



Glen Hills Primary School Procedures for DBS* checks and the Single Central Record (SCR)

1. Every person who has unsupervised contact (definition September 2012, OfSTED guidance, or any subsequent guidance) with a pupil, be they employed or as a volunteer, must undergo a Disclosure and Barring Service (DBS) check before they commence work at Glen Hills. This certificate plus identification (and qualifications, if applicable to the role) must be witnessed by the Headteacher or, in the case of the Headteacher, the Deputy Head Teacher before they can commence / volunteer their post.
2. The Single Central Record (SCR) contains information which must be completed as appropriate (for example, NI number is not applicable for volunteers). This is maintained by the Head Teacher and kept on an encrypted computer. A copy is also maintained off-site on an encrypted storage system. Office staff and staff on the Strategic Leadership team can complete a DBS record sheet (available in the office) where all relevant details can be logged down prior to the information being logged onto the SCR.
3. When printed off, there is a signature area for the Headteacher to sign that they have witnessed the SCR entries for that page (DBS certificates and identity checks in all cases) and also for the Deputy to sign on the page where the Headteacher's details are recorded.
4. The SCR is updated as necessary and backed-up on an encrypted memory stick which is not kept on school premises.
5. Glen Hills have decided to continue three year re-checks on all volunteers who continue to volunteer at the school and every four years for Governors. Employed staff will *not* have re-checks. New volunteers at the school will also be required to provide two character references for added security.
6. For all teacher agency supply staff, swimming pool staff (not employed by the school), coach company staff, LCFC in the Community staff, etc, a letter of confirmation is in the Safeguarding File which demonstrates the particular organisation's compliance with vetting and recruitment and their confirmation that CRB checks are undertaken on their staff. Photo ID for such persons will be required to be seen.

These procedures will remain in place until further guidance is issued to extend the current procedures.

*Formally known as CRB check

Policy	<i>Procedures for DBS checks and the Single Central Record (SCR)</i>
Reviewing Committee	<i>Management Committee</i>
Last Reviewed	<i>July 2013</i>
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