

# GUIDANCE PAPER



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## Inspection, SIMS and the Single Central Record

### Guidance at a glance

This paper is relevant to school and college leaders in England, as well as staff with a responsibility for maintaining the Single Central Record (SCR).

The inspection of safeguarding is one of the most significant elements of a school inspection. Consequently, even an otherwise good or outstanding school can be downgraded to inadequate overall if safeguarding is not judged to be effective. A school's SCR is a key part of the evidence inspectors consider when inspecting safeguarding.

This guidance paper aims to assist schools and colleges consider how they meet the statutory requirements relating to recording checks on staff and others, and how they might provide the necessary evidence required when their school or college is inspected. Given that many schools use SIMS as their Management Information System (MIS), ASCL has worked with **Capita** to produce the following guidance on how to use SIMS to manage and produce a SCR. SIMS allows you to customise the checks you include in the SCR so that schools can go beyond the minimum requirements as they wish.

Schools are reminded that this guidance does not replace the statutory requirements outlined by the DfE, and it is the responsibility of schools to ensure they comply with legal requirements. ASCL and Capita do not accept any responsibility for schools which fail to do so as a result of following this guidance.

The paper provides more detailed information on the following:

**Section 1** What should be included in the SCR?

**Section 2** Using SIMS to create the SCR

**Section 3** Training

**Section 4** Producing the SCR

**Section 5** Further information

## 1 What should be included in the Single Central Record?

The Department for Education's (DfE) published statutory guidance *Keeping Children Safe in Education* (KCSIE) states:

Schools and colleges must keep a single central record, referred to in the regulations (described in the following paragraph) as the register. The single central record must cover the following individuals:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. In colleges, this means those providing education to children
- for independent schools, including academies and free schools, all members of the proprietor body

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- a section 128 check (for management positions as set out in paragraph 99 for independent schools (including academies and free schools))
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions described in paragraph 114
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom

For supply staff, schools should also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. \*

Where checks are carried out on volunteers, schools should record this on the single central record.

*\* Independent schools and non-maintained special schools should also include the date on which any certificate was obtained.*

**Schools are advised to read the KCSIE document and all the latest statutory information in full, and not rely solely on this guidance paper.**

### Why use SIMS to manage the Single Central Record?

Key issues surrounding the maintenance of a Single Central Record include:

- ensuring all information is captured accurately
- ensuring the security of the record
- ensuring the record is backed up and held securely
- ensuring the record complies with any changes to statutory requirements
- ensuring the record is updated as necessary

There are several advantages of using MIS systems such as SIMS to administer the SCR, including:

- Secure storage of sensitive information.
- Flexibility to shape and extend the scope of the SCR.
- Widely used by schools.
- Well supported.
- Single entry, many uses (such as reviewing dates of last safeguarding training).
- Data entered can be made immediately live.
- Starter template for SCR report already set up

## 2 Using SIMS to create the SCR

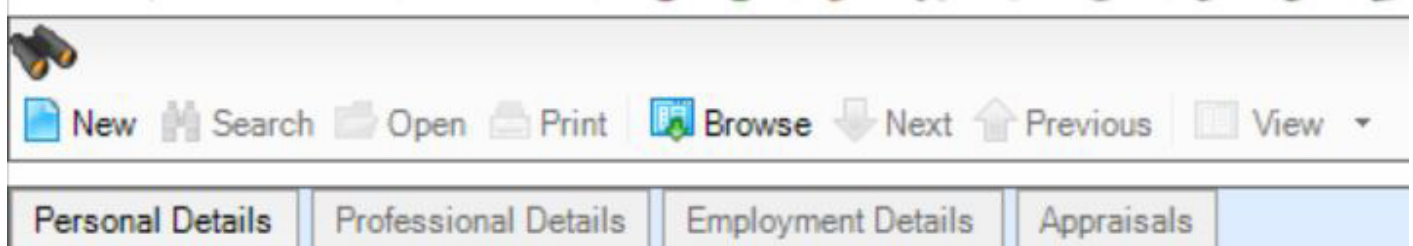
The information contained within the SCR can be created in SIMS by entering 'Check' details in each staff member's employment details. The whole school record is produced separately by running the appropriate report function.

### Adding and editing check information

In this area, the background checks that have been carried out regarding an employee can be recorded.

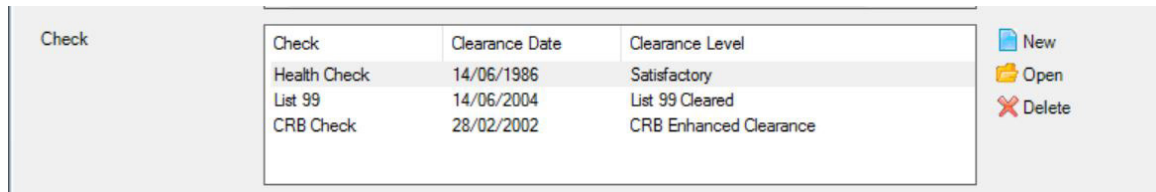
Having opened an employee record from **Focus | Person | Staff**:

- 1 Click the Employment Details tab to display the Employment Details page



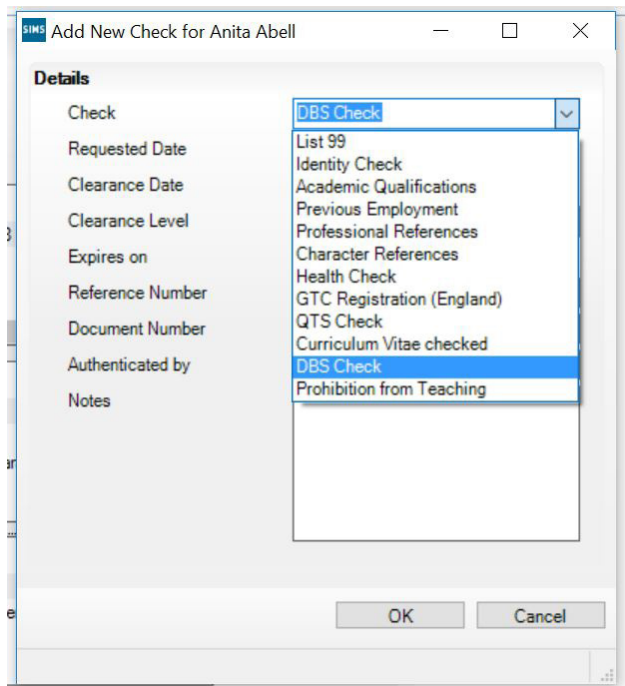
#### 4 | Inspection, SIMS and the Single Central Record

- 2 Click **New**, adjacent to the **Check** field, or highlight an existing check, or click **Open** to display the **Add/Edit Checks** dialog



Check	Clearance Date	Clearance Level
Health Check	14/06/1986	Satisfactory
List 99	14/06/2004	List 99 Cleared
CRB Check	28/02/2002	CRB Enhanced Clearance

- 3 Select the type of **Check** from the drop-down list, eg **DBS**, **Health Check**



SIMS Add New Check for Anita Abell

**Details**

Check: DBS Check

Requested Date: [ ]

Clearance Date: [ ]

Clearance Level: [ ]

Expires on: [ ]

Reference Number: [ ]

Document Number: [ ]

Authenticated by: [ ]

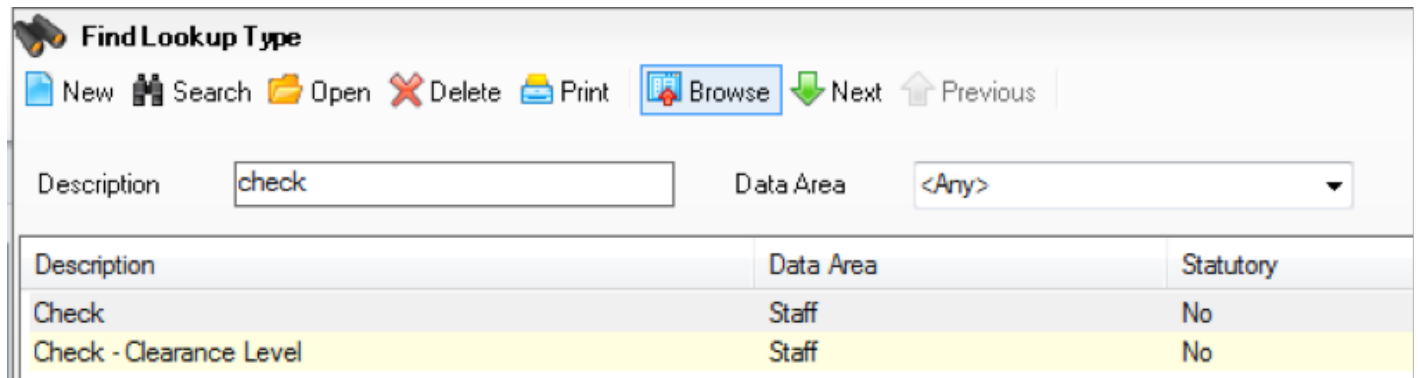
Notes: [ ]

OK Cancel

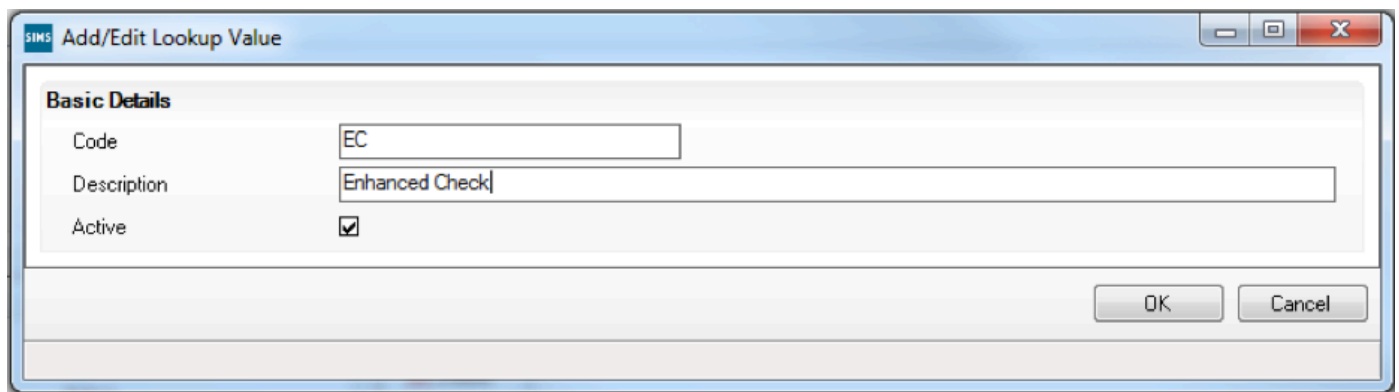
- 4 Select the **Requested Date** by clicking on **Calendar** and selecting the date. Alternatively, enter the date in dd/mm/yyyy format
- 5 Select the **Clearance Date** by clicking on **Calendar** and selecting the date. Alternatively, enter the date in dd/mm/yyyy format
- 6 Select the **Clearance Level** from the drop-down list, eg **Pass**
- 7 If applicable, select the **Expires On** date of the check by clicking on **Calendar** and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format
- 8 Enter a **Reference Number** for the check
- 9 Enter a **Document Number** for the check
- 10 In the **Authenticated By** field, enter the name of the person who authenticated the check
- 11 Add any additional notes in the **Notes** field
- 12 Click **OK** to save the details and return to the **Employee Details** page

## Customising Check information and Check Clearance Levels

- 1 Go to **Tools | Lookups | Maintain**
- 2 In the **Description** box, type the word 'check'
- 3 Click **Search** or **Enter** on the keyboard
- 4 Two results will show:



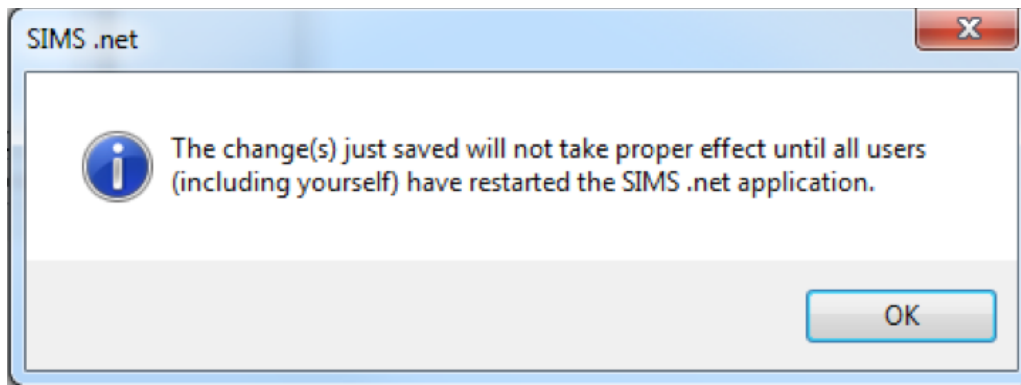
- 5 Click on the option with a description of 'Check' and choose **Open**
- 6 To edit an existing check, click on the relevant check in panel 2 Values, and click **Open**. From here, edit the Code, Description and Active status. The active status allows old checks to remain against staff records, but no new checks of that type can be recorded in the system
- 7 To create a new check, click on **New** on the right hand side
- 8 Fill in the fields on the pop-up, and click **OK**



- 9 Add in as many as required, then click **Save** on the top left hand side of the screen

## 6 | Inspection, SIMS and the Single Central Record

10 You will see a message as follows:



This means that all users of SIMS will have had to be logged out before the added checks are available for use in the staff record. It is therefore recommended that these changes are made at the end of the day, ready to be used at the start of the next day

11 You can also carry out the same process with the Clearance level checks, by going back to Browse on this screen and selecting Check – Clearance Level

## 3 Training

Some schools choose to integrate other safeguarding information into their SCR, such as completion of key safeguarding training.

### Adding a new Safeguarding Training Course in SIMS

- 1 Go to **Tools | Staff | Training** and click **New**
- 2 Fill in the relevant information in the field:

1 Training Details			
Title	<input type="text" value="Safeguarding training"/>	Organiser	<input type="text" value="Adrian Blacker"/>
Description	<input type="text" value="Safeguarding Training"/>	Venue	<input type="text" value="Green Abbey School"/>
Start Date	<input type="text" value="30/08/2016"/>	End Date	<input type="text" value="31/08/2016"/>
Level	<input type="text" value="Certificate"/> ▼	Renewal Date	<input type="text" value="01/09/2017"/>
Course Fees	<input type="text" value="0.00"/>	Full Time	<input checked="" type="checkbox"/>
No. of Days	<input type="text" value="0.0000"/>		

- 3 Then go to **Panel 3/Staff**, and click **New**. From here you can select as many or as few members of staff you want to include on the training course by holding down the **Shift** on the keyboard whilst clicking to highlight a block of staff, or holding down **Ctrl** whilst clicking to highlight multiple members of staff.

4 Click **OK**

Name	Previous Name	Title	Gender	Staff Code
Abell, Anita		Mrs	F	AA
Anderson, Mary Elizabeth		Mrs	F	MA
Andrews, Selina	Andrews, Selina	Mrs	F	SA
Asher, Dawn		Mrs	F	DA
Asif, Mina		Mrs	F	MIA
Atkinson, John Henry		Mr	M	JA
Batchley, Andrea		Miss	F	ABY
Blacker, Adrian		Mr	M	AB
Brown, Emily		Mrs	F	

Records found: 95

Absences for members of staff can be created if the training course will cause them miss school, however, if the training course falls on an inset day for example, then the absence record isn't needed.

## 4 Producing the SCR

In order to produce the SCR, SIMS must run a report, which can be customised as desired.

### Reporting on checks and training courses in SIMS

- 1 To report on Checks, go to **Reports | Run Report | Staff | Ofsted SCR (2016)** and click **Run\*\***. This will open in Excel
- 2 To modify this report, go to **Reports | Design Report | Open an existing Report | Staff | Ofsted SCR (2016)**. From here, you can then add in further checks, or add in extra fields, create further filters, or remove any existing fields

You can also share reports via **Reports | Export**

This will allow you to select the report you have created and want to share. Save the definition to a file location on your local computer. This file can then be shared in the same way you would with any other kind of file. This is the report definition, not the report output, so does not contain personal information.

To use a report that has been shared, save the report definition file (it will end .rptdef) to your local machine. Then go to **Reports | Import**. Browse to the location where the file is saved and then click import. It will then be available under **Run Report** for you and anyone in school to use in the future.

*\*\*The Ofsted SCR (2016) report template has been created to give schools a starting point for their SCR. It is the responsibility of schools to ensure their final report meets the statutory requirements and they are strongly encouraged to review DfE guidance before determining the contents of their SCR report.*

## 5 Further information

Capita

[www.capita-sims.co.uk](http://www.capita-sims.co.uk)

DfE, *Keeping Children Safe in Education*

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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