

# **BRUCE GROVE PRIMARY**

## **Single Central Register Policy**

### **Aim**

Whilst the prime focus of Bruce Grove Primary 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 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

School Governors will be subject to safeguarding checks 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 HT and SBM - the SCR is saved electronically and 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 the Chair Governors once a term.

This SCR will be signed (digitally or by hand if kept on paper) on a termly basis when checked by above people. Two signatures are needed to complete the checking process

The SCR checking and signing will be witnessed by the SBM.

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

### **Reporting of Safeguarding Arrangements**

A 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 local governing body each term.

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This policy will be reviewed annually