

# Governors SCR Audit

DATE 2.10.2017

Rachel Turley

- Does the SCR list new employees that have started with the school? Yes
- Are all the columns within the employee section complete? – **YES**
- Has the prohibition checking for teachers taken place before they started? – Not Sure
- Are copies qualifications on file for relevant employees? – **YES**
- If applicable, has the Childcare Disqualification Declaration been completed?
- Is the right to work evidence copied signed and dated by person checking? – **YES**
- Has a DBS check been undertaken for the new employee? – **YES**
- If there is no DBS check, is there a written risk assessment on file? **N/A**
- Has the medical clearance been processed and noted on the SCR? - **YES**
- Do you have two written references on file for your new employees, received before they started employment with you? - **YES**
- Are your current governors listed? **YES**
- Are the people visiting/working at the school listed who are coming 3 times in 30 days? Eg cleaners, catering, music service. - **YES**
- Are there people who no longer visit the school that should be removed to the leavers tab? – **No**
- Are there employees that have left that should be moved from the employee section to the leavers tab? – **yes**