



HIGHGATE

PRIMARY SCHOOL

As a school we are responsible for having a Single Central record that confidentially holds information on all adults that have regular contact with children at our school. We also need a DBA form completed which is attached. In order to make sure that we have all the information we require on our system, please could you provide the following as soon as possible

Information for Single Central Record

Surname:	Forename:
Capacity working with School: Volunteer Contractor Service Provider Other please specify:	Name and address of Company: Job Title
If a regular visiting adult please specify period, day of the week and times of regular visit:	Start Date with HPS: Contact at Highgate Primary School:
Address:	
NI Number:	Date of Birth:
Disclosure Issue Date:	CRB/DBS Certificate Number:
Any criminal offences since your last DBS	None/Detailed Below:
DBA Completed Date:	Received by: Head teacher/School Business Leader
I have received and read the Child Protection summary and the Guidance & Protocols for working in schools. I declare the information provided above is true:	
Signed	Date

Name of Officer of Highgate Primary School Verified the above information

Date: _____ Original DBS Seen by: _____
Name: _____ Date: _____