



# ISCS

## Single Central Record (SCR)

### Policy & Compliance

Policy Information			
Created Date	May 2024	Reviewed By _ Date	Samar Murad _ November 2025
Review Cycle	Annually	Next Review	June 2027
Vice Principal	Dr Fahd Kahlaoui		
Principal	Samar Khalid Murad		

## Purpose

This policy establishes a framework for maintaining a Single Central Record (SCR) at the International School of Creative Science, Muweilah, that complies with British School Overseas (BSO) standards. The SCR is vital for ensuring the safety and welfare of students by providing a comprehensive record of staff and volunteers.

## Scope

This policy applies to all staff, including teaching and support personnel, volunteers, and any contractors working within the school environment.

## Definitions

- Single Central Record (SCR): A document that contains essential information about the identity and suitability of all staff and volunteers.
- Safeguarding: Protective measures taken to ensure the well-being and safety of children.

## BSO Compliance Requirements

The SCR must meet the following BSO compliance standards:

- Maintain clear and accurate records for all staff and volunteers.
- Include verification of identity and qualifications.
- Document status of background checks and safeguarding training.
- Ensure compliance with legal requirements regarding child protection.

## Information to be Included in the SCR:

The SCR will include the following details for each individual:

- Full name
- Date of birth
- Address
- Role/job title
- Start date of employment
- Enhanced Disclosure and Barring Service (DBS) check status
- Qualifications and training records
- Evidence of right to work in the UK
- References obtained prior to employment

## Responsibilities

- **School HR:** Maintain accurate SCR and collect relevant documentation.
- **DSL:** Oversee SCR compliance with BSO standards and conduct regular audits.
- **All Staff:** Provide necessary documentation and report on any personal changes to HR.

## Record Keeping Procedures

- The SCR is maintained in a secure electronic format, accessible only to authorized personnel.
- Records are being updated as any changes occur.
- Staff will be reminded annually to verify their information for accuracy.

## Monitoring and Auditing

- The SCR will be reviewed regularly to ensure completeness and compliance with BSO standards.
- An annual audit will be conducted to verify the accuracy of entries and ensure adherence to this policy.

## Link to School Values

Our commitment to maintaining a Single Central Record reflects our values of:

- Integrity: Maintaining honest and transparent records.
- Compassion: Caring for the welfare of all students and staff.
- Courage: Addressing issues of non-compliance proactively.
- Collaboration: Working together to ensure a safe environment.
- Tolerance: Respecting diversity and inclusivity in our community.