

ALDERMASTON CE PRIMARY SCHOOL

POLICY TITLE:	CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS
Date adopted by the governing body:	July 2018
Date for full implementation:	July 2018
Contact person:	Deborah Netton, Safeguarding Governor
Status (statutory, recommended/additional): Statutory	
<p><i>Purpose</i> In accordance with the School Staffing (England) Regulations 2009, as a maintained school Aldermaston CE Primary School adopts the standard process provided by West Berkshire Council. It maintains a Single Central Record of Recruitment and Vetting Checks covering all employed staff, supply staff and others identified by the school as having regular contact with children, such as volunteers and contractors. The record shows what checks in the table have been completed, the dates when each item was completed and who evidenced or carried out the check. The Office Manager maintains this live record supported by the Admin Assistant. The record is held electronically on the school's computer system and the data is backed up daily via the West Berkshire Council process.</p>	
<p><i>Who/what was consulted?</i> Headteacher, Chair of Governors, Safeguarding Governor and Office Manager.</p>	
<p><i>Relationships to other policies</i> This policy links with all policies as it directly affects everyone working and operating in the school.</p>	
<p><i>Roles and responsibilities</i> The Office Manager supported by the Admin Assistant has day to day responsibility for the tasks covered by the policy, overseen by the Headteacher or the Deputy Head in his absence.</p>	
<p><i>Monitoring and evaluating effectiveness of policy</i> The Headteacher will report on the recruitment and vetting checks as part of the Annual Safeguarding Report to WBC. The Head will update the Full Governing Body on any issues regarding this policy via his termly Headteacher's report to Governors or more frequently by exception. The Safeguarding Governor will check the records termly with the Headteacher.</p>	
<p><i>Review date:</i> July 2019</p>	

