

## **Single Central Record (SCR) of Recruitment and Vetting**

The SCR is run as a report with the core data held on SIMS. It holds data on all of the checks that we carry out as part of our safeguarding requirements, for example CRB checks (now called DBS) have the date requested, the date clearance is given, the level of clearance, reference number and clearance number and who has authorised the requests. It also has information regarding health checks, references, identity, right to work in the UK and where appropriate, qualifications. Copies of original documents are kept and held on personal file. This information is kept on all staff employed by Bullers Wood.

Regular visitor data is held on a spreadsheet and gives CRB information, for example number, issuing body etc and who has had sight of it.