

# Sudell Primary School



An Aldridge Community Academy

## Single Central Record Policy

Policy written by Vice Principal December 2016

Reviewed: December 2016

**Reviewed date: December 2017**

**Review date: December 2018**

**Responsible person: Vice Principal**

Principal: Helena Lewis

Chair of Governors: Claire Aspin

## **AIM**

Whilst the prime focus of Sudell Primary School is to secure 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.

We will ensure that arrangements are in place for all reasonable measures to be taken to minimise the risks of harm to children's welfare.

## **VETTING PROCEDURES**

- All staff who are employed at the school will be subject to full safeguarding checks following the statutory guidance in 'Safeguarding Children and Safer Recruitment in Education'. The checks will be recorded within a single central record and evidence will be held on file.
- 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 ROLE OF ALL STAFF AND OTHER PERSONS WITHIN THE SCHOOL**

All staff have a duty to safeguard students.

This policy outlines how staff should meet this duty:

- School reception staff will greet all visitors between the hours of 8.00am and 4.00pm.
- Reception staff will draw attention to all visitors the wording on the visitor record relating to the safeguarding of the students.

- Visitors coming to the school for meetings will be required to sign in on the visitor's record. Visitors will be accompanied by staff at all times and be issued with a school identification badge
- Persons visiting the school to work with the students will be required to show their proof of safe guarding checks and proof of identity to the reception staff who will take photocopies and retain the copies on file. This will include Doctors, social workers, speech and language therapists and other visiting professionals. These visitors will sign in on the visitor register and be issued with a school ID card. Visitors who regularly work with students will be included on the single central record.
- Temporary staff provided by external staff agencies will be pre booked by the school Business Manager and office staff will be given their name. The employer will provide evidence of safe guarding checks being completed to the school Business Manager which will be entered onto the single central record. Agency staff will be asked to provide photographic proof of identity to the reception staff on arrival in school hours and to the senior member of staff on duty at all other times. These staff will sign in on the visitor register and be issued with a school ID card.
- Contractors who work on site will be required to show proof of identity on arrival at school together with a letter from their employer stating that the safe guarding checks have been completed. Copies will be taken by the reception staff and retained on file. The contractor will sign in on the visitor register and be issued with a school ID card. Regular contractors will be included on the single central register.
- Should any visitor not be able to provide the appropriate documentation (proof of identity and/or proof of safe guarding checks) they will not be allowed beyond reception unless supervised by a member of staff.
- Risk assessments will be undertaken for school events, where it would not be reasonable for all visitors to be accompanied (e.g. school fairs, celebration events, sports' days).

We recognise that all information is confidential. Copies of safeguarding checks and proof of identity retained on file will be kept in locked filing cabinets. The electronic single central record will be password protected

## **PARENTS AND CARERS**

Parents and Carers are welcome to visit the school. Because of safeguarding issues, parents and carers will be accompanied by a member of staff when visiting the school.

## **REVIEW**

This policy will be reviewed annually.