eligibility.

Any other adults on the school site who do not require inclusion on the SCR will continue to be managed through the school's visitor, contractor and safeguarding procedures. The Trust's Safeguarding Procedure flowchart provides further information and operational detail. Only authorised HR staff across the Trust (such as Business Managers and / or HR Administrators) collate the required safeguarding information during the recruitment and onboarding process. All details are kept securely and processed in accordance with the Data Protection Act 2018 and UK GDPR and other applicable data protection requirements. Access to SCR information will be restricted to authorised individuals who require access for legitimate safeguarding, recruitment, employment, compliance or governance purposes. Information will only be disclosed to external parties where there is an appropriate, lawful basis for doing so. This may include circumstances where disclosure is necessary for safeguarding purposes, to comply with a legal or regulatory obligation, or where another lawful basis for processing or disclosure applies. Consent will not necessarily be required where another lawful basis applies.

Each individual school is responsible for ensuring that it's school-level information within the SCR accurate, complete and kept up to date. The SCR will be updated promptly when relevant checks are completed, when circumstances change, and when individuals join or leave the Trust.

Each school will audit it's SCR at least termly. The Headteacher and Designated Safeguarding Lead will review the SCR and discuss any matters arising at their regular meeting with their Chair of Academy Committee. The Chair of the Academy Committee will report any significant anomalies or matters requiring escalation to the termly meeting of the Academy Committee under Chairman's action, where appropriate. The full Trust SCR will be audited termly by the Trust HR Manager and / or Executive Assistant and reviewed annually in September, at the first People Committee meeting of the Academic

Year. Any identified gaps or discrepancies will be addressed promptly and where necessary, escalated through the Trust's governance and safeguarding arrangements.

The Trust's SCR will record the checks required by KCSIE and other applicable legislation and guidance for the relevant role:

- a) Identity checks;
- b) Children's barred list checks, where the individual is eligible and the check is required;
- c) Enhanced Disclosure and Barring Service (DBS) checks
- d) Prohibition from teaching checks (for anyone involved in planning or delivering lessons, or assessing or reporting on pupils)
- e) Checks of professional qualifications (for example, qualified teacher status)
- f) Checks to establish individuals' right to work in the UK
- g) Section 128 checks for those in management positions

Further checks on people who have lived or worked outside the UK (where applicable and appropriate) In respect of these checks, our SCR records:

- a) Whether the check has been carried out / certificate obtained
- b) Date on which each check was carried out, or the certificate obtained

For supply staff, we record:

- a) Whether they have written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates including if an Enhanced DBS Certificate has been issued.
- b) The date that confirmation was received
- c) The date that identity checks were carried out

Where a volunteer is undertaking regulated activity, the Trust will ensure that the appropriate Enhanced DBS check with Children's Barred list check is obtained before commencement of any activity.

The details of individuals will be removed from the single central record once they no longer work for the Trust.

The Trust holds the centralised SCR with each school accessing and maintaining the information relevant to its staff and other individuals within the scope of the SCR.

The Trust will maintain appropriate arrangements to ensure that the information is accurate, secure and accessible to authorised personnel. Copies of the documents used to verify identity, right to work and qualifications are kept on the relevant personnel file. The SCR will be available for inspection by Ofsted and other authorised bodies where required.

The SCR forms part of the Trust's wider safer recruitment and safeguarding arrangements.