



Sponsored by Academy Transformation Trust

Single Central Register Policy

Adopted	September 2014
Date of Review	May 2016

*Inspire,
Aspire,
Achieve!*

The Hathaway Academy Staff

The central record of all staff employed by the Academy is maintained on a spreadsheet and the staff's individual SIM record. The updated version will be checked, printed off weekly, and placed in the file. This record will follow Thurrock and national guidelines.

Supply Teaching Staff

Prior to supply teaching staff being permitted in the Academy, a copy is made of their DBS form and other information available from the Supply Agency.

At the start of each term, we will ask the agencies used by the Academy to confirm their own checking procedures.

Supply Cleaners

The Academy will confirm the DBS references for supply cleaners employed through agencies. This list will be reconfirmed at the start of each term. This record will be updated immediately if there are any changes in the cleaning staff prior to the staff being permitted to work on the site.

Grounds Maintenance Staff

The Academy will confirm the DBS references for grounds staff employed through our sub-contractors. This list will be reconfirmed at the start of each term. This record will be updated immediately if there are any changes in the ground maintenance staff prior to the staff being permitted to work on the site.

Sub-Contractors

DBS checks are completed on all personnel with access to the Academy.

Local Authority & Academy Transformation Trust Visitors

Local Authority officers and Academy Transformation Trust personnel are DBS checked centrally. All Local Authority officers should have their LA identification with them. All Academy Transformation Trust personnel should have their Trust identification with them. Additionally, we have requested DBS numbers for those who regularly visit the Academy.

Other Regular Visitors

The Academy will communicate with the agency/company who provide these individuals and request DBS numbers and the opportunity to view the DBS certificates.

Visitors

1. Regular visitors to the Academy must be DBS checked.
2. Casual visitors to the Academy must be accompanied at all times by a member of staff who has been DBS checked.
3. **Under no circumstances may a visitor to the Academy be left unattended with students.**
4. The receptionist on duty must maintain diligence in monitoring the screen

with views of the gate. Should any visitor not proceed directly to the reception area, security must be alerted immediately.

5. Unaccompanied visitors to the Academy must be challenged. This can be done politely with a request to see their visitors pass and a check of photographic ID.
6. Visitors to the site must park in the visitor car park, come to Reception and request access to the car park after they have been signed in and a visitor badge given.