



LUNSFORD PRIMARY SCHOOL

Single Central Register Policy 2025-2026

Aim

Whilst the prime focus of Lunsford 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 where possible held on file (DBS certificates cannot be copied).

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 Office Manager - the SCR is password protected

The SCR will be updated by the Office Manager whenever changes need to be made, and at least annually.

Checking and Inspection Process

This SCR will be checked by the HT once a term.

This SCR will be digitally signed on a termly basis via the Monitoring Tab on when checked by the Finance Lead or Chair. This checking should be recorded on visit document and FGB minutes.

All checks will be carried out before each half term 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 governing body each term.

This policy will be reviewed annually