



# Guyhirn Church of England Primary School & Pre-school

*Member of the Diocese of Ely Multi Academy Trust*

This policy was adopted & ratified on:	01.09.16
Last Reviewed:	November 2023 2024 December 2025
To be reviewed in:	December 2026

## Single Central Record Policy

### Our Vision

**Agape – To live, to learn, to love together**

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

*“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16*

*“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15*

*“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37*

### Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

## **Background**

The School recognises that all pupils regardless of age, disability, gender, racial heritage, religious belief or identity have the right to feel safe from harm and protected against any form of abuse. The School acknowledges that it is a statutory requirement to protect its pupils' welfare and establish a safe environment in which children can learn and develop. It is the School's intention to comply with the law and all relevant Acts and Regulations regarding Safeguarding and Child Protection.

## **Statement**

Guyhirn C of E Primary School will keep a Single Central Record, as set out in the Education (Independent School Standards) (England) Regulations 2010, as amended by the Education (Independent School Standards) (England) (Amendment) Regulations 2012.

The Single Central Record, referred to as the "Register" in the aforementioned regulations, will cover the following people:

- All staff (including supply staff) who work at Guyhirn C of E Primary School
- All others who work in regular contact with children in the school, including volunteers
- All members of the Local Governing Body
- Contractors
- DEMAT employees & Trust Board members

The Single Central Record will be maintained by the Designated Safeguarding Lead and the Admin lead.

The Single Central Record at Guyhirn C of E Primary School will provide an electronic record that the following checks have been carried out and/or certificates obtained:

- An identity check
- A barred list check (employees)
- An enhanced DBS check
- A prohibition from teaching check (only persons involved in teaching)
- A section 128 check (for members of the Governing Body)
- Further checks on people who have lived or worked outside the UK (employees)
- A check of professional qualifications
- A check to establish the person's right to work in the UK (employees)
- Record of all relevant Safeguarding training
- Record of Important National Document received and read.

The Single Central Record will also record the date on which each check was completed/certificate obtained.

In order to comply with the requirements of the Data Protection Act, the electronic version of the Single Central Record will not contain any copies of DBS certificates and/or any other documents used to prove the candidate's identity, right to work and required qualifications. Copies of documents to prove an individual's identity, their right to work in the UK and/or their required qualifications will be kept in the individual's file, except for their DBS certificate. According to the regulations, "Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record."

Guyhirn C of E Primary School is firmly committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The schools' commitment to safeguarding is paramount to the success of the pupils.

The Policy was ratified on 17.01.25 by the LGB. Review & ratified 16.12.25 no changes made.