

Single Central Record scrutiny audit

| Date    | Who?  | Action   |
|---------|---|--|
| 5/9/17  | TB (scrutinised)<br>JR (SCR officer)<br>LA (s/g training record holder) | <ul style="list-style-type: none"> <li>• Add training updates for ALL staff (Inc. PREVENT/CHANNEL)</li> <li>• Upload updated s/g policy (to be ratified by governors)</li> <li>• Update prohibition checks</li> <li>• Finalise governor DBS checks</li> <li>• Remove blanks</li> <li>• 'fix' admin errors/typos</li> <li>• Improve formatting</li> </ul> |
| 5/1/17  | TB (scrutinised)<br>JR (SCR officer)<br>LA (s/g training record holder) | <ul style="list-style-type: none"> <li>• Add new staff, including 1 agency staff, archive leavers</li> <li>• Update 1 reference</li> <li>• Update 1 QTLS case</li> <li>• Update contractor list (remove/archive/add)</li> <li>• Update training teacher list (remove/archive/add)</li> <li>• Add DSL refresher course (TB; LA; RP)</li> </ul>            |
| 17/3/17 | OFSTED  | <ul style="list-style-type: none"> <li>• NIL</li> </ul> <p><b>SCR IS SECURE</b></p>  |