

Roberttown CE (c) J&I School Governor School Visit Record

Name: Andrew Toft	Date: 10.9.2018	
Purpose of visit: With regard to safeguarding to look at the Single Central Record held within school and review progress.		
Ofsted Action/School Development Plan Reference: Achieving Safeguarding Excellence		
Structure/Timetable of the visit: Meeting with Head, Chair of Governing Body and Business Support Officer to review each category of staff/those coming into school		
Key Staff to see:		
Position	Name	
Head teacher	Mrs Smith	
Business Support Officer	Mrs Stanley	
Key Questions/Issues for Governors to explore: Is the central recording of safeguarding checks/documentation etc. kept up to date by the appropriate people and applied and monitored so that it aids the actions taken to ensure children are safe in the school environment. Are there any lessons to learn from what has happened in the last year and is there anything to anticipate in the forthcoming school year?		

Governor's Observations/Evaluation

The four of us reviewed the current position with the management of the Single Central Record by Michelle and Sam. The spreadsheets are full of a lot of detail which enables all categories of people - contractors, kitchen staff, staff, volunteers, governors etc. to be recorded and checked for training, clearances etc. for safeguarding purposes. It is accessed only by Michelle and the Head, and enables quick appraisal of any gaps in the required position for all new and existing staff etc. Following on from the previous safeguarding lead at the council giving the record a good review, we have tried to continue to develop the record.

Michelle continues to distribute any alerts and runs a checklist to make sure all records are updated appropriately. The meeting was useful in identifying small corrections, and it is proposed that we meet again nearer Christmas bearing in mind the changes taking place in school in the next few months.

Culture observed in the school

The high priority this record keeping has for the Head and the BSO reflects how important safeguarding is within the school. During the meeting there were questions asked that led to the updating of records (administrative updates) as well as discussion around the best and most effective ways of keeping the record a "live" document. We also discussed how the SCR was part of the wider approach to safeguarding being taken very seriously and not being just a tick box exercise.

Any Key Issues Arising for the Governing Body:

The governors can continue to be reassured that there is close and effective management of safeguarding in school and that the record keeping is of a high standard.

Action Following Governing Body Meeting:

TBC

Signed:Andrew Toft Co opted.....Governor