

Holy Trinity Primary School Safeguarding Governor Visit



Date: 9 July 2019

Present: Erica Cousins – PA to the Headteacher, Mark Sandercock - Governor

Purpose of Visit:

To reflect on the school's Single Central Register to ensure compliance with current statutory requirements and guidance.

Findings:

Overall, the school's Single Central Register is fully compliant with requirements. It is effectively organised and efficiently managed. For example, filters are in place so searches can be made according to job title. All names are maintained on a single register with names 'greyed out' on leaving. Following recent guidance, it is the school's intention to keep names on the register for seven years following departure. In addition, some additional strands have been added as they are considered by Erica and Fiona to be good practice. Up-date training has been accessed within the last week and new aspects highlighted within this training already acted upon for full implementation in September.

- Full checks are made on identity and qualifications seen which are dated. A further refinement identified from recent training will be to include a key of codes to identify the specific evidence seen e.g. passport, driving licence.
- The register provides clear evidence of DBS, barred list and prohibition from teaching checks being made in liaison with the County's Human Resources team where required.
- There is facility now to complete the newly established S128 management check for the Senior Leadership Team, Governors and Business Manager although it is acknowledged that this check is mainly aimed at the leadership structure within academy chains.
- The right to work in the UK and overseas checks are covered. The latter has been actioned for the first time this year with a new member of staff joining from Spain.
- Regular supply staff are treated in exactly the same manner as employed staff and undergo the same checks. Where occasionally agency staff are used, the school receives a detailed check by the agency prior to that staff member entering the school. An example of this was seen during the visit.
- In terms of good practice, dates of when safer recruitment training are included for all staff members involved in interview processes. From September, it is also intended to include when safeguarding training has been accessed by each staff member. This will ensure that everyone remains up-to-date.
- The register is password protected and can only be accessed by Erica and Fiona.

My thanks to Erica for providing a very informative session which should provide Governors with confidence that the school is compliant in this very important area.

Future Action:

- N/A