

# **Sandfield Park School**

## **Single Central Record Policy**

### **Background**

The School recognises that all pupils regardless of age, disability, gender, racial heritage, religious belief or identity have the right to feel safe from harm and protected against any form of abuse. The School acknowledges that it is a statutory requirement to protect its pupils' welfare and establish a safe environment in which children can learn and develop. It is the School's intention to comply with the law and all relevant Acts and Regulations regarding Safeguarding and Child Protection.

### **Statement**

Sandfield Park School will keep a Single Central Record, as set out in the Education (Independent School Standards) (England) Regulations 2010, as amended by the Education (Independent School Standards) (England) (Amendment) Regulations 2012.

The Single Central Record, referred to as the "Register" in the aforementioned regulations, will cover the following people:

- All staff (including supply staff) who work at Sandfield Park School
- All others who work in regular contact with children in the school, including volunteers
- All members of the proprietor (Governing) body

The Single Central Record will be maintained Administration Officer and It will be updated as soon as a new appointment has been communicated to the Designated Safeguarding Governor, in conjunction with the Headteacher.

The Single Central Record at Sandfield Park School will provide an electronic record that the following checks have been carried out and/or certificates obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A section 128 check (for members of the Governing Body)
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

The Single Central Record will also record the date on which each check was completed/certificate obtained.

In order to comply with the requirements of the Data Protection Act, the electronic version of the Single Central Record will not contain any copies of DBS certificates and/or any other documents used to prove the candidate's identity, right to work and required qualifications. Paper copies of these should be kept in the individual's file. According to the regulations,

“Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record.”

Sandfield Park School is firmly committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The Schools’ commitment to safeguarding is paramount to the success of the pupils.