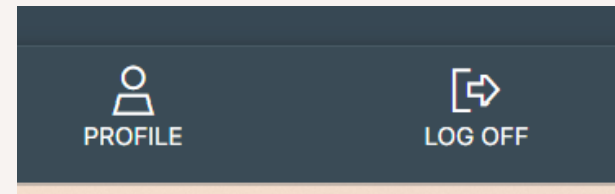


My Profile

Bottom of Menu → My profile →
Complete all fields → Save profile



My Profile



Fran Short
Customer Account Lead
fran@hulstechnologies.com
Status: Not set
Leaving: Not set
Manager: Not set

My Manager
No manager has been assigned. Please contact an administrator.

Edit Profile

First Name:

Last Name:

Email:
Contact an administrator to change your email address.

Job Title:

Date of Birth:

Teaching Status:

Contact / Home Address

Address Line 1:

Address Line 2:

City:

County:

Postcode:

Save Profile

Save Profile

Single Central Record

Section	Total	Checked	Not Recorded	Not Required	Completion
Recruitment Checks	10	5	1	4	50%
Ongoing Suitability Checks	4	4	0	0	100%
Mandatory Training	9	9	0	0	100%
CPD Records	5	5	0	0	100%
Qualifications	5	5	0	0	100%
Onboarding	7	7	0	0	100%
Ongoing Policy Compliance	1	1	0	0	100%

Microsoft Edge

Single Central Record Staff Settings

Menu → Settings → Staff Members

Select Staff Member for SCR ADMIN role → Edit → Swipe SINGLE CENTRAL RECORD ADMIN to YES → UPDATE

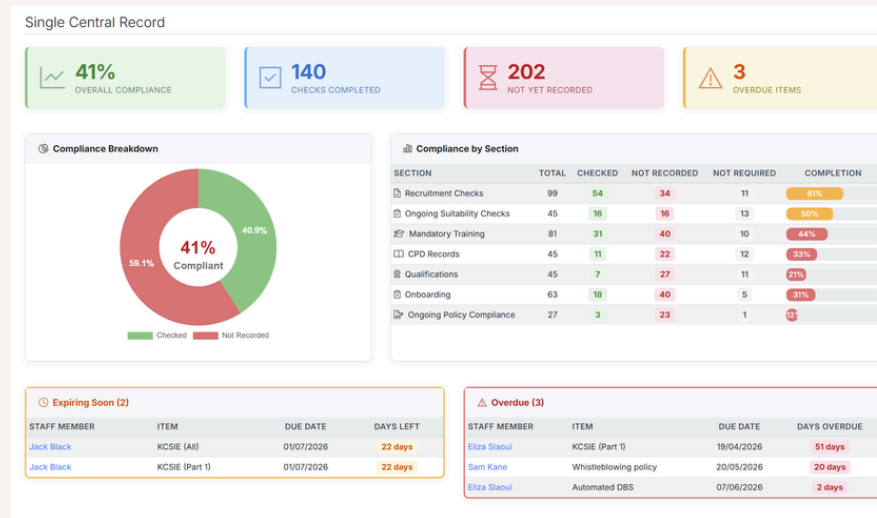
Select Staff Member → Edit → Update Address, role, Start date details → UPDATE

Report Administrator:	☐ No
Safeguarding Officer:	☐ No
Safeguarding Emails:	☐ No
Access to Safeguarding Widget:	☐ No
Incident Manager:	☐ No
Incident Emails:	☐ No
Single Central Record Admin:	☒ Yes
Health & Safety Manager:	☐ No
Receive Weekly Completion Email:	☐ No
Update	

Job Title:	Class Teacher
Start Date:	01/04/2026 📅
Leave Date:	dd/mm/yyyy 📅
Date of Birth:	dd/mm/yyyy 📅
Teaching Status:	-- Select -- v
Address 1:	
Address 2:	
City:	
County:	
Postcode:	

Single Central Record Dashboard

Menu → Management → Single Central Record



Single Central Record Staff List

Menu → Management → Single Central Record → Staff List

Click on heading title to reorder list

Staff List

Setting/school-wide overview of where checks/training is at across all staff.

Search staff... ☐ Show leavers [Export CSV](#) ☒ Checked successfully ☒ Not yet recorded ☐ Not required

First Name	Surname	Job Role	Staff ID #1	Automated DBS	KCSIE (Part 1)	QTS	Behaviour policy	Staff ID #2	UK driving licence check	Internal Verification course	Children's Barred List
Eliza	Staoui	Help Desk Analyst	☒	☒	☒	☒	☒	☒	☒	☒	☒
Jack	Black	Class Teacher	☒	☒	☒	☒	☒	☒	☒	☒	☒
Fran	Short	Customer Account Lead	☒	☒	☒	☒	☒	☒	☒	☒	☒
Mia	Brown	Helpdesk	☒	☒	☒	☒	☒	☒	☒	☒	☒
Nicole	Gillard	Temp User	☒	☒	☒	☒	☒	☒	☒	☒	☒
Cordelia	Scott	Temporary User	☒	☒	☒	☒	☒	☒	☒	☒	☒
Catherine	Brennan	Class Teacher	☒	☒	☒	☒	☒	☒	☒	☒	☒
Sam	Kane	Helpdesk Analyst	☒	☒	☒	☒	☒	☒	☒	☒	☒
Niall	Gray	Class Teacher	☒	☒	☒	☒	☒	☒	☒	☒	☒

Staff List

Setting/school-wide overview of where checks/training is at across all staff.

Search staff... ☐ Show leavers [Export CSV](#) ☒ Checked successfully ☒ Not yet recorded ☐ Not required

First Name	Surname	Job Role	Staff ID #1	Automated DBS	KCSIE (Part 1)	QTS	Behaviour policy	Staff ID #2	UK driving licence check	Internal Verification course	Children's Barred List
Eliza	Staoui	Help Desk Analyst	☒	☒	☒	☒	☒	☒	☒	☒	☒
Jack	Black	Class Teacher	☒	☒	☒	☒	☒	☒	☒	☒	☒
		Customer									

Single Central Record Individual Staff Profile

Menu → Management → Single Central Record → Staff List → Click on Staff Name

Individual Staff Profile

[Back to Dashboard](#)

Click to amend, any staff member can be dashboarded. All recorded dates trigger automated reminders to staff member and manager/HR. Click **Acknowledge** to digitally sign — your name, timestamp and IP address are recorded.

First name:

Fran

Surname:

Short

Job role:

Customer Account Lead

Date of birth:

Contact / home address:

Start date:

Leaving date:

(advance date policy)

Teaching status:

Overview

Section	Total	Checked	Not Recorded	Not Required	Completion
Recruitment Checks	11	9	0	2	100%
Ongoing Suitability Checks	5	1	0	4	100%
Mandatory Training	9	2	5	2	29%
CPO Records	5	0	0	5	100%
Qualifications	5	0	2	3	
Onboarding	7	7	0	0	100%
Ongoing Policy Compliance	3	3	0	0	100%

[Recruitment Checks](#)

Document	Date of Check	Status	Checked By	Digital Signature	Notes	File Link
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Single Central Record Individual Staff Profile: Completing

Menu → Management → Single Central Record → Staff List → Click on Staff Name

Fill in: date of check → Status (checked/not yet recorded/not required) → Renewal Dates → Digital signature → Notes if required → File link to evidence

Mandatory Training 							
Training	Status	Date Completed	Subsequent Comple...	Digital Signature	Next Due	Notes	File Link
KCSIE (Part 1)	  	08/04/2026 	dd/mm/yyyy 	✓ Acknowledged by Fran Short on 26/05/2026	08/09/2026 		https:// 
KCSIE (All)	  	08/04/2026 	dd/mm/yyyy 	✓ Acknowledged by Fran Short on 28/05/2026	08/09/2026 		https:// 
Working Together to Safeguard Children	  	08/04/2026 	dd/mm/yyyy 	 Acknowledge	08/09/2026 		https:// 
Safeguarding Training (NSPCC)	  	08/04/2026 	dd/mm/yyyy 	 Acknowledge	08/09/2026 		https:// 

Single Central Record Settings

Menu → Management → Single Central Record → Manage Section Items → Click on a subheading

Fill in heading name → Fill in how many reminder days if required → Add → Swipe if want seen on dashboard → Click name and move up or down list to re order

MANAGE SECTION ITEMS

-  Recruitment Checks
-  Ongoing Suitability Checks
-  Mandatory Training
-  CPD Records
-  Qualifications
-  Onboarding
-  Ongoing Policy Compliance

e.g. First Aid, Prevent, GDPR		Reminder days	Add	
#	Name	Reminder (days)	Active	Dashboard
1	KCSIE (Part 1)	14	Yes	 Edit Delete
2	KCSIE (All)	—	Yes	 Edit Delete
3	Working Together to Safeguard Children	30	Yes	 Edit Delete