**Registering Trustees & Staff – Process – Single Central Record**

**Introduction:**

The purpose of this document is to outline the step-by-step process for registering trustees with Ofsted Trustees, Companies House, and the Charity Commission. Additionally, it covers the creation and maintenance of a Single Central Record (SCR) for staff (which is also covered in the safer recruitment policy), and the procedures for regular checks and audits of the record.  
 **2. Preparatory Steps**

Before beginning the registration process, ensure that you have the following information and documents ready:  
  
- School details: Official name, address, contact information, and registered charity number, Ofsted number.  
- Staff/Trustee information: Full names, addresses, contact details, job roles, and relevant qualifications/experience.  
- Documents: CV’s, references.

**3. All Trustees must be appointed by the Board of Trustees**

Before appointing a Trustee:

Obtain a CV and 2 satisfactory references.

An enhanced DBS is required prior to appointment of a Trustee (for Ofsted). This should be applied for prior to appointing a Trustee (by Centre Mana and a record kept with the Single Central Record.

Following DBS certification, the Board will resolve to appoint the Trustee. After the board resolution and within 14 days, a Trustee needs to be registered with

**(a) Companies House**

a. Visit the Companies House website (https://www.gov.uk/government/organisations/companies-house).  
b. Access the "Starting a Company" section and choose the appropriate registration option for charities.  
c. Provide the necessary details, including the school's name, registered address, and trustee information.

**(b) Charity Commission.**

a. Access the Charity Commission website (https://www.gov.uk/government/organisations/charity-commission).  
b. Navigate to the "Register your charity" section.  
c. Follow the provided guidelines to complete the registration process for your charity school.

**(c) Ofsted**

a. Visit the Ofsted website (https://www.gov.uk/government/organisations/ofsted).  
b. Locate the "Registering and managing an early years or childcare service" section.  
c. Follow the provided guidelines to complete the registration process for staff and trustees.  
d. Submit the required information and documentation as per Ofsted's instructions.  
  
 **5. Single Central Record (SCR):**

Maintain a Single Central Record for staff, which should comprise:  
a. A master list of all staff members, including their full names, positions, and relevant information.  
c. Include CV, references, DBS  
d. Record all relevant training, certifications (including Ofsted registration).  
e. Ensure the SCR is securely stored and accessible to authorized personnel only.  
  
**6. Checking the Single Central Record - Management**  
Regularly review and update the Single Central Record to ensure compliance and accuracy:  
  
a. Conduct regular checks to verify that all staff records are complete and up to date.  
b. Verify that appropriate background checks (e.g., DBS checks) have been conducted and documented.  
c. Confirm that all necessary training and qualifications are valid and recorded.  
d. Ensure that any changes in staff roles or employment status are promptly reflected in the record.  
e. Keep a clear record of any actions taken to address discrepancies or issues identified.  
  
**8. Audit of the Single Central Record - Trustees:**  
Periodically (every 6 months) conduct audits of the Single Central Record to ensure ongoing compliance. This should include a spot check by Trustees, as directed by the Nominated Person.

**Signed by:-** 

**Role:- Chair of Trustees**

**Date:- 28th May 2023**