

# Managing the Single Central Record

All schools and colleges must keep a single central record. It is a key piece of documentation referred to in Keeping Children Safe in Education and it plays a crucial part in establishing and evidencing safeguarding practice. Maintaining the single central record is a key responsibility for schools and colleges and checking the document plays an important part of inspecting practice.

This course should be seen as complimentary to existing safer recruitment training. It does not fulfil the statutory requirement for specified staff to undertake such training or replace any of those courses.

## Course Outline

This course is for those senior leaders who have responsibility for ensuring their single record is complete and accurate as well as being compliant with legislation and guidance. It may also be appropriate for staff who have the administrative responsibility for the record to attend in order that they fully understand the context and importance of the document.

## Outcomes

By the end of the session delegates will:

- Have a clear understanding of the minimum requirements for entries on the single central record to ensure it is compliant with legislation and statutory guidance
- Have resources to enable them to inspect their single central record to ensure it remains compliant with minimum requirements
- Understand best practice associated with maintaining their single central record

Please note that the course will not cover the practicalities of undertaking specific employment checks as these will be accessed through delegate's existing organisational structures.

Course Ref	Date	Venue	Cost
TLS-0517-T029	02/05/17 09:00 – 12:00	Norwich PDC	£90 per delegate
TLS-0517-T030	12/05/17 09:00 – 12:00	Norwich PDC	£90 per delegate
TLS-0517-T031	26/05/17 09:00 – 12:00	West Norfolk PDC	£90 per delegate
TLS-0617-T026	15/06/17 13:30 – 16:30	Norwich PDC	£90 per delegate
TLS-0617-T027	30/06/17 09:00 – 12:00	West Norfolk PDC	£90 per delegate
TLS-0717-T014	13/07/17 09:00 – 12:00	Norwich PDC	£90 per delegate

