



# Norton St Nicholas CofE (VA) Primary School

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## **Single Central Record (SCR) Policy Statement**

### **Background**

It has been a requirement since 2007 that all schools must maintain a Single Central Record of recruitment. This was set out in some detail in the original publication "Safeguarding Children and Safer Recruitment in Education (2007)" and more recently updated in the DfE's March 2015 statutory guidance for schools and colleges titled Keeping Children Safe in Education. It is essential that schools have read and adhere to this statutory guidance. Each school will determine who is responsible for maintaining the SCR but it is suggested that the Headteacher takes the overall responsibility, delegating the actual process of updating the record to a member of the school's support team. Headteachers and Chairs of Governors are responsible for ensuring that they have robust processes in place to carry out and record recruitment checks for staff, volunteers and anyone who has regular access to children within the school.

### **Aim**

Whilst the prime focus of Norton St. Nicholas CofE (VA) Primary School is to provide the best educational provision for the child, the school recognises that the safety, welfare and care of students are 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 vetting 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 during pupil hours, will be asked to provide evidence of DBS checks being carried out and provide proof of identity.

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 details will be recorded on the single central record.

### **The single central;**

#### **The record will include:**

- an identity check;
- a barred list check;
- up to 2x references;

- an enhanced DBS check;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications;
- a check to establish the person's right to work in the UK; and
- Childcare Disqualification Regulation 2009
- Disqualification by Association check
- Safeguarding Induction Completed
- Prevent training

**Under each of these headings the guidance states you must record:**

- what has been seen;
- when it was seen, and;
- by whom it was seen.

The SCR should be more than simply a compliance document. It should be an integral part of the school's recruitment and selection policy forming a useful and practical purpose for recording and referencing the pre-employment checks within a single comprehensive document.

**The Single Central Record Procedure**

**Updating, Storing and Protecting Information**

The SCR will only be accessed by the HT and SBM - the SCR is password protected. The SCR will be updated by the School Business Manager whenever changes need to be made, and at least annually. 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 by the HT and/or Safeguarding Governor once a term. This SCR will be signed (digitally or by hand if kept on paper) on a termly basis. The SCR checking and signing will be witnessed by the SBM. A short report, as in Appendix 1 will be shared with the FGB after each termly inspection.

**Reporting of Safeguarding Arrangements**

An annual safeguarding audit will take place annually with the HT and Safeguarding Governor. This will take place in the Autumn term and a report will be produced. The report will be shared with FGB annually. The checking of the SCR will be fed back to the local governing body.

***Date agreed: November 2016***

***Date to review: November 2017***

***This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010***