

THE SOUTHOVER PARTNERSHIP

SINGLE CENTRAL RECORD POLICY **(See also Safeguarding & Recruitment Policies)**

Date adopted	November 2014
Date of review	August 2017
Date for review	September 2018 or in line with DFE updates

This Policy takes regard of KCSIE September 2016

Aim

Whilst the prime focus of the Southover Partnership School is to provide the best educational provision for the child, the school recognises that the safety, welfare and care of students is paramount.

We are therefore committed to the highest standards in protecting and safeguarding the students entrusted to our care at all times.

Vetting Procedures

All staff who are employed at the school will be subject to full safeguarding checks following the statutory guidance 'Keeping Children Safe in Education'.

All other persons who work with students will be asked to provide proof of identity and evidence of full safeguarding checks being carried out including DBS checks, references and right to work in the UK. The checks will be recorded within a single central record and paper copies held on file.

All visitors to the school who are likely to be unaccompanied at any time, which will include contractors working on site, will be asked to provide evidence of DBS checks being carried out and provide proof of identity. The checks will be recorded within a single central record and paper copies held on file.

All other visitors to the school will be asked to provide proof of identity and will be accompanied by a member of staff at all times.

The Trustees will be subject to safeguarding checks (including s128) and details will be recorded on the single central record.

The Single Central Record Procedure

Updating, Storing and Protecting Information

The SCR will only be accessed by the Headteacher, the School Business Manager or persons designated by them – the SCR is password protected.

The SCR will be updated by the Headteacher and School Business Manager whenever changes need to be made and at least annually.

Checking and Inspection Process

The SCR will be checked by the HR Adviser, School Business Manager and Headteacher once a term.

This SCR will be signed on a termly basis when checked by the above people. All signatures are needed to complete the checking process.

All checks will be carried out before each half-term holiday, thus giving time for the SCR to be fully updated ready for checking and inspection.

Reporting of Safeguarding Arrangements

The safeguarding meeting will be held termly to review the checking arrangements and future actions. The checking of the SCR will be fed back to the Trustees each term.

This Policy will be reviewed annually.