



SCR Policy

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Summary:

It is a statutory requirement (Keeping Children Safe in Education, Paragraph 143) for all schools and academies to keep and maintain:

- a single central record (SCR) of recruitment
- vetting checks for their whole workforce (including volunteers, supply staff and teacher trainees on salaried routes)

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Introduction

The procedures in this document have been developed in accordance with statutory guidance from Keeping Children Safe in Education (September 2021):

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

In line with Keeping Children Safe in Education (September 21), the Trust will maintain a Single Central Record (SCR) of members of the proprietor body, central employed staff, and central contractors. Each school will be responsible for managing and maintaining their own Single Central Record in accordance with Trust procedures.

The SCR should be a live document, recording those who are currently at the school. Individuals should be removed from the SCR when they have left employment or ceased to come in – however, they must be placed back on the list if they return to the school (although the school may need to re- complete checks as necessary).

The SCR should never have gaps, it should either have the relevant information or date of check or n/a denoting that the relevant check is not applicable to the individual in the role they are in.

Responsibilities

School Responsibilities

Schools are responsible for maintaining their own SCRs and remaining compliant with safeguarding responsibilities as outlined in KCSIE 2021 and any subsequent statutory guidance. Ultimate responsibility for confirming SCR compliance to the Trust lies with the Director and HR team.

To be able to fulfil InspirED responsibility to safeguard children, it is essential that the appropriate checks are carried out on every person who enters establishments of the Trust. The outcome of these checks must be recorded on relevant sections of the SCR. Each check should be dated.

All pre-employment checks must be completed before a new starter joins the school. In exceptional circumstances, where not all checks are completed the school is required to undertake and document they have risk assessed the situation. A risk assessment template is shown in Appendix A.

Trust Responsibilities

The Trust is responsible for providing the framework of procedures which the schools should work within and a SCR of members of the proprietor body, central employed staff, and central contractors.

School Staff

Checks on staff **must** include all employed staff (teachers and support), casual workers, external speakers, agency staff, third party workers and salaried students.

Where staff work in more than one school across the company, they should be recorded on the SCR for the school where they are recorded for pay and other purposes. For other schools where the member of staff operates, there should be a reference on the SCR to the fact that their record is held at xxxx school. SCR entries for individual staff will transfer with the employee should they transfer as an employee to another school within the Trust.

Forename and Surname

Ensure that both the forename and surname is entered on the record and that any changes are evidenced before updating the SCR, for example when people get married. Keep copies of this evidence in the personnel file. Record the former surname in brackets after the current name.

Staff Group

Although not mandatory, the staff group an individual falls within helps in filtering the SCR for checking purposes.

Employment Start Date

Inputting the date helps ensure that the SCR is easier to use and can be used to easily explain why a check appears to be 'missing' due to any changes in the safeguarding legislation. Some checks are not necessary for staff who have been employed for a number of years, and therefore the Employment Start Date will identify these staff. The employment start date is the date the employee started with the company (not each individual school).

Identity Check

A piece of in-date photographic ID should be presented for verification along with something which confirms an individual's current address. If this is not available other forms of ID are acceptable as long as they can provide sufficient assurance that the person is who they say they are. Further information can be found on the link below:

<https://www.gov.uk/guidance/documents-the-applicant-must-provide>

Right to Work in the UK

A copy of evidence of the right to work must be kept on the employee's file. If the appropriate checks are not carried out and an illegal worker was found to be employed by the company, the Home Office can impose a fine. The link below provides guidance and a list of acceptable ID for proof of right to work. Please pay close attention to this list as sometimes confusion does occur e.g., photo card driving licence that can prove an individual's identity is not evidence of proof of right to work.

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

When carrying out the above checks the following must always be ensured:

- Obtain and witness the applicant's original documents. These must be valid for the person presenting them and in date, not expired.

- Check the validity of the documents in the presence of the owner.
- Colour copy the documents (sign and date) and place them on the employee's file.
- Add the date seen and by whom to the SCR.

Enhanced DBS Checked

Record the date the DBS check was completed by your own school or the date your own school saw the DBS certificate. The DBS certificate **must not** be photocopied or scanned unless there is a good reason to do so. Any copies should be destroyed/deleted following completion of the SCR entry in line with GDPR.

DBS checks must be completed, and a clear certificate presented before a new recruit starts work. In exceptional circumstances, if a new member of staff is required to join the school/Trust before their DBS clearance has been returned, then a risk assessment (Appendix A to this procedure) as well as a separate Barred List check via the Teaching Regulation Agency (accessed through the DFE website) should be undertaken.

If the Enhanced DBS is not clear, please refer to Appendix F for guidance.

Barred List Check

Barred list checks must only be completed for people in regulated activity, this will include all members of staff in a school. Although this check (previously known as the List 99 check), is requested at the same time as the Enhanced DBS check, it is a separate check and must be recorded separately on the SCR.

Enhanced DBS Issue Date

There is no 'expiry' date for DBS certificates and no mandatory reason why DBS checks should be repeated unless there is a break in service of more than three months.

Enhanced DBS Number

It is not mandatory to record the DBS number; however, it does provide a record of the certificate reference and as such the numbers are recorded.

Qualifications

Check the individual's relevant qualification/membership statuses required for the role in the "essential" criteria on the job description and person specification for the position they have applied for. E.g., QTS, HLTA qualification etc. An original certificate **must** be presented. A copy should be kept on the employee file. A transcript or online print out alone is not acceptable and may only be used as an interim measure whilst obtaining a replacement certificate.

If the original certificate is not available, then an application should be made by the candidate/member of staff to the awarding institution for a replacement. The new recruit may incur a cost for this. It is not the responsibility of the company to cover this cost.

For teaching staff, the original QTS certification should be viewed along with copies of the original academic qualifications, including confirmation of the individuals' degree.

Prohibition from Teaching

This check must be carried out on all teachers (with QTS) and all members of staff without QTS who are appointed to carry out teaching work, this includes HLTA's. A prohibition order check ensures the teacher is not prohibited from teaching. This requirement has been statutory since 3 April 2014 but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date. Existing staff will have been checked in line with previous guidance for checking QTS status.

The prohibition from teaching check is carried out by going onto Department for Education's secure access portal and searching using the teacher reference number (TRN) and the date of birth. This will allow access to view the individual record of any teacher, including trainee, newly qualified or fully qualified teacher.

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Lived/Worked outside the UK

Overseas checks should be carried out for anyone who has lived abroad for 6 months or more.

It is a similar check to the Enhanced DBS check in the UK and is known by a few different names in other countries. Please see the link below:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

The application form should be reviewed to identify if overseas checks are required. It is the responsibility of the successful applicant to apply for an overseas check. If translation is required the school/trust should arranged this through an accredited translator.

Section 128 Management

This check should be made on anyone appointed to the executive leadership team, Headteacher, SLT, on the Leadership scale or with a TLR allowance. This check is in order to ensure that these individuals are not prohibited or restricted from the management/leadership of the school.

This check is carried out by going onto the Department for Education's secure access portal.

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Disqualified under the Childcare Act – Primary only

In July 2018, the DfE published updated guidance for schools and schools regarding the application of the 'Disqualification under the Childcare Act 2006 regulations. Schools are prohibited from employing a disqualified person in connection with relevant child-care provision as follows:

- Staff working directly with children under 5 years of age within the EYFS
- Those providing 'wrap around' care (after school and breakfast clubs) with children up to 8 years of age.

An employee will be disqualified if:

- They have been cautioned for, or convicted of certain violent or sexual offences against adults and any offences against children
- They are subject of an order, direction or similar in respect of childcare, including orders made in respect of their own children
- They have had registration refused or cancelled in relation to childcare of children's homes or have been disqualified from private fostering.

A full list of the relevant convictions and cautions which can lead to disqualification can be found in the Disqualification under the Childcare Act 2016 statutory guidance link below.

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Under the 2018 regulations schools are no longer required to establish whether a member of staff in the settings above, is disqualified by association i.e., that they live in the same household as anyone whom one of the above three criteria apply. Accordingly, schools should not ask their staff questions about the cautions or convictions of someone living or working in their household.

Schools are responsible for making relevant staff aware of the disqualification guidance in the school safeguarding policy, code of conduct or another document. This should include (a) who is covered (b) the criteria for disqualification and (c) staff responsibilities for disclosing information.

Staff should sign a declaration that they have being briefed and the date the declaration is received/checked should be recorded on the SCR (Appendix B).

Training

The company must maintain assurances that all employees have received the relevant level of safeguarding training at the appropriate intervals. A person cannot be designated as a safeguarding lead without the relevant training, and any recruitment panels must include at least one person who has been trained in safer recruitment.

The company has determined that specific training relating to safeguarding and child protection should be maintained on the single central record as set out below:

- **Basic Safeguarding/Child Protection Training** is arranged by each school and must be done as part of the induction process and refreshed on an annual basis. Date of completion captured on the SCR and copies of signed training certificates being placed in the employee's personnel file. This is usually done at the start of each academic year in school with revised dates being updated onto the SCR and copies of signed training certificates being placed in the employee's personnel file.

- **Prevent Training** is arranged by each school and must be done as part of the induction process and refreshed on an annual basis. Date of completion captured on the SCR and copies of signed training certificates being placed in the employee's personnel file. This is usually done at the start of each academic year in school with revised dates being updated onto the SCR and copies of signed training certificates being placed in the employee's personnel file.
- **Designated Safeguarding Lead Training** must be undertaken by the designated individuals prior to taking on responsibilities. Date of completion captured on the SCR and copies of signed training certificates being placed in the employees personnel file and refreshed every two years before the anniversary expiry date of the original training with revised dates being updated onto the SCR and copies of signed training certificates being placed in the employees' personnel file.
- **Safer Recruitment Training** must be undertaken by all senior leaders and in post and before they participate in any recruitment activities. Date of completion captured on the SCR and copies of signed training certificates being placed in the employee's personnel file. This training must be refreshed every two to five years with revised dates being updated onto the SCR and copies of signed training certificates being placed in the employee's personnel file.

Volunteers & Governance

Agency Staff

This section refers to staff (teaching or support) who are sourced from agencies or third-party organisations. All agency staff must be included on the SCR, even if they are only in the school for part/whole of a single day.

Off-Payroll Workers (IR35)

New measures were introduced on 6th April 2020 to Off-Payroll Workers (IR35) to ensure those in direct receipt of public funds pay the correct level of tax and national insurance contributions. This includes workers in schools.

The legislation has actually been in force for a good number of years, but the April 2020 change moves the responsibility of determining a contractor's IR35 status from the contractor to the end-client, i.e., schools. Interest and penalties can be charged on any extra tax and National Insurance contributions that are owed. Penalties may be more severe if it can be proved that IR35 rules or legislation have been deliberately ignored.

Workers that are paid through an intermediary will need to be assessed to discover if IR35 applies. An intermediary may be:

- The person's own limited company
- A service or personal service company

- A partnership

Therefore, there is an obligation to check the employment status of any contractor that is invoicing, rather than being paid a salary through the payroll. There is a complex set of rules and criteria to help determine whether any particular scenario is caught by the rules.

IR35 does not apply when the worker is being paid as an employee on a school's payroll, or as an agency employee on the agency's payroll, and where all payments made to the worker are already subject to the deduction of PAYE Tax and National Insurance by the company, or by the hiring agency.

Agencies will also be affected by the new rules if they supply a worker to a school or academy, who operates through a personal service company. The agency will have to pay the employer's NICs, but the school will have to determine if the new rules apply.

The company has to use the facts of each contract of engagement to decide if IR35 applies. It is important not to just use a description, or a job title. The responsibility for checking IR35 status will be done by the admin team when setting up new suppliers by working out an individual's employment status for each contract, by considering what that relationship would be if there wasn't an intermediary involved. This practically needs reviewing for each individual contract, so make sure it is considered again if the arrangements change. The impact can be far-reaching considering the external support most schools engage with across an academic year. The new rules may, for example, apply to contracts with educational consultants, sports coaches, peripatetic teachers, and exam invigilators.

An online checker is available to verify the status of any workers. HMRC will abide by that decision, although they will want to check that the answers given are correct. We recommend keeping a copy of the decision for your own records. Before using the online checker, knowledge of the engagement will be necessary, including:

- The contractual basis upon which the worker is engaged
- The worker's duties and responsibilities
- Who decides what work needs to be done?
- Who decides when, where and how the work is done?
- How the worker will be paid
- If the worker can use a substitute worker for all or part of the work, and if so then who pays the substitute
- If the engagement includes any benefits or reimbursement for expenses.

Accurate and comprehensive record keeping is highly important in ensuring that decisions made in individual cases, both before and after 6 April 2017, are consistent and can be justified in the context of IR35.

Access to the online checker can be found in the link

below: <https://www.gov.uk/guidance/check-employment->

[status-for-tax](https://www.gov.uk/guidance/check-employment-status-for-tax)

Before you start, you'll need to know:

- details of the contract

- the worker's responsibilities
- who decides what work needs to be done?
- who decides when, where and how the work is done?
- how the worker will be paid
- if the engagement includes any corporate benefits or reimbursement for expenses

Once a supplier has been approved, schools will be advised that they are good to use from an IR35 perspective and they can continue with their checks as outlined below.

Schools must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks on an individual who will be working in the school. Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual.

Details of the following checks must be provided by agencies:

- Identity
- Qualifications / Professional registration
- Employment references
- Prohibition order checks (teachers and teaching support staff)
- Overseas checks
- Enhanced DBS
- Right to work in the UK
- Childcare disqualification (where appropriate)

The school verify the identity of the individual presenting themselves for work and must check that is the same person on whom the checks have been made. The DBS certificate or a confirmation from the agency that they hold a valid DBS check (ID card with DBS number and issue date) should be viewed.

Agency staff should be recorded on the SCR, in the date(s) worked the date the staff member first came into the school should be logged.

The details of the date the agency checks were received and that photo-identity was checked should be recorded on the SCR.

If an agency has not sent all the information required, the letter in Appendix C should be sent to them asking them to complete the form and return it to you to record on the SCR before their employee commences work in the school. The letter will need adapting to remove any checks which have already been provided or which aren't relevant to the position.

Placement Students

It is the responsibility of the training provider to carry out safeguarding and identity checks on their students, including DBS checks. The school is responsible for obtaining written confirmation of these checks from the training provider.

On arrival, the student's ID and evidence of DBS check should be verified and the details entered onto the third-party section of the SCR. A template letter is attached as Appendix D which should be used to send to the training provider to request the information from the training provider sending the

student. If such information is not supplied to the school, then the Headteacher or senior leader involved may refuse the placement until such time that the relevant checks are made.

Contractor

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

The school is responsible for checking the identity of all contractors on their arrival and recording this on the SCR.

The company should be contacted to ensure that the appropriate safeguarding checks have been carried out prior to a contractor being present on site. If a contractor does not have suitable clearances in place, then you must ensure that appropriate level of supervision is arranged. Equally, in the case of urgent or unplanned work where there is insufficient time to obtain necessary clearance information, contractors must always be supervised in accordance with KCSIE 2026.

A template letter is attached as Appendix E which should be used to send to the contractor to complete the form and return it to you to record on the SCR before their employee commences work in the school.

Where a school places a pupil with an alternative provider, the school will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment. i.e., those checks that the school would otherwise perform in respect of its own staff.

Volunteers

If a volunteer has not been checked at the appropriate level they must not under any circumstances, be left unsupervised or allowed to work in regulated activity.

Depending on the nature of the work being carried out by the volunteer, either an Enhanced DBS check or an Enhanced DBS check with Barred List information will need to be carried out.

Appendix A: Risk Assessment

This risk assessment is where an employee is required to start work prior to a full Enhanced DBS being received and checked.

School	
Name of Applicant	
Position applied for	
Position Reference Number	
Date of Risk Assessment	
Reason for Risk Assessment – what check is not/cannot be completed	

Questions	Comments			
Has employment started, if so what date has this started:				
If employment hasn't started, what is the proposed start date:				
Has identity been validated	Yes		No	
Has a clear Enhanced DBS check been received?	Yes		No	
If 'Yes' complete the remainder of this form If 'No' you should consider the information on the certificate and the Headteacher should risk assess this separately before continuing.				
Has the Barred List check been undertaken?	Yes		No	
If the answer is 'no' then this must be undertaken.				
Is the applicant barred from working with children?	Yes		No	
If 'Yes' end the process now. If 'No' complete the remainder of this form				
Has at least one satisfactory reference been received checked and verified	Yes		No	
If 'No' end the process now. If 'Yes' complete the remainder of this form.				
Has the application form been checked and all breaks in employment and/or training accounted for?	Yes		No	
Within their role, how much supervision is available to the applicant from an appropriately qualified and experienced member of staff				
Can any safeguards be implemented to reduce/remove any risk?	Yes		No	

E.g., no unsupervised contact? Alternative duties whilst awaiting checks.

Any questions or additional comments from the applicant

Give any contextual information to support that all the lines of enquiry exhausted

E.g., known to existing staff, family member. Applicant has no work history due to family or health circumstances. Consider the type of role, working in a team or 121 with students?

What measures have been taken to obtain the information and what are the barriers to obtaining it. Does this sound reasonable in the circumstances.

Applicant's Declaration

I understand that if I am allowed to start work before all pre-employment checks are completed it is subject to the information I have supplied and that this is complete and correct.

False information, or a failure to supply the details required could lead to a withdrawal of the offer of employment or termination of employment.

**Signature of
Applicant**

Date

Outcome of Risk Assessment

Allow employee to begin before the enhanced DBS is returned

Yes

No

Allow employee to begin before a second reference received.

Yes

No

If the answer is 'No' then withdraw the offer of employment, in line with the condition offer letter.

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, or safeguards to be implemented by the employing service			
Headteacher Signature		Date	

Appendix B: Disqualification

As part of the Provision's duty to safeguard pupils, we are required to gather sufficient and accurate information about whether any member of staff in a 'relevant' childcare setting is disqualified.

(NB Full details of the criteria to be explained to new employees as part of induction to which the disqualification regulations apply)

Name	
Job Title	
School	
Headteacher	

In signing this declaration, I confirm that:

I have been briefed on the 'Disqualification Regulations' and how they apply to my role.

I understand my responsibilities to safeguard children in accordance with the Childcare Act 2006; Childcare (Disqualification) Regulations 2009; and The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

Where the Disqualification Regulations apply to me in my role(s) with the above school, I am aware of my duty to make the Headteacher aware of any circumstances where I believe I meet the disqualification criteria.

Where the Disqualification regulations apply to me in my role(s) I accept that failure to disclose could result in disciplinary action which could lead to my dismissal.

Signed	
Date	

Appendix C: Letter to Employment Agencies

Dear

To ensure that [school name] complies with statutory requirements indicated in Keeping Children Safe in Education 2026, we must ensure that any agency worker who is to work at Inspired PD has been subject to the appropriate level of DBS check as well as relevant safeguarding checks. In addition, we are also required to check the identity of agency staff on arrival at Inspired PD.

Therefore, could you please provide a list containing the following information for any contractors who will be working on behalf of Inspired PD:

- Name
- DBS check type
- DBS disclosure number
- DBS clearance date
- Identity checks completed
- Right to work in the UK
- Confirmation of Childcare disqualification check (if applicable)

We also require you to confirm that you know of no reason why any of the individuals concerned are unsuitable to work with children.

All workers must bring with them photographic ID in the form of company ID, photo card driving licence or passport. ID will need to be presented at the school reception on arrival and must be shown to any school staff on request. Failure to produce photo ID on arrival will result in the contractor/visitor being refused access to the school until ID is provided.

If your employees have not had the satisfactory checks, then we would expect you to give us notice that they are visiting the school, and we will endeavour, staffing permitted, to offer an escort. If a member of staff is not available to supervise, we would request that your employees come in out of school hours.

All contractors and visitors must sign in on arrival and sign out prior to leaving school premises. On signing in, contractors and visitors will be provided with a school ID badge and lanyard which must be visibly worn at all times.

Yours

Sincerely

Name

Headteacher

Appendix D: Pre-Placement Screening for Students

Dear Colleague

Safeguarding Requirements for Students requesting a placement at Inspired PD.

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I am writing with reference to a request for a school placement, received from **[insert student name]** who is currently completing a course in **[insert course name]** at your university/college/institute **[delete as appropriate]**.

To ensure that the Provision complies with statutory requirements highlighted in Keeping Children Safe in Education 2026, we must confirm that any student who is on placement at any of our schools has been subject to the appropriate level of DBS and safeguarding checks. In addition, we are also required to check the identity of students on arrival at the school.

To comply with our safeguarding processes, could you please complete the attached form and return it to **[insert name, job title, school name]**.

Upon receipt of this information, we will consider the student for a placement here.

If you have any queries or would like to discuss this further, please do not hesitate to contact me. Yours faithfully

Name

Headteacher

Inspired PD is committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share in this commitment.

Before a student can be placed in our provision we require completion of the details set out below.

The college/university/institute should make every effort to ensure that candidates placed into our provision are not deemed at risk to work with children under those guidelines set out by the Department of Education in Keeping Children Safe in Education 2026.

The following details should be completed by the educational institution that the student is studying at:

Name of College/University	
Student Name	
Date of Birth	
Dates Placement Required	
Photo ID checked (on arrival at the school)	
DBS Check type (to be presented on arrival at the school)	
DBS Clearance Date	
Barred List Check Complete	
Childcare Disqualification Check Complete (if applicable)	
Prohibition Check	
Additional Overseas Check Complete (if applicable)	
References Sought (and two completed)	
Your name	
Your Position	
Your Signature	
Date	
Institutional Stamp if not completed on headed paper	

Appendix E: Letter for Contractors

Dear

Safeguarding Requirements for Contractors working at Inspired PD.

To ensure that **[school name]** complies with statutory requirements indicated in Keeping Children Safe in Education 2026, we must ensure that any contractor, or any employee of the contractor, who is to work at Inspired PD has been subject to the appropriate level of DBS check as well as relevant safeguarding checks. In addition, we are also required to check the identity of contractors and their staff on arrival at any of the Pontefract Academies Trust schools.

Therefore, could you please provide a list containing the following information for any contractors who will be working on behalf of Pontefract Academies Trust:

- Name
- DBS check type
- DBS disclosure number
- DBS clearance date
- Identity checks completed
- Right to work in the UK
- Confirmation of Childcare disqualification check (if applicable)

We also require you to confirm that you know of no reason why any of the individuals concerned are unsuitable to work with children.

Any contractors who are due to be working on behalf of the Trust will need to be on the list sent from you. Those who present themselves at any of the Trust schools and whose names do not appear on this list will not be allowed access to the site until satisfactory checks have been made by you.

All contractors must bring with them photographic ID in the form of company ID, photo card driving licence or passport. ID will need to be presented at the school reception on arrival and must be shown to any school staff on request. Failure to produce photo ID on arrival will result in the contractor being refused access to the school until ID is provided.

If your employees have not had the satisfactory checks, then we would expect you to give us notice that they are visiting the school, and we will endeavor, staffing permitted, to offer an escort. If a member of staff is not available to supervise, we would request that your employees come in out of school hours.

All contractors must sign in on arrival and sign out prior to leaving school premises. On signing in, contractors will be provided with a school ID badge and lanyard which must be visibly worn at all times.

Yours Sincerely

Name
Headteacher

Appendix F: Enhanced DBS Information

In most cases the Enhanced DBS check will be clear. However, in some cases applicants will have some information on their Enhanced DBS check.

It is the Headteacher's decision to continue with the employment offer based on:

- If this was declared at the outset and the applicant provided information when they applied for the role (refer to the application form).
- The nature of the conviction, caution or offences listed.
- The dates of the offences.
- Contextual information provided.
- The role the applicant is applying for.

The Headteacher is expected to meet the applicant and discuss the information on the DBS check and risk assess the situation, based on any contextual or other information the applicant provides.

The situation should be referred to the Central HR team who will confirm to the applicant their employment offer can continue.

The date on the SCR should reflect the date that the Headteacher has risk assessed the situation and confirmed that employment can proceed.