**110. Single central record**

Maintaining a Single Central Record (SCR) is not mandatory for early years settings. However, in the Inspecting arrangements for staff recruitment and vetting section of the Ofsted document ‘Inspecting safeguarding in early years, education and skills’ it is clear that inspectors will want to check the provider can provide evidence of suitability. Using the SCR allows a setting to have the required information in one place.

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills>

Here at Ridgemount we employ an in depth SCR for safer recruitment checks, training and Mentoring opportunities. We record this in a spreadsheet which can be found in:

Ridgemount SharePoint 🡪 Human Resources – Documents 🡪 SCR 🡪 SINGLE CENTRAL REGISTER [applicable date] 🡪 Tab titled [EY Providers Employees]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory** |  | **Mandatory** | **Mandatory** | **optional** | **sv** |  |  |
| **Name** | **DEPARTMENT** | **Address** | **DOB** | **Qualification** | **e-mail** | **TELEPHONE** | **National Insurance** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Optional** | **Optional** | **Mandatory** | **Mandatory** | **Mandatory** | **Mandatory** | **Mandatory** | **Mandatory** |
| **Supervisor** | **MENTOR/BUDDY 3 MONTHS** | **Date Address ID Seen** | **Passport ID** | **Driving License id** | **Birth Certificate** | **Date Started with EY Provider** | **GDPR** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory** | **Optional** | **QUALIFICATION** | **QUALIFICATION** | **Optional** | **Optional** | **Mandatory** | **Mandatory** |
| **Job Title (e.g. Teacher/ Parent Helper/ Admin)** | **QUALIFICATION** |  | **checked by** | **Emergency contact** | **Staff suitability Declaration** | **First Aid** | **Child Protection** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory** | **Mandatory** | **Mandatory 3 years** | **2 years** | **2 years** | **Mandatory** | **Mandatory** | **Mandatory** |
| **Food Hygiene** | **DSL** | **SAFER RECRUITMENT** | **GDPR** | **H&S** | **If Required, Qualifications Evidenced** | **If Required, Date Qualifications Seen** | **DBS CHECKED BY** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **Right to work in the UK** | | |
| **Mandatory** | **Mandatory** |  | **Mandatory** | **Mandatory** | **Mandatory** | **Mandatory** | **Mandatory** |
| **Date DBS Evidenced and Checked** | **If DBS Checked, DBSDisclosure Number** | **DBS update id** | **Overseas Police Check/ Certificate of Good Conduct Required (Yes/No Only)** | **If Required, DBSOverseas Checks Completed (Yes/No Only)** | **Date Passport/Visa/Work Permit evidenced for Right to Work in the UK** | **If Required, Date Visa or Work Permit Expires (Earliest Date)** | **If Required, Most Recent Date Work Permit or Visa Evidenced** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical** |  | **References** | |  |
| **Optional** |  | **Optional** | **Optional** | **Mandatory** |
| **Date Medical Clearance Received** | **CONTRACT SIGNED *updated*** | **Date Satisfactory Reference One Completed** | **Date Satisfactory Reference Two Completed** | **Supervision Agreement signed** |