

# Bishop Perrin Church of England Primary School

## Single Central Record Policy

Statutory Policy



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

<b>Author</b>	School Business Manager
<b>Date Ratified</b>	Sept 2019
<b>Ratification Level</b>	FGB
<b>Frequency of Renewal</b>	Every 2 years
<b>Policy Renewal Date</b>	Sept 2021

## CONTENTS

1. [Aim](#)
2. [Vetting Procedures](#)
3. [Updating, Storing and Protecting Information on the SCR](#)
4. [Checking and Inspection Process of the SCR](#)
5. [Reporting of Safeguarding and Monitoring the SCR Policy](#)

## **1 AIM**

Whilst the prime focus of Bishop Perrin CofE 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

## **2 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](#). 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 photographic ID and DBS check. The details will be recorded within a Single Central Record (SCR).

All visitors to the school are required to sign in and out of the Visitor Log Book. Visitors to the school who are likely to be unaccompanied at any time, which may include contractors working on site, will be asked to provide evidence of a DBS check and provide proof of identity. The checks will be recorded for the duration of the visit and for a period thereafter. 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).

School Governors will be subject to safeguarding checks and details recorded on the SCR.

## **3 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.

## **4 CHECKING AND INSPECTION PROCESS OF THE SCR**

The SCR will be checked and signed by the Headteacher and the Chair of Governors and/or the Safeguarding Governor on a termly basis.

## **5 REPORTING OF SAFEGUARDING AND MONITORING THE SCR POLICY**

The reporting of any safeguarding issues at the school is a standing item on the Headteacher's half-termly report to the Full Governing Body.

This policy will be reviewed bi-annually by the FGB or sooner if there is a change in legislation or best practice.