



Single Central Record Policy **Aldermaston CE Primary School**

Version: 1

Reviewed by: Community Committee

Date adopted by FGB: 4/5/2021

Review by: May 2022 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs	
Chair of Governing Board	Mrs S Chaventre	

Single Central Record of Recruitment and Vetting Checks (SCR)

The school maintains a live document which contains the records of all adults in the school, employees, supply teachers, volunteers, governors, regular contractors, peripatetic staff and project visitors. The SCR includes identity checks, DBS checks, employment checks and training records.

The SCR is updated regularly by the Office Manager and reviewed by the Headteacher to ensure compliance.

It is in a format supplied by West Berkshire Council.
