01 SET UP THE REVIEW

Single central record monitoring pack

A working pack for schools in England. Use it to check who is on the single central record (SCR), whether the evidence supports each entry and whether exceptions are resolved.

School or trust and site _____

Review period and date _____

SCR owner and independent reviewer _____

School type and scope _____

Leadership sign-off and governance route _____

Who uses which page

SCR owner or HR administrator Use pages 2 and 3 to reconcile the register and trace checks to evidence. Record differences on page 7.

Headteacher or delegated senior leader Use pages 4 and 8 for independent sampling, escalation and operational sign-off. Ask HR or the designated safeguarding lead (DSL) to advise on concerns.

Safeguarding governor, trustee or proprietor Use page 5 to test whether leaders have reliable oversight. Record assurance and challenge without copying personnel records.

Trust HR or cross-school reviewer Use page 6 to compare controls across schools and verify that recurring issues are closed.

All reviewers Use page 7 for coded sample results and actions. Page 8 contains the sign-off record and links to official sources.

When to check

Suggested local rhythm. Check each starter before authorising work. Reconcile changes monthly, review samples independently each term and check again after a system migration, staffing change or serious finding. Agree the frequency locally.

KCSIE sets the legal duties and guidance for the SCR. The review frequency, sample sizes and sign-off roles in this pack are suggested controls. Apply your scheme of delegation and adjust for your setting.

Scope is schools in England. Standalone post-16 providers and colleges need their own setting-specific checks. Use codes in this pack and keep the key, raw SCR and personnel evidence in the school’s approved systems.

02 SCR OWNER OR HR

Reconcile the register

Start with the people actually working in or for the school. A review of existing rows alone cannot detect missing people.

☐ **Fix a review date and agree the population** KCSIE 347 to 349
Record the date and secure location of the SCR view used. Compare both ways against payroll, starters and leavers, current timetables or deployment lists and agency bookings. Include one-day agency staff and salaried trainees.

☐ **Check staff assigned from other sites** KCSIE 348 and 354
Reconcile centrally employed staff who work at the school against their actual deployment. Verify that the school's record can be produced separately and without delay when the trust holds it centrally.

☐ **Reconcile the proprietor and governance routes** KCSIE 348, 352 and 391 to 404
For independent schools include the proprietor body. In academies and free schools this includes trust members and trustees. Check governor and delegated-role requirements separately. Identify any local voluntary register fields clearly.

☐ **Check volunteers and other adults in the right records** KCSIE 352 and 368 to 390
Review volunteers against activity and frequency, including qualifying activity across settings and the September 2026 changes. Use separate records or clearly marked optional SCR fields for volunteers and governors as appropriate. Check contractor, fee-funded trainee and visitor arrangements separately.

☐ **Find missing, duplicated or stale rows** KCSIE 351
Reconcile aliases, rehires, transfers and duplicate entries. Follow local retention rules for evidence. Remove leavers from the live SCR as advised by KCSIE. Record where the historical audit evidence is kept.

☐ **Check ownership and access** LOCAL CONTROL / KCSIE 353 to 357
An authorised deputy can retrieve and update the record when the main owner is absent. Restrict access and sharing. Test that the current school view can be made available securely to those entitled to inspect it.

Active staff count _____ Active agency or supply count _____

Unmatched or duplicate rows ____ Action IDs _____

Prepared by and date _____

03 SCR OWNER OR HR

Trace checks to evidence

For each sampled person, use the actual work start date. Check that the evidence belongs to the right person, applies to the role and supports the date and status entered.

☐ **Identity and right to work** KCSIE 313 and 350 / HOME OFFICE
Compare the identity evidence and prescribed right-to-work result with the SCR and actual start date. Where permission is time limited, check the follow-up arrangement. Keep right-to-work evidence in the personnel record.

☐ **DBS and barred list** KCSIE 313 to 331 and 350
Check the request or certificate status and relevant dates separately. Verify level and children's workforce against the role. Confirm barred list information for regulated activity, including any eligible standalone check where appropriate. A DBS request alone does not establish clearance.

☐ **Teaching and professional checks** KCSIE 313, 332 to 341 and 350
Verify teaching prohibition and other applicable restrictions for teaching work. Compare required professional qualifications against the evidence. Use Check a teacher's record for the checks it supports.

☐ **Overseas and management checks** KCSIE 335 to 341, 350 and 359 to 363
Where lived or worked abroad, verify the record of further appropriate checks and any assessment of unavailable evidence. For in-scope management at independent schools, academies and free schools, verify section 128 and its recording.

☐ **Agency and supply** KCSIE 349 and 364 to 367
Verify written confirmation that the agency carried out relevant checks and obtained certificates. Check date received and whether enhanced DBS certificate details were provided. Verify checks apply to the person who arrived. Record the certificate date where applicable and obtain a copy when paragraph 365 requires it.

☐ **Other evidence and blank cells** KCSIE 342 to 357 / LOCAL CONTROL
Distinguish complete, pending and not applicable. Record the reason for N/A where useful and trace dates to evidence. Review references, fitness, childcare disqualification and local checks in their proper records. Keep sensitive details out of the monitoring log.

Never backdate a check. If evidence shows it happened earlier, correct the SCR using the evidenced date and record both the correction date and its source.

04 HEADTEACHER OR SENIOR LEADER

Sample and challenge

The reviewer should be independent of the data entry where practicable. In a small school, use a colleague from another school, a trust reviewer or another authorised reviewer.

☐ **Select the sample yourself** SUGGESTED CONTROL
Review all known gaps, supervised starts and open exceptions. Include recent starters, agency staff and any 2026 volunteer change relevant to the setting. Choose additional records across roles and dates so the sample is not limited to cases selected by the owner.

☐ **Set and record the sample size** SUGGESTED CONTROL
Example starting point per review. Test all new starters if there are five or fewer. Otherwise test five plus cases with added risk, and add a small spread of older entries. Increase it for high turnover, previous findings or a new HR system. Record the denominator and exclusions.

☐ **Trace in two directions** SUGGESTED CONTROL
Start with a staff or deployment list and find its people on the SCR. Then take SCR entries back to authorised evidence. Ask the owner to demonstrate one new starter and one agency booking from receipt of checks to first work.

☐ **Do not confuse a blank with a failed check** LOCAL CONTROL
If dated evidence confirms the check was done before the relevant deadline, log an SCR entry error and correct it. If timing or evidence cannot be established, treat the check as unverified until resolved. If no evidence exists, do not reconstruct a date from memory.

☐ **Escalate risks without waiting for the review to finish** LOCAL CONTROL / KCSIE PARTS THREE AND FOUR
For required checks missing, unresolved identity or right-to-work uncertainty, alert the headteacher or employer, HR and the DSL as relevant that day. Hold the start or stop the affected duties pending a decision. Use safeguarding or allegations procedures where the facts require them. Log controls and a review owner.

☐ **Expand and retest where findings cluster** SUGGESTED CONTROL
Check the full affected group if several cases share a cause. Give each action an owner, deadline and evidence for closure. Ask a reviewer to verify the fix and any changes to the process.

Sample size and population _____ of _____

Exceptions raised and action IDs _____

05 GOVERNOR TRUSTEE OR PROPRIETOR

Governance assurance

Use your governing body's agreed monitoring arrangements. In a trust, check which responsibilities are delegated and how findings reach the trust board.

☐ **Confirm leadership ownership** GOVERNANCE PROMPT
Who owns the SCR day to day? Who checks the checks? Who can authorise an exception? Ask for evidence of cover, training and a recent independent review.

☐ **Ask how omissions are found** GOVERNANCE PROMPT
Ask how the school reconciles the SCR with actual staff and agency bookings. Ask how the school knows one-day supply staff and centrally deployed staff are captured.

☐ **Test a real control without collecting personal data** GOVERNANCE PROMPT
Ask an authorised leader to show the process using a redacted or coded example. Ask how they establish that dates are supported and that N/A and pending entries are followed up. Do not copy DBS certificates, personnel files or named SCR exports into board papers.

☐ **Ask what happened when something went wrong** GOVERNANCE PROMPT
Ask for the number and categories of open issues, age of the oldest action, any current restrictions and who will verify closure. Ask what changed after a repeat finding.

☐ **Check volunteers after the 2026 rules change** KCSIE 383 to 390
Ask how leaders identified volunteers newly in regulated activity, whether relevant settings were considered together and how required checks were completed or duties restricted.

☐ **Agree what assurance can be reported** GOVERNANCE PRACTICE
Minute the scope, headline findings, named action owners by role and date for follow-up. Escalate significant or recurring findings through agreed routes. A visit note records assurance and challenge. Operational start decisions go through the employer's authorised process.

Reviewer and date _____

Evidence seen and limitations _____

Board or committee and follow-up date _____

06 TRUST OR EXTERNAL REVIEWER

Check across schools

Use this route for multi-academy trust assurance or an authorised peer review. Agree access, scope and the escalation route before starting.

☐ **Test the central and school views** KCSIE 348 and 354
Ask each sampled school to produce its current SCR view and reconcile it to central records. Check that shared staff, temporary assignments and local supply bookings appear where they should. Confirm individual academy information can be provided without delay.

☐ **Compare local roles and responsibilities** LOCAL CONTROL
Record who enters records, verifies evidence, clears starts and provides independent review at each site. Check that trust and school staff agree on ownership when a person moves sites.

☐ **Choose sites and cases according to risk** SUGGESTED CONTROL
Include at least one site or team with new HR staff, recent change or a previous finding when relevant. Use a common sample method and include a site without a known issue. Explain what the sample excludes.

☐ **Test exceptions consistently** KCSIE 313 and 326 to 327
Compare use of pending, N/A and supervised starts. Confirm an early start in regulated activity is lawful for the setting, with all other checks, a separate barred list check when eligible and appropriate supervision. EYFS-covered roles require the full enhanced DBS with barred list before work in that setting.

☐ **Find patterns across sites** SUGGESTED CONTROL
Separate one-off transcription mistakes from failures in procedure or systems. If the same agency, export or rule is involved, check other sites using it. Assign a trust-level owner and a local owner where both need to act.

☐ **Report and confirm closure** SUGGESTED CONTROL
Report coverage, severity, open controls and deadlines to the appropriate leader and governance body. Retest a sample after changes. Keep named evidence accessible only to authorised people.

Sites reviewed and exclusions _____

Trust owner and next review date _____

07 REUSABLE WORKING RECORD

Sample and action log

Use a case code only. Keep the key and underlying evidence in the authorised HR record. Duplicate this page if needed.

Sample record

Sample 1 code and staff category _____

Source list and actual start date _____

Checks traced and evidence location _____

Result and linked action ID _____

Sample 2 code and staff category _____

Source list and actual start date _____

Checks traced and evidence location _____

Result and linked action ID _____

Sample 3 code and staff category _____

Source list and actual start date _____

Checks traced and evidence location _____

Result and linked action ID _____

Exception and closure record

Action ID and case code _____

Gap and date identified _____

Immediate control and who was informed _____

Corrective action, owner and deadline _____

Closure evidence, verifier and date _____

Record one of three outcomes for each sample. Verified, record correction needed, or required check unverified. Where there is a risk to pupils or an unresolved legal check, record the immediate control and escalate on the day.

08 REUSABLE SIGN-OFF

Review outcome and follow-up

Sign off this review within its scope. An unresolved problem stays on the action log until a reviewer verifies that it has been addressed.

School, review period and scope _____

Sample size and categories covered _____

Known limitations or exclusions _____

Outcome ☐ No issues found in sample ☐ Actions open ☐ Urgent escalation

Open priority actions and interim controls _____

SCR owner and date _____

Independent reviewer and date _____

Accountable leader and date _____

Governance recipient and date reported _____

Follow-up date and person responsible _____

Official sources

DfE | Keeping children safe in education 2026, Part three

DfE | Maintained schools governance guide

DfE | Academy trust governance guide

Ofsted | School inspection toolkit and operating guides

Home Office | Right to work checks

DfE | Check a teacher’s record

The pack records what a school checked and what it did about findings. Use the full current guidance and the rules applicable to the setting for any appointment or safeguarding decision.