

Mini Single Central Record Audit

Policies and Procedures to reference

1. Keeping Children Safe in Education 2024
2. Safer Recruitment Policies
3. GDPR Policy

Key Questions	
Are all current staff on the SCR and the leavers are removed?	
Are all regular visitors (who are in regulated activity) up to date?	
Are all supply staff up to date?	
Does the school have any volunteers? Are they recorded?	
If it's an academy school, are the Trust Officers recorded?	
Are there any gaps in information?	
Are there risk assessments for missing references?	
Are the DBS dates in line with school policy?	
Do all staff sign an annual 'self declaration' form?	
Are safer recruitment procedures followed?	
Do locked personnel files accurate and reflect SCR?	
Is the storage of SCR secure? And what would do if there was a security problem?	
Is the system of monitoring the SCR being followed and documented?	

SCR Essentials	Teaching Staff	Teaching Assistant	Support Staff	Supply Staff	Volunteers	Contractors	Governors / Trustees
Identity Checks							
Enhanced DBS with children's barr list check							
Prohibition from teaching check							
Section 128 check							
Further checks for people who have lived or worked outside the UK							
Professional qualification checks							
Right to work in the UK checks							
Two references							