



'celebrating learning together'

Single Central Record Policy October 2018

Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and St Philip and St James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

Aim

Whilst the prime focus of Bishop Perrin C of E School is to provide the best educational provision for children, 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' \(Sept 2018\)](#). We will also follow the procedures laid out in the school's Child Protection and Safeguarding Policy (which can be found on the school's website).

All other persons who work with pupils will be asked to provide proof of identity and evidence of full safeguarding checks being carried out including CRB/DBS checks. The details will be recorded within a Single Central Record (SCR).

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 CRB/DBS checks being carried out and provide proof of identity. The school follows the LDBS guidance on dealing with consultants and contractors (please see Appendix 4 of the school's Child Protection and Safeguarding Policy). The checks will be recorded within a SCR.

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.

School Governors will be subject to safeguarding checks and we consider it best practice to ensure they are CRB/DBS checked and details recorded on the SCR.

Updating, Storing and Protecting Information on the SCR

The SCR will only be accessed by the Headteacher and School Business Manager. The SCR is password protected. The SCR will be updated by the SBM whenever changes need to be made.

If a paper copy is stored, it will be kept locked and only able to be accessed by the above named people.

Checking and Inspection Process

This SCR will be checked and signed by the Headteacher and the Chair of Governors on a termly basis.

Reporting of Safeguarding Arrangements

This is a standing item on the Children, Family and Communities Governors Committee who meet every half term. This policy will be reviewed annually by the CFC Governors Committee and formally endorsed by the full Governing Body.