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|  | **Dates**26 Apr 2016 09:00 – 11:3026 Apr 2016 12:30 – 15:00**Cost per delegate**£45.00Tea / Coffee provided. If any special arrangements required please contact us. |

**Safeguarding**

Safer Recruitment Administration & Single Central Register Training

**Outline**

Safeguarding children is an essential duty of all schools and it is imperative that schools have robust processes established to ensure the suitability of staff. Ofsted will closely scrutinise your Single Central Register during an inspection for accuracy and completeness. Staff responsible for setting up and / or maintaining the Single Central Register (SCR) should attend this invaluable course.

**Outcome**

Designed to ensure that your setting meets the specified requirements, key areas to be covered will include:

* To understand the regulatory framework and best practice underpinning the format and content of the SCR
* To consider the categories of staff that should be recorded on the SCR
* To explore options around the format and content of the SCR
* To equip participants with a practical understanding of all pre-employment checks for school based staff, volunteers, contractors and agency workers.
* To help participants review their own school SCR and the related pre-employment checking processes.

To help participants maintain staff personnel files in line with safer recruitment guidance.

Venue: Shine Business Centre, Harehills Road,Leeds, LS8 5HS

Trainer: Safeguarding Team, Safeguarding

Book online at <http://www.leedsforlearning.co.uk>

**Confirmation letter:** Please ensure you have received a letter of confirmation BEFORE attending the course.

**Authorisation:** Please make sure your line manager has authorised your attendance by signing the slip

**Cancellation Arrangements:** If for any reason you need to cancel 5 working days notice is required. Cancellations made without the given notice period will be charged at full course cost. If no cancellation is received full fee is also payable.