

THE CAMPION SCHOOL

SAFEGUARDING FORM FOR LEASING OF SCHOOL PREMISES BY EXTERNAL ORGANISATIONS

The Campion School is committed to ensuring that all organisations that use their premises comply with the guidelines recommended by the Local Safeguarding Children Board, and also as set out by the Department for Education.

Detailed below are a set of questions which we expect all organisations to be able to answer. As part of its Safeguarding responsibilities, the School will monitor and periodically check that the information provided is accurate and all hirers must provide additional evidence where requested.

CONTACT DETAILS

Details of organisation requesting the letting arrangements:

Name:

Address:

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Telephone No:

Email:

INSURANCE

For all regular/block bookings your organisation must have Public Liability Insurance (£5M) that is valid for the period of the hire. (n.b. this is not the same as Employer Liability Insurance).

Please give details of your Public Liability Insurance cover (insurer, date of policy, etc):

Insurer:

Start Date of Policy Expiry Date of Policy

Please send evidence of your Public Liability Insurance (certificate, schedule or a letter from your insurance company) to the School along with your Safeguarding and Booking forms. Bookings cannot be confirmed or go ahead until this has been received.

SAFEGUARDING CHECK LIST

	YES	NO
Does your club/organisation cater for children and/or vulnerable adults where parent/carers are <u>not</u> present during the entire length of the activity?		
Will your letting involve contact with The Champion School's pupils?		

If you have answered 'YES' to either of the questions above, please complete Sections A & B below.

If you have answered 'NO' to both questions above, please complete Section B below.

Please note that if you answer 'NO' to any questions in the respective sections you need to complete then we may need to consult with our Designated Safeguarding Officer before we can proceed with your booking.

SECTION A	YES	NO
Does your organisation have an appropriate Child Protection Policy in place that is compatible with those held by The Champion School and by the Local Safeguarding Children Board and set out by the Department for Education?		
Does your organisation have an approved procedure in the event of a child protection allegation being made against a member of your staff or organisation?		
Does your organisation have a Code of Conduct for staff that is compatible with the School's Code of Conduct and expectations?		
Does your organisation have an awareness of the procedures to follow if you think a child is being abused and has this information been shared with all members of your organisation?		
Does your organisation keep records and registers of all children attending the activity?		
Have job interviews have been carried out for all staff and volunteers and full application details exist?		
Have individual identity, right to work and qualification checks been satisfactorily completed for all members of your organisation that may visit the school site?		
Have Enhanced DBS checks been obtained on all staff or volunteers working with children or visiting the school site (including transporting children as part of the activity)?		
Have a minimum of 2 satisfactory references been received for all staff or volunteers (from previous employers where possible) which address the individual's suitability to work with children & young people?		
Can you confirm that your staff or volunteers have <u>not</u> had a break of 3 months or more from employment since their latest CRB/DBS disclosure was obtained?		
Does your organisation keep a record of all recruitment and vetting checks and is this kept up-to-date and is available for inspection by the School on request?		
Do you have specific arrangements in place for dealing with the collection of children and situations where children are not collected after the activity?		

SECTION B	YES	NO
Does your organisation have procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?		
Do you have a trained first aider in attendance at all times and suitable first aid equipment available for use if required?		
Do you have appropriate arrangements in place for other emergencies?		
Are you aware of the arrangements that are in place to liaise with a member of school staff if there are any particular concerns?		

Signed on behalf of organisation Date

Print Name (Nominated Club Official)

Telephone number.....Email address

(It is the club’s responsibility to advise the School if the person who has hired the facilities on behalf of the club changes). In this case a new Safeguarding form will have to be completed.

TO BE RETAINED IN THE LETTINGS FILE OF THE CAMPION SCHOOL.

Robust practices are in place which meet the safer recruitment guidance set out by Department for Education in their ‘Keeping Children Safe in Education’ publication (https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)			
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