St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

SINGLE CENTRAL RECORD

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 16.7.26

Signed: A. Christou

Name: AREDI CHRISTOU

Position: Chair of Education Standards Committee

Date of next review: July 2027

Mission Statement

The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.
The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

The term 'parents' in this policy also refers to carers.

SINGLE CENTRAL RECORD

St Cyprian's follows the DfE's guidance regarding the single central record. All staff complete an online DBS application prior to starting employment and these are renewed every three years. DBS disclosures are also obtained for students, club leaders, governors and volunteers.

All DBS confirmation letters are kept in a file which is stored in a secure cupboard in the office area.

DBS disclosures are monitored by the Business Manager on a monthly basis to identify any which need renewing and this is signed off by the Headteacher.

The Department for Education's (DfE's) statutory safeguarding guidance 'Keeping children safe in education' explains that Academy's must keep a single central record (SCR) to demonstrate that they have carried out mandatory pre-appointment checks.

What must be recorded?

The guidance explains that the SCR must cover:

- All staff (including supply staff) who work at the Academy
- All others who work in regular contact with children in the Academy or college, including volunteers
- For independent Academy's, including Academy's and free Academy's, all members of the proprietor body

The guidance says that the SCR should record whether or not the following checks have been completed, and on what date.

- An identity check
- Role
- Qualifications

- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Section 128 check
- Disqualification Under Childcare Regulation 2009
- Vetting checks
- Further checks on people living or working outside the UK
- A check to establish the person's right to work in the UK
- Third party suppliers/contractor checks

Individuals who have lived or worked outside the UK
Individuals who have lived or worked outside the UK **must** undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, St Cyprian's will make any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered. These checks should include,
• criminal records checks for overseas applicants.
• obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Such evidence shall be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available St Cyprian's will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, St Cyprian's will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment

Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England.

Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, is on GOV.UK. The Department for Education has also issued guidance on the employment of overseas-trained teachers. This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

Agency and third-party staff
Academy's must obtain written notification from any agency, or third-party organisation they use confirming that the organisation has carried out the necessary checks on an individual who will be working in the Academy. This must include, a barred list check, prior to appointing that individual. They must also check that the person presenting themselves for work is the same person on whom the checks have been made.

Trainee/student teachers

Where applicants for initial teacher training are salaried by the Academy, the Academy must ensure that all necessary checks are carried out. As trainee teachers can undertake regulated activity, sometimes unsupervised, an enhanced DBS certificate and barred list check must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

Existing staff
If the Academy has concerns about an existing staff member's suitability to work with children, the Academy should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the Academy moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity must be carried out. Apart from these circumstances, the Academy or college is not required to request a DBS check or barred list check.

Academy's have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.
Where a teacher's employer, including an agency, ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Volunteers
Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, the Academy must obtain an enhanced DBS certificate with barred list check.

For new volunteers not in regulated activity, the Academy should obtain an enhanced DBS certificate.

For existing volunteers, the Academy should consider obtaining an enhanced DBS certificate with barred list check.

For other existing volunteers who are unsupervised and continuing with their current duties, unless there is cause for concern the Academy should not request a DBS check with barred list check because the volunteer should already have been checked.

For existing volunteers not in regulated activity there is **no requirement** to request an enhanced DBS check. However the Academy may choose to request one as they judge necessary but **may not** request a check of the barred list.

If a volunteer is not engaging in regulated activity, the Academy should undertake a risk assessment and use their professional judgement and experience when deciding whether

to seek an enhanced DBS check. They should consider the nature of the work with children; what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;

- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and

- whether the role is eligible for an enhanced DBS check.

Students from local secondary schools/sixth form colleges who are under 18 and undertaking a work experience placement do not work with pupils without support from a member of staff and will not be left with pupils unsupervised.

The Protection of Freedoms Act 2012 amended the Safeguarding Vulnerable Groups Act 2006, removing supervised volunteers from regulated activity and applying a duty on the Secretary of State to issue guidance to assist regulated activity providers such as Academies and colleges, to decide what level of supervision is required so that this exclusion would apply. If the volunteer is to be supervised while undertaking an activity which would be regulated activity if it was unsupervised, the statutory guidance must be followed. This is replicated at Annex D. The guidance issued following this change requires that:

- there must be supervision by a person who is in regulated activity;

- the supervision must be regular and day to day; and

- the supervision must be "reasonable in all the circumstances to ensure the protection of children".

Employers are not legally allowed to request a barred list check on a volunteer who, because they are supervised, is not in regulated activity.

Academy governors
Academy governors who are volunteers should be treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check should only be requested if the governor will be engaged in regulated activity. Governing bodies and proprietors can request an enhanced DBS check without a barred list check on an individual as part of the appointment process for governors.

Contractors
The Academy should have arrangements in place with contractors to make sure that the contractor, or any employee of the contractor, working at the Academy has been subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly).

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken should be supervised if they will have contact with children.

If a contractor working at the Academy is self-employed, the Academy should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The Academy should always check the identity of contractors and their staff on arrival at the Academy.

The Academy does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's' relatives or other visitors attending a sports day). The Headteacher should use her professional judgment about the need to escort or supervise visitors.

Adults who supervise children on work experience
The Academy organising work experience placements should ensure that policies and procedures are in place to protect children from harm.

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The Academy would have to consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the Academy could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
The Academy is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.
See Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, which came into force on 10 September 2012.
The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 was amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2012 so that employers may no longer request checks in these circumstances.
If the activity undertaken by the child on work experience takes place in a 'specified place', such as a Academy or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Before an individual becomes either the proprietor of an independent Academy or the chair of a body of people which is the proprietor of an independent Academy, the Secretary of State will:

- carry out an enhanced DBS check;
- confirm the individual's identity; and
- if the individual lives or has lived outside of the UK, making an enhanced check insufficient, such other checks as the Secretary of State considers appropriate.

The Secretary of State also undertakes these checks in respect of the chair of governing bodies of a non-maintained special Academy.

Where the proprietor is a body of people, the chair must ensure that enhanced DBS certificates are obtained for the other members of the body and that identity checks are completed before, or as soon as practicable after, any individual takes up their position. Further checks as the chair considers appropriate should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish his or her suitability to work in a Academy.

In the case of an academy trust newly established to operate a free Academy, the DfE will ask the DBS to conduct checks on all members and directors of the new trust. Academy trusts, including those established to run a free Academy, have the same responsibilities as all independent Academies in relation to requesting enhanced DBS certificates for permanent and supply staff.