



Balksbury Federation Single Central Record Statement

Rationale

Balksbury Federation aims to secure the best educational provision for our children. The federation recognise that child safety, welfare and care is paramount. We are therefore committed to the highest standards in protecting and safeguarding children 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. As part of that, safer recruitment arrangements are designed to deter, reject and/or identify people who might have inappropriate intentions towards children.

Vetting Procedures

All staff employed at the federation will be subject to full safeguarding checks following the DfE statutory guidance in 'Keeping Children Safe in Education'. The checks will be recorded within a single central record (SCR) and evidence will be held on file. The Leadership Team may carry out an online search on shortlisted candidates as part of due diligence checking.

All individuals who work with children at Balksbury Federation will be asked to provide proof of identity and full safeguarding checks will be carried out. This will include DBS checks, references and right to work in the UK. The checks will be recorded within our SCR and paper records held on file. All entries are removed one year after an individual has left.

The SCR will include:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- Further checks on people living or working outside the UK

What will be shown under each heading:

- What has been seen
- When it has been seen
- By whom it was seen

Access to the SCR and storage

Access to the SCR is kept to a minimum and will only include: a key allocated member of staff (to oversee and complete) and the Executive Headteacher; the Safeguarding Governor only has access under the Executive Headteacher's supervision when carrying out checks. The SCR is stored in a limited access area of the federation's management system and is password protected.

Monitoring of the SCR

Monitoring is carried out on a termly basis, and after a new entry by the DSL and Executive Headteacher. The Safeguarding Governor checks the SCR twice a year.

Review date: Autumn 2024