

### **Newquay Tretherras OFSTED Inspection (Single Central Record)**

Here's a note of what the Inspector looked at/asked during our SCR inspection yesterday morning (17.09.2013):-

- 8.30 am – 9.00 am on first morning of inspection. Looked at the SCR on screen.
- Asked who maintains SCR, job title and for how long (to establish whose name she could expect to see on the SCR as having undertaken ID checks etc).
- Asked who is on the SCR, eg all staff (I confirmed also volunteers, supply teachers, etc – not just staff), then asked me to talk her through/show her each column heading.
- Picked 2 people to look at on the list and looked at each column for both.
- Asked what we do about agency staff and looked at an example on the SCR.
- Asked when we use List 99 (DBS barred list) checks.
- Asked who maintains the SCR in my absence (better if you can say there is someone to cover!).
- Asked about any gaps/missing information. (I had evidence of QTS missing for 2 new NQTs – which is no longer missing!!) She suggested I should highlight this in colour so that anyone maintaining the SCR in my absence can easily see what's missing.
- Asked about overseas staff and what we do in terms of checking Right to Work in the UK.
- Asked who had undertaken safer recruitment training and noted down job titles. They do not want to hear any names, just roles. (She seemed pleased that, in addition to several other people, I have undertaken the training and the Chair of Governors has.)
- Asked if I have recorded qualifications for the Headteacher and SENCO on the SCR. (I haven't.) Both roles now require specific qualifications, eg NPQH for Head. She said it's not an issue now but if we were to appoint a new HT or SENCO we would need to record that they have NPQH and SENCO qualifications respectively on the SCR.

She went on to ask lots of questions about Safeguarding training, policies, records - particularly where this relates to social media protocols, eg:-

- What happens if someone misses induction/safeguarding training? Is the training whole-school or just teachers/TAs? Ensure you have a record of who attended safeguarding training. If someone missed it ensure that you have a record to show this was followed up.
- This was leading towards the question of how does a member of staff know what the social media policy is/where does it say, for example, you must not accept students as friends on Facebook or you must not use social networking sites to communicate with students etc? If you haven't already issued your staff IT acceptable use policy/agreement this year with reference to social networking you should do it as soon as possible and ensure that all staff return a signed and dated acknowledgement. Keep a record of all the signed returns. These records should be kept in the Personnel/HR office.

I hope this is helpful!

Lesley Sale  
Personnel/HR Officer