**Single central record: monitoring checklist**

Use this checklist to help you make sure your single central record (SCR) is complete and up to date.

|  |  |
| --- | --- |
| **DATE MONITORING CARRIED OUT** |  |
| **MONITORING CARRIED OUT BY** |  |
| **SIGNED OFF BY (INCLUDE THE DATE)** |  |

**How to use this document**

Tick where the SCR records:

* + Whether the following checks have been carried out/certificates obtained
  + The date on which each check was completed/certificates obtained

Record any issues in the table on the final page and, if you’re a member of staff other than the designated safeguarding lead (DSL), raise them with your DSL

Grey spaces indicate a check that’s not required, so it wouldn’t need to be on the SCR

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Details to be included in the SCR** | **Nursery practitioners** | **other staff** | **Supply / agency staff** | **Volunteers** | **contractors** | **students** |  |
| Identity check- (cross check against personnel file- 2 types of id including photo id) |  |  |  |  |  |  |  |
| Enhanced DBS check/certificate with children’s barred list check |  |  |  |  |  |  |  |
| Standalone children’s barred list check |  |  |  |  |  |  |  |
| Further checks on people who have lived or worked outside the UK |  |  |  |  |  |  |  |
| Check of professional qualifications (copies retained on personnel file) |  |  |  |  |  |  |  |
| Check to establish the right to work in the UK (copies retained on personnel file) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Please note**:

1. Even if staff only work at your setting for a day, you must add them to your SCR
2. All contractors whose work provides them with an opportunity for contact with children will need an enhanced DBS certificate. Only those engaging in regulated activity need a barred list check
3. All individuals who have lived or worked outside the UK must undergo the same checks as other staff. Further checks should include overseas criminal records checks

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| --- | --- |
| **Monitoring and maintaining the SCR** | |
| Does the SCR have correct and up-to-date details for all appropriate people?   * Have any new people been added? * Have those who have left been deleted? |  |
| Have we checked the SCR for administrative errors? For example:   * Failure to record dates * Individual entries that are illegible * Omissions * Overwriting details of pre-employment checks |  |
| Have any administrative errors been reported to the designated safeguarding lead? |  |
| How and where do we store the SCR? Is this secure?   * If using an electronic system, is this encrypted? * Do we have a plan of action in case of a security problem? |  |
| Do we have an effective system for reviewing the SCR?  Is this system being followed? |  |