**SINGLE CENTRAL RECORD, VETTING AND VISITORS POLICY**

**AIM**

The prime focus of The Boxing Academy is to secure the best educational provision for the child, and the school recognises that the safety, welfare and care of students is paramount. We are therefore committed to the highest standards in protecting and safeguarding the students 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.

**VETTING PROCEDURES**

* All staff who are employed at the school will be subject to full safeguarding checks following the DfE statutory guidance in ‘Keeping children safe in education’. The checks, including DBS checks, will be recorded within the single central record (SCR) held on file.
* All other persons who work with students must supply a letter (see appendix) confirming their DBS checks from their employers, which will be placed on file and the details entered into the SCR. The checks will be recorded within the SCR.
* 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 the single central record.
* 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 ROLE OF ALL STAFF AND OTHER PERSONS WITHIN THE SCHOOL**

All staff have a duty to safeguard students. This policy outlines how staff should meet this duty:

* Pod Leaders will supervise the arrival of students from 8:30am, and a register will be taken before lessons begin.
* Admin staff will sign in visitors during the school day and will draw their attention to information on the noticeboard relating to the safeguarding of the students.
* Visitors coming to the school for meetings will be required to sign in on the visitors’ record. Visitors will be accompanied by staff at all times.
* Persons visiting the school to work with the students, including social workers, speech and language therapists and other visiting professionals must supply a letter confirming their DBS checks from their employers, which will be placed on file and the details entered into the SCR. They will sign in on the visitor register and be issued with a school visitors badge. If they do not have this letter, they will not be left unsupervised with students at any time.
* Visitors who regularly work with students will be included on the SCR.
* Temporary staff provided by external supply agencies will be pre booked by the Business Manager or Principal. The agency will provide evidence of DBS checks which will be entered onto the SCR. Agency staff will be asked to provide photographic proof of identity to the admin staff on arrival in school hours. These staff will sign in on the visitor register.
* Contractors who regularly work on site will be required to show proof of identity on arrival at school together with a letter from their employer stating that the DBS checks have been completed. Copies will be taken by the reception staff and retained on file. The contractor will sign in on the visitor register and regular contractors will be included on the SCR.
* Should any visitor not be able to provide the appropriate documentation (proof of identity and/or proof of safeguarding checks) they will not be allowed beyond reception unless supervised by a member of staff.

We recognise that all information is confidential. The visitors’ record is kept for a minimum of two years. The electronic SCR will be password protected and paper signed copies will be kept in a locked cabinet.

**PARENTS AND CARERS**

Parents and carers are welcome to visit the school. Because of safeguarding considerations, parents and carers will be accompanied by a member of staff at all times when visiting the school.

**APPENDIX: SAMPLE LETTER OF DISCLOSURE CONFIRMATION**

To the Boxing Academy

Date

Dear x,

This letter is to confirm that [name] has been an employee at [company name] since [date].

We hold his details on our single central register, and I can confirm that the following checks are in place

1. Identity check
2. Eligibility to work in the UK check
3. Current Enhanced DBS certificate

DBS No. - 00xxxxxxxxxxx

Issue Date - dd/mm/yy

1. Two references.

Please do not hesitate to contact us if you require any further information.

Yours Sincerely

Name

Company