

Future Roots Key Documents and Source Information: 2025/26

Document	Comment	Source 1	Source 2	Check
Safeguarding Policy	Follows Pan Dorset SCP Guidance and WTSC Updated September KCSIE 2025	Hard Copy	Online	Y
Safer Recruitment Policy	Reviewed September 2025	Hard Copy	Online	Y
Single Central Record (SCR)	All staff are subject to an Enhanced DBS Check	Online	Online	
Managing Allegations Policy	Reviewed September 2025	Hard Copy	Online	Y
Staff Handbook	Reviewed May 2025	Hard Copy	Online	Y
Public and Product Liability	Renewed Feb 2025 PLON99/0110111	On line	Displayed	Y
Employer Liability Insurances	Renewed Feb 2025 PLON99/011011	On line	Displayed	Y
Motor Vehicle Insurance & Road Worthiness	Annual check of Vehicle Insurance & MOT	On Staff Files		
Ofsted Report/Registration	URN EY409323	Hard Copy	Displayed	Y
LOTAC Accreditation and Quality Badge	R2QB101886 Re Assessed 18/02/25	Current Until 18/02/2027	Displayed	Y
Data Protection & Privacy Policy	Reviewed September 2025	Hard Copy	Online	Y
All Policies and Procedures	Reviewed September 2025	Hard Copy	Online	Y
Risk assessments & HSE Guidance	Reviewed September 2025	Hard Copy	Online	Y
NOCN Recognised Centre	Delivery of Functional Skills Qualifications	NOCN 30003471 Centre ID Current	Online & In Class learning	Y
NOCN Future Farmers Qualification	Years 10 & 11	Award and Certificate	Online	Y
NOCN Functional Skills Qualifications	English & Maths	EL2, EL3, L1 & L2	Online & In Class learning	
Work Experience	Industry Placement Toolkit	Work Exp and Internships		Y
Initial Visit Assessment Form	Matching and Risk levels 2025/26	Hard Copy		Y
Referral Form Agency & Schools	Updated for 2025/2026	Hard Copy	Online	Y
Session Plans & Outcomes	Session Plan Folder Daily Recordings	Hard Copy	Online	Y
Student/Participant Audit	Data Base all students/participants	Online Only	Online only	Y
Safeguarding Concern Logs	Record of Safeguarding Concerns and follow up	Individual Hard Copies	Online	Y
PAT Testing – Electrical Equipment	September 2025	Hard Copy & appliance labels	Visible	Y
Fire Alarm & Fire Inspection	08/07/2025	Hard copy on Fire Safety File	On Line	Y