



Governor Visit Report

Name	Mrs J Monty, Safeguarding Governor
Date of Visit	Wednesday 26 th January 2022
Focus of Visit	Review of Single Central Register
Classes/staff visited	Mrs Welch, Office Manager
<p>Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.</p> <p>Review of the signing in procedures for visitors to school</p> <ul style="list-style-type: none"> • Signing in/out sheets • Storage of sheets. <p>Review of the Single Central Register</p> <ul style="list-style-type: none"> • Mrs Merry, Safeguarding has met with the Office Manager and they have updated the SCR. Evidence of these updates and meetings are held on file. • I was shown the SCR which is stored on an Excel spreadsheet (no paper copies are available). • One of the updates to the SCR is the inclusion of 'Leavers tabs' for all sections (teaching staff, support staff, regular visitors, agency staff, governors, volunteers). Previously, this information was not split. • The Office Manager requests confirmation emails from outside agencies, seeking confirmation that they have completed all background checks. These confirmation are held securely. • The SCR is held securely. 	
<p>How do you feel this visit has helped you to develop your role as a Governor?</p> <p>As Safeguarding Governor, I now have a better understanding of the updated SCR system.</p> <p>It is evident that safeguarding is paramount in school.</p>	
<p>Positive comments about the focus</p> <p>The information was informative.</p>	
<p>Aspects I would like clarified / questions I have</p> <p>None.</p>	
<p>Ideas for future visits</p>	
<p>Any other comments</p> <p>Thank you for showing me the updated system.</p>	

Signed: Mrs J Monty

Governor: Safeguarding

Date: 26th January 2022

Signed: Mr S. G. Brady

Headteacher

Date: 27th January 2022