



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: 17 th Nov 2016 Jackie Eason	Staff name: Mary Taylor
Planned questions to raise/ areas to focus on: What progress has been made to updating the single central record from the previous visit? What further steps are required? What resources/time do you require in order to ensure that all safeguarding procedures are in place?	
Previous visit action points Check how often letters of assurance need to be renewed. Complete Childcare disqualification column as forms are returned. Fill in remaining couple of blanks in the spreadsheets and add grid lines so it is easier to follow the eye along. <u>Further actions which have been highlighted from review of SCR</u> All temporary workers will be given a list of documents including safeguarding declaration form and KCSI, radicalisation and fire procedures. All registers signed and dated to show that this has been done. All staff have also seen safeguarding policies and will also sign and dated and will be kept in a designated box.	
Observations and Discussions Since last visit Mary took away actions from last visit and addressed them all. <ul style="list-style-type: none"> Letters of assurance are requested at the start of each school year for each organisation Childcare disqualification column is complete Blanks are all complete All temporary workers and all employees are given a folder containing all relevant policies and information Yes, all registers check list that this has been done Booked in a single central record audit with Carolyn Currah, safeguarding lead for CC. Her findings included: <ul style="list-style-type: none"> There were no gaps without explanation Where there are gaps we have reasons for them and planned actions to fill them. SCR has to be password protected and only Mary, Head and School secretary have the password. She was very positive and recognised the enormous amount of work that had been put in. Head attended training yesterday and fed back to Mary on the SCR management <ul style="list-style-type: none"> If the start date for employment is before the DBS check has come through we always ensure that a risk assessment has been done and the member of staff is accompanied. We are going to book in another safeguarding SCR audit through the county safeguarding team. DBS checks can be used from other Cornish schools as long as we do the barred list check Tier 2 safeguarding training is best practice to record. We do in the school in heads but we will bring it into the SCR system. 	

Fourlanesend Community Primary School – Governor monitoring visit report form



Recent new practice is Mary checks the visitor book and diary and cross checks this with the SCR just to check that everyone is covered.

New action in place is a front sheet stating when people have been in to check the SCR

Summary to be entered on Governor Monitoring Plan:

The workload for administering the SCR this has become much more manageable now that the system is up and running.

Excellent practice is now in place and the 4 hours per week is about right to maintain this.

Further Action Required:

To double check that start dates and DBS check dates are in line and that explanations are in place for gaps that are there.

Mary is going to check my Update number to ascertain how this works.

Impact of Governance:

Governors assured that best practice is in place, this has been verified by external consultants.

Date and time of next visit:

Spring term

Governor signature:

Date:

Staff signature: