KINGS PARK SCHOOL

SCR POLICY

POLICY NO.	KPS-SCR-003
POLICY OWNER	HEADTEACHER
DATE FIRST ISSUED	26/11/2024
LATEST REVIEW DATE	01/09/2025
NEXT REVIEW DATE	01/09/2026

	SIGNED	DATE
HEADTEACHER MISS S J WATSON		**01/09/2025**
PROPRIETOR MRS AMY SAUNDERS		**01/09/2025**
RATIFIED BY CHAIR OF GOVERNING BOARD MR ALEX RICHARDS		

CONTENTS

1.0 INTRODUCTION
2.0 LEGAL FRAMEWORK AND GUIDANCE
3.0 PURPOSE OF THIS POLICY
4.0 OUR ETHOS AND VALUES
5.0 ROLES AND RESPONSIBILITIES
6.0 THE SCR
7.0 STORAGE
8.0 MONITORING AND REVIEW

1.0 INTRODUCTION

Kings Park School is an independent specialist provision, offering support and education for children and young people from ages 7-16 with various individual needs. Each child and young person's support is guided by their Education, Health and Care Plan (EHCP), which outlines the provision required to meet their individual needs. With spacious, light-filled classrooms and a highly skilled team of specialist SEN staff, our school provides a calm and supportive environment where children and young people are empowered to move beyond past challenges.

Each learner follows a personalised timetable tailored to their individual needs and interests, with clear, achievable targets that promote motivation, confidence, and progress. In addition to the statutory annual review process, we conduct a broad range of formal and informal assessments throughout the year to monitor progress and adapt provision where necessary.

Classes are small with up to 8 pupils, depending on the individual needs. Each class is led by a teacher and supported by a dedicated teaching assistant, with additional teaching assistants provided where necessary and stated on the child's EHCP. Children and young people will be placed in a class based on suitability rather than age. Our nurture-based approach ensures that emotional wellbeing is prioritised alongside learning, and our classrooms are designed to be sensory-friendly, providing calm, supportive environments that help students feel safe, regulated, and ready to engage.

At Kings Park School (KPS), we place the safety, well-being, and development of our students at the heart of everything we do. We are committed to providing a safe, inclusive, and aspirational learning environment for children and young people with a range of neurodivergent profiles and social, emotional and mental health needs.

2.0 LEGAL FRAMEWORK AND GUIDANCE

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act (DPA) 2018
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Freedom of Information Act 2000
- Education Act 2002
- The Non-Maintained Special Schools (England) Regulations 2015
- DfE (2023) 'Keeping children safe in education 2023'.

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens.

- DfE (2023) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- UK Visas and Immigration and Immigration Enforcement (2023) 'Employer's guide to right to work checks.
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings.

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Safer Recruitment Policy

3.0 PURPOSE OF THIS POLICY

The SCR Policy ensures that Kings Park School **complies with Statutory Safeguarding Duties** and meets the requirements of:

- **Keeping Children Safe in Education (KCSIE)** – statutory guidance for all schools.
- **The Education (Independent School Standards) Regulations 2014**
- **Working Together to Safeguard Children**

Demonstrates that all necessary recruitment and vetting checks have been conducted for:

- Staff
- Supply staff
- Proprietors/directors
- Volunteers
- Contractors (where applicable)

The policy ensures we promote a safe, transparent culture which:

- Ensures all staff involved in recruitment, HR, and safeguarding follow consistent procedures.
- Creates accountability for maintaining up-to-date and accurate records.
- Provides a clear audit trail for inspection and review (e.g. Ofsted, ISI, DfE).

The policy supports inspection readiness:

- Independent schools are inspected on their compliance with **Part 3: Welfare, Health and Safety of Pupils.**
- An up-to-date SCR and associated policy are **essential evidence** that KPS meets safeguarding and safer recruitment standards.

Ultimately, the purpose of the SCR Policy is to help ensure that **only safe, appropriately checked adults** are working with pupils. At KPS, where learners are especially vulnerable due to SEN, this is a key part of creating a **safe and nurturing environment**.

4.0 OUR ETHOS AND VALUES

We are guided by our school motto: ***"Inspiring Dreams, Building Bright Futures Together."*** Our core values are:

• ***Kind Words***: We speak with empathy and understanding.
• ***Positive Minds***: We approach challenges with optimism and resilience.
• ***Strong Hearts***: We show courage, compassion and strength in our relationships.

These values are more than aspirations—they are embedded in every interaction, decision and environment within Kings Park School.

Kind Words reflect our belief in the power of language to heal, uplift and include. Whether it is peer

encouragement, staff guidance or family communication, we model respectful, thoughtful speech in all we do.
Positive Minds encourage our students and staff to reframe difficulties as opportunities to learn and grow. We promote a strengths-based approach that focuses on what each individual child can do and how they can build confidence through success.
Strong Hearts remind us of the importance of compassion, resilience and relationships. We teach students to persist through challenges, support others and show bravery in being true to themselves.

Together, these values underpin our approach to behaviour, learning and building a safe, inclusive school community.

5.0 ROLES AND RESPONSIBILITIES

The Chair and Headteacher will be responsible for:

- Creating a culture that safeguards and promotes the welfare of children in their school or college.
- Taking strategic leadership responsibility for the school's safeguarding arrangements.
- Ensuring that the school complies with its duties under the above child protection and safeguarding legislation.
- Guaranteeing that the policies, procedures and training opportunities in the school are effective and always comply with the law.
- Adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring appropriate identity checks are undertaken for all existing and prospective employees.

The headteacher will be responsible for:

- Acting in accordance with the 'Headteachers' standards' and the expectations of the school community.
- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school.
- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to school hold the relevant level of security check, including a DBS check.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school obtains legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport.
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.
- Informing the LA of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with this policy.
- Ensuring that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks. A copy of photographic identification will be checked.

School staff will be responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

Volunteers, contractors and other visiting parties will be responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

Because the SCR contains sensitive personal information, access must be limited to staff with a clear safeguarding or operational need.

Access levels:

- **Designated SCR Owner** (e.g. SBM): Full edit access. Responsible for updating records.
- **DSL / Headteacher:** Read-only or edit. Oversight of safeguarding compliance.
- **Safeguarding Governor/Compliance Lead:** Read-only or edit. Company-wide assurance and reporting.
- **Governors / Trustees:** Read-only. Strategic oversight (termly reviews only).

This will keep our records safe, our data secure, and our team aligned on responsibilities.

6.0 THE SCR

The school will keep an SCR which records all staff working at the school, as set out below:

- All staff, including teacher trainees on salaried routes.
- Agency and third-party supply staff, even if they work for only one day.
- All members of the proprietor body.
- Any other individual likely to work in close proximity to the school's pupils.

The bullet points below set out the minimum information that must be recorded on the SCR. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:
[Please note for documents being viewed by Kings Park school, the date recorded on the SCR should be the date the document was seen, rather than the date it was issued.]

- An **identity check** - Confirm the individual's name, date of birth, and address using official documentation (e.g. passport, driving licence).
- A standalone **children's barred list check** - A check against the list of individuals barred from working with children—required for anyone in regulated activity.
- An **enhanced DBS check** - All staff in regulated activity must undergo an enhanced criminal record check through the Disclosure and Barring Service.
- A **prohibition from teaching check** - Must be completed for all teaching staff. This verifies if an individual has been prohibited from teaching by the Teaching Regulation Agency.
- A check of **professional qualifications**, where required.
- A check to determine the individual's **right to work in the UK** - Every employer has a legal duty to check that new hires are eligible to work in the UK.
- Additional checks for those who have **lived or worked outside of the UK (Overseas checks)** - Additional checks are required if the individual has lived or worked outside the UK in the last 5 years. This includes letters of professional standing and overseas criminal checks.
- A **section 128 check** for those in management positions - Required for leadership positions (e.g. headteachers, governors). This checks for individuals banned from school management roles.

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the school would perform on any individual working in the school or who will be providing education on the school's behalf, including through online delivery) and the date that confirmation was received.

If any checks have been conducted for governors or volunteers, this will also be recorded on the SCR. If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

Where appropriate, the school will record any other information it deems relevant. This may include:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- Checks made on volunteers.
- Any risk assessments that have been conducted to assess whether a volunteer should be subject to an enhanced DBS check.
- Checks made on governors.
- Dates on which safeguarding and safer recruitment training was undertaken.
- The name of the person who carried out each check.
- The details of an individual will be removed from the SCR once they no longer work at the school or college.

7.0 STORAGE

At Kings Park School (KPS), we are committed to ensuring that all records relating to the Single Central Record (SCR) are stored securely, confidentially, and in full compliance with **safeguarding requirements**, the **Data Protection Act 2018**, and the **UK GDPR**.
There will only be one copy of the SCR created online on OSCR.

Digital SCR:

The SCR is stored securely on a password-protected, encrypted system with access restricted to:

- Designated Safeguarding Lead (DSL)
- Headteacher
- Designated HR/Admin staff
- Proprietor (as appropriate)
- Regular backups are maintained in accordance with school data management policy.

Physical Documentation (Supporting Records):

- Staff recruitment files and supporting evidence (e.g., qualifications, references) are kept in individual locked personnel files in a secure, locked cabinet in a restricted access office.
- Only authorised staff (DSL, HR lead, Headteacher) may access these records.

Data Protection & Confidentiality:

- Only information required for the purpose of safer recruitment and safeguarding is stored.
- Copies of DBS certificates are not kept, in line with government guidance. Only the DBS number, date of issue, and outcome are recorded on the SCR.
- Information is retained only as long as necessary and disposed of securely when no longer needed.

Staff are made aware of how their data is stored and used, as outlined in the school's Data Protection Policy.

8.0 MONITORING AND REVIEW

At Kings Park School (KPS), the Single Central Record (SCR) is a vital safeguarding document and must be maintained with the highest standards of accuracy, confidentiality, and regulatory compliance. To ensure this, we have robust systems in place for ongoing monitoring and regular review.

Regular Monitoring:
The SCR is reviewed and updated in real time by the designated safeguarding lead (DSL), Headteacher, or authorised HR personnel following:

- The recruitment of new staff, volunteers, or contractors.
- Changes in staff roles or safeguarding responsibilities.
- Completion of new vetting checks (e.g. DBS renewal, prohibition checks).

Any discrepancies or omissions are investigated and rectified immediately.

Termly Formal Review:
A formal review of the entire SCR is conducted at least once per term.

This review is carried out by the DSL and/or SLT (and may include the Proprietor), using a standardised SCR audit checklist.

The purpose of the review is to:

- Ensure compliance with Keeping Children Safe in Education (KCSIE).
- Confirm that all required checks are in place for all relevant individuals.
- Identify and correct any administrative or compliance issues.

Internal Audit and Quality Assurance:
The SCR is audited annually as part of the school's Safeguarding Policy review and whole-school compliance cycle.
Audit outcomes are reported to the Proprietor and, where appropriate, discussed with the Local Authority or external safeguarding advisors.
Any findings are acted upon with clear timescales and accountability.

Inspection Readiness:
The SCR is kept up to date and ready for inspection by:

- Ofsted
- ISI (Independent Schools Inspectorate)
- Local Authority (where placements are funded through EHCPs)

A named person (usually the DSL or Headteacher) is responsible for presenting and explaining the SCR during inspections.

Secure Record Keeping:
All updates and audits are logged and dated.
Changes are tracked, and a version control system is used (digitally or manually).
Any recommendations or actions from audits are recorded and signed off once completed.

At Kings Park School, the SCR is not only a compliance document but a key part of our safeguarding culture. Through routine monitoring, termly reviews, and formal audits, we ensure that our school community remains safe and that all recruitment and vetting processes are thorough, timely, and properly recorded.

This policy will be reviewed by the Senior Leaders every year. At every review, the policy will be approved by The Chair of Governors.