

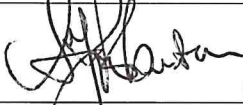

Fourlanesend Community Primary School – Governor monitoring visit report form



School Development Plan Priority Leadership and management - 2.17 Our safeguarding is effective	Focus of Visit Checking the single central record
Visit time, date and Governor name: Sue Robinson 19 th July 2018	Staff name: Mary Taylor
Planned questions to raise/ areas to focus on: New Governor first visit to check SCR Came with 2016 copy of the SCR Checklist (the most up to date one I could find), and accompanying notes (Pages 52-56 of Safeguarding Handbook for School 2016) to give a starting point for discussion	
Previous visit action points SCR to be checked again in spring – New governor appointed summer term 2018. Termly checks to be put in place from autumn 2018	
Observations and Discussions We discussed the Checklist and its merits, and then searched for a more up to date document. The 2018 version of the handbook had an identical section, the checklist was exactly the same and dated 2016. We agreed to complete the checklist and talk about any points/issues as they arose. Points as follows: <ul style="list-style-type: none"> • Restriction checks for teachers outside the EEA (European Economic Area) N/A at present but any necessary checks would be undertaken • There are no agency staff employed at present • "Letters of Assurance" are obtained for Student teachers and additional instructors/coaches • Contractors – are encouraged to come into school during holiday periods or if it is necessary for them to come in during term time they are either accompanied or a "Letter of Assurance" is requested and checked • Note 1 on the form was discussed (see attached Checklist) • Historical references were also discussed. These are now all up to date. • I asked about Safer Recruitment Training and we agreed that I would speak to Rebecca (HT) about this. 	
Summary to be entered on Governor Monitoring Plan: The SCR shows required information and relevant checks are in place.	
Further Action Required: Termly visits to be set up from autumn 2018 SCR Checklist from "Safeguarding Handbook for Schools" to be completed annually	
Impact of Governance: Governance is aware of its safeguarding responsibilities.	
Date and time of next visit: To be arranged (December 2018?)	

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Governor signature: Date:	 19/07/18.	Staff signature: 
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* Most contractors come in during school holidays. If they come in during school day they are accompanied - or letter of assurance received & checked.

Safeguarding Handbook for Schools

Single Central Record

Single Central Record Checklist (Minimum expectations)

	(Tick)
Name of person	✓
Address	✓
Date of Birth	✓
Evidence of ID (inc. photograph)	✓
Qualification(s) Required	✓
Qualification(s) Evidenced and Date Checked	✓
DBS Enhanced Check and Date Received (not statutory to record number)	✓
Barred List Check (only if in Regulated Activity) and Date Received	✓
Prohibition Check (Teachers/People with QTS) Date Checked	✓
Right to Work in UK Date Checked	✓
Overseas Checks needed/undertaken. Type and Date.	✓
Restriction check for teachers who have worked in EEA countries (European Economic Area)	N/A
s128 Prohibition Check for management positions in Independent schools (Free and Acad.)	N/A

Useful to record

Start date	✓
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Single Central Record (People to include) (In Excel, usually on a separate tab)

Teachers	✓
Support Staff	✓
Admin Staff	✓
Premises Staff	✓
Governors/Proprietors/Trustees	✓
Volunteers	✓
Agency Staff (working in the school for a 'reasonable' length of time)	NOT AT PRESENT
Contractors	*
Student teachers (if on the school's payroll)	letter of assurance
Additional instructors/coaches/etc	✓

Notes

Make sure there are no gaps. Enter 'Not applicable', or another relevant phrase.	Discussed
SCR must be current. Archive onto a separate tab or delete people who have left.	✓
SCR must include Enhanced Check/Barred List for people appointed after 2006.	✓
No need for Enhanced Check or Barred List for people appointed prior to March 2002.	✓
SCR should record, what has been seen, when it was seen and by whom it was seen.	✓

Some schools also record on the SCR (Not statutory)

Disqualification by Association	✓
Safer Recruitment Training	? ASK ?
References (2) (checked and Date Received)	Discussed historical info. now all up to date.

Checked by: Sue Robinson

Date: 19th July 2018

NB. Most up to date checklist available.