

# Meldreth Primary School Safeguarding Guidance for Commissioned Extended School Provision and Lettings

## Rationale and Requirements

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any other services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. (Chapter 2 - Working Together 2016)

In relation to extended school provision and lettings, these include:-

- A clear line of accountability for the commissioning and /or provision of services designed to safeguard and promote the welfare of children
- A designated professional lead for safeguarding
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children
- Clear policies, in line with those from the LSCB for dealing with allegations against people who work with children.

## Procedures to Support Schools in Meeting the Requirements

Where extended school provision is offered directly under the supervision or management of school staff, for example an after school sports club led by a member of school staff, the school's safeguarding arrangements will apply.

Where services or activities are provided separately by another body, the Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

The Headteacher and Governors at Meldreth Primary School must be certain that arrangements in place with extended school providers and contractors to make sure that anyone who will be coming onto school site and working with children has been subject to the appropriate level of DBS check and safer recruitment processes.

The attached forms have been designed to ensure that all reasonable precautions have been taken to safeguard children and young people. Where the form requires a judgement about whether an organisation's child protection policy covers at least the minimum requirements, a short checklist has been provided. It is recommended that where an organisation does not have a policy, or where their policy is inadequate the Local Safeguarding Children Board model child protection policy be adopted, with changes if and where appropriate to reflect the specific organisation.

We will only agree to lettings or commissioned provision when we are satisfied that organisations meet the safeguarding requirements and will make it clear that should organisations fail to maintain the safeguarding requirements, agreements will be terminated.

**Forms should be checked and signed off by the Headteacher or Deputy Headteacher who have attended LSCB multi-agency child protection training.**

Where children are present during a letting or commissioned extended provision, organisations will be required to notify schools of changes in:

- Ofsted registration;
- adults regularly present, as relevant.

Any changes will need to meet the same safeguarding criteria applied for the original application. Notification should be in writing and attached to the original application checklist, having been approved by the Headteacher or Designated Member of Staff.

Where there are long-term arrangements in place with organisations, it is good practice to complete a new set of forms annually, or if there have been minor or no changes since the original application to amend, re-sign and re-date the original forms.

## Monitoring

As part of the safeguarding monitoring visits, governors can request an external audit of the provision. The following information is required :-

- A complete list of all lettings for the last 12 months
- A complete list of commissioned extended school activities for the last 12 months

- Evidence to demonstrate that the school, and the relevant organisation involved for each letting or extended school activity, have appropriate safeguarding procedures in place.
- Acknowledgment that the organisation is working within the Cambridgeshire Child Protection Procedures
- A statement of how the organisation will seek to keep children and young people safe
- States the process for dealing with allegations against a member of the organisation
- Details how training will be accessed and frequency of training

Where children are involved:

- The organisation has an appropriate child protection policy
- The school has a list of the names and addresses of adults regularly attending
- Adults regularly attending have been DBS checked
- Adults regularly attending have received at least basic child protection training
- Where relevant, the organisation has Ofsted registration, and
- Where there is an adults only letting during school hours, or where adults are present that have not been DBS checked, that the room/area being let is physically segregated from pupils.

**Extended Schools Checklist for Minimum Requirements of Child Protection Policy**

Please insert date when the following statements have been evidenced.

The provision: .....

Acknowledges that the organisation should be working in line with the Local Safeguarding Children’s Board guidance

States that the organisation will seek to keep children and young people safe

Identifies how to make a referral, who to contact both daytime and out of hours

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 .....

States the process for dealing with allegations against a member of the organisation

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 .....

Details how safeguarding training will be accessed and the frequency of training

.....  
 .....

Acknowledges that all staff and/or volunteers (over 18yrs) regularly attending are DBS checked, and that references have to be sought, before the member of staff/volunteer can work with children and young people

Only when all statements have been positively evidenced within the policy can it be signed off.

(Provision representative) ..... (date) .....

(Meldreth Primary School)..... (date).....