



Record of Meeting with Link Governor

Leader VM and CS	Link Governor AST
Date 4/4/19	Purpose of Meeting Safeguarding checks
Activities undertaken <ul style="list-style-type: none"> ● Check the Single Central Register ● Explanation of the Risk Assessment process using Evolve 	
Link to School Development Plan “Ensure that the well-established culture of safeguarding as a priority is continued” “Ensure that pupils feel valued and safe. That they have the ability to develop themselves and the school, community and society through pupil leadership and the school’s personal attributes curriculum.”	
<ul style="list-style-type: none"> ● Single Central Register – this was checked against certain criteria as well as some random checks by VM and AST. A report was given to BM with some minor actions. On the whole we agreed that the register and checking procedures looked robust. ● Risk Assessment Process – CS explained the process of risk assessment using an electronic system called Evolve. This has been used for residential trips for a few years but has recently been adapted to use for all risk assessments including visitors to school and school visits off-site. The system ensures that a risk assessment covering all aspects of a visitor or visit is in place and has been checked by CS and BM, as well as by Bexley Council in some cases. This will be used in conjunction with a new Visitor Policy to protect the children in school as well as on visits. 	
Whole School Impact Helping to keep children and families safe.	
Actions to develop <ul style="list-style-type: none"> ● AST to organise termly check of the Single Central Register (SCR) as well as medical records for summer term. 	