**The Single Central Record**

**What is the Single Central Record?**

As part of our apprentice offer, we have a statutory obligation as part of our safeguarding approach to maintain a single central record (SCR) of information for individuals who deliver and/ or support our provision.

The single central record (SCR) is the central record of the safeguarding checks that have been carried out on all staff and other relevant people.

**What information is held on the SCR?**

The SCR acts as a centralised repository that collates and verifies essential information about staff, ensuring that all personnel meet the necessary safeguarding requirements. This includes verifying staff identity (including right to work), qualifications, references, and Disclosure & Barring Service checks.

**Who is recorded on the SCR?**

This is a live document covering staff currently appointed (leavers and future starters are not to be listed).

We have identified the following as posts that are automatically added to the SCR:

* Any role involved in the delivery and provision of our degree-level apprenticeships,
* Any role providing well-being or emotional support to our degree-level apprentices,
* Any role in a position of influence over our degree-level apprentices decision making / financial matters and
* Any role where there is opportunity for regular 1:1 contact with our degree-level apprentices.

Incidental, infrequent and cursory contact is unlikely to warrant inclusion on the single central record.

There may be roles where the faculty or service believe that they should be on the single central record. Where the need is unclear (i.e. doesn’t fall within the existing list a-e), a risk assessment should be undertaken.

**When is the SCR updated?**

It is the responsibility of Line Managers to advise the HR Team when an individual should be added to the SCR. The SCR is normally updated during the pre-employment stage of recruitment, however subject to changes in workload allocation and day to day responsibilities, individuals can be added at any point during employment should their duties fall within the scope of the SCR.

**When is the SCR updated/monitored?**

Monitoring takes place on an ongoing basis and updating is carried out regularly by the HR department. Further, once a month, HR sends a report to each faculty for them to verify who is on the list. Monthly reporting is an essential part of the monitoring and updating of the SCR.

**How can Line Managers advise the HR Team that the SCR needs updating?**

This can be achieved in a number of ways depending upon the situation. The recruitment process captures this information via the approval and appointment forms. However a Line Manager can email the [Human Resources Team](mailto:hfreemanowen@bournemouth.ac.uk) at any time to tell us.

**How do I check if I need to be on the SCR?**

You can speak to your Line Manager in the first instance to help determine if you should be listed on the SCR. If confirmation or clarification is required, advice can be provided by the [Human Resources Team](mailto:hfreemanowen@bournemouth.ac.uk).

**Who has access to the SCR?**

The SCR is maintained by the Human Resources Team and access is restricted to a number of key people within each faculty and service.

**Where can I get further BU information?**

Depending on your question you can access a wealth of relevant information on our intranet as follows:

[Recruitment and Selection Strategy](http://intranetsp.bournemouth.ac.uk/policy/Recruitment%20and%20Selection%20Strategy%20-%20version%202.docx)

[Recruitment Guidance](https://livebournemouthac.sharepoint.com/sites/HR102/SitePages/Lorem-Ipsum.aspx)

[Safeguarding Policy for Apprenticeships](https://intranetsp.bournemouth.ac.uk/policy/Apprenticeships%20Safeguarding%20Policy.docx)

[Disclosure & Barring Service Guidance](https://intranetsp.bournemouth.ac.uk/formsrep/DBS%20Guidance.pdf)

[DBS Check Assessment Form](https://intranetsp.bournemouth.ac.uk/formsrep/DBS%20Check%20Assessment%20Form.docx)

[Suitability Statement on the Recruitment of Ex-offenders](https://intranetsp.bournemouth.ac.uk/policy/Suitability%20Statement%20on%20the%20Recruitment%20of%20Ex-Offenders.docx)

[Security, Storage and Retention and Disposal of Disclosures and Disclosure Information](file://jh-na01/intrastore/Personnel/Public/Recruitment/Secure%20storage,%20handling,%20use,%20retention%20and%20disposal%20of%20Disclosures.docx)

**Who can I contact for help?**

For specific employment related questions relevant to the university apprenticeship provision please email the [Human Resources Team](mailto:hfreemanowen@bournemouth.ac.uk).

***Please note, that issues that may fall directly under Safeguarding regulations, relating to vulnerable adults, should be reported to***[***safeguarding@bournemouth.ac.uk***](mailto:safeguarding@bournemouth.ac.uk)***so that these can be followed up appropriately. The Head of Student Support and Wellbeing is the University’s Lead Safeguarding Officer***