
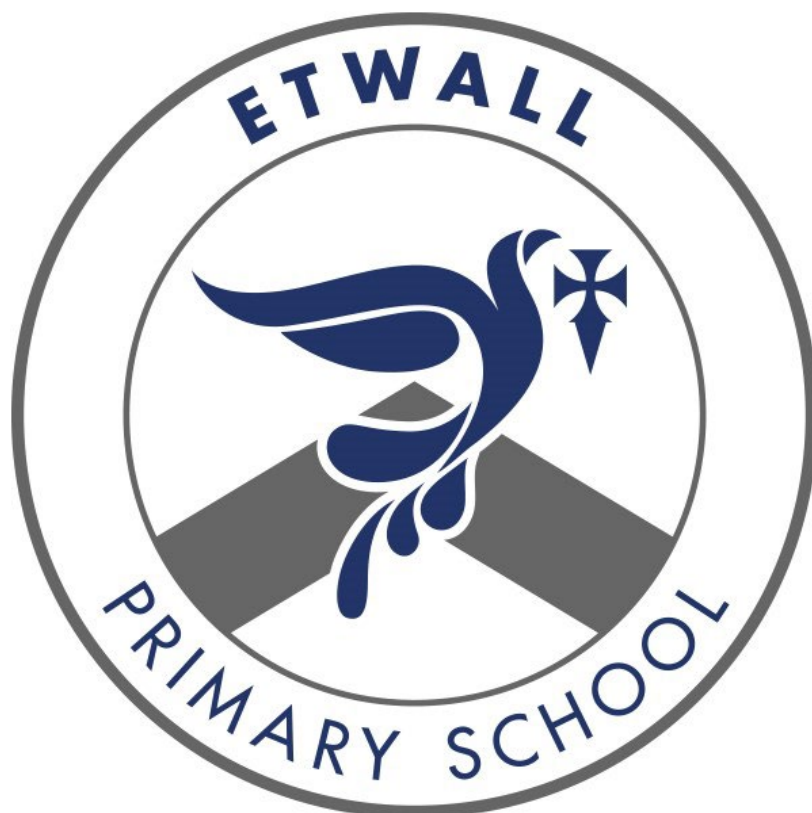


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Author:	Derbyshire County Council	Minute number	85/24-25aa
Version:	July 2025	Signed by Headteacher	
Next Review	July 2026		
This policy has been reviewed on 16/06/2025 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			



ETWALL PRIMARY SCHOOL

LETTINGS POLICY

1. ADOPTION

The Governing Body control the use and occupation of school premises during and outside school hours and have adopted the lettings policy set out below.

2. INTRODUCTION

The Governing Body will make every reasonable effort to ensure the school building and grounds are available for community use where it is able to do so. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind. Etwall Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and organisations using the facilities of the school to share this commitment.

2.1 DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

2.2 CHARGES FOR A LETTING

The governing body is responsible for setting the charges for the letting of the school premises, as set out in the approved scale of lettings charges calculated using DCC Lettings calculator. The rates for hiring out different areas are listed in the table in the section below. Governors review lettings charges at termly Finance and Resources meetings with 2 calendar months' notice being given for any changes.

We may decide that certain organisations can use the premises for a reduced rate if it supports the core aims of the school or if additional services to the school are offered. We may decide to impose an additional cleaning fee on top of the hiring rates, depending on the activity type.

AREA	CAPACITY	COST
Sports hall	120 seated on chairs	£18 per hour
Classrooms/Library	32 children	£18 per hour
Playing fields	Dependent on activity	£18 per hour
Swimming Pool	12 children	£27 per hour

3. APPLYING TO USE THE SCHOOL

Applying to use the school premises should be made to the School Business Officer (SBO) and the Letting Agreement should be filled in at least 21 days before the event. The School Business Officer will resolve any conflicting requests for the use of the premises, with school functions always receiving priority. The School Business Officer is responsible for the management of lettings, in accordance with the school's policy, but the Headteacher retains overall responsibility. If the SBO/Headteacher has any concern about the appropriateness of a particular request for a letting, they will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body.

The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

4. LETTING AGREEMENT- MAIN BUILDING/ GROUNDS

Once a letting has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix A) and the letting agreement (Appendix B). We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting. All letting fees will be paid into the school's bank account to offset the costs of services, staffing etc. A summary of lettings enquiries and agreements will be reported to the Governors Resources Committee.

The Lettings Indemnity (Appendix C) form must be signed and returned to the school and held during the period of the letting's agreement. The incident form (Appendix D) will be issued to the hirer and returned back to the School Business Officer who will action in line with school policies; as and when any incidents need to be reported.

Provider Information (Appendix E) is to be issued to the hirer and returned back to the School Business Officer. After the School Club register (Appendix F) needs to be issued to the hirer and returned back to the School Business Officer and retained for the duration of the agreement. Register must be given to the School Business Officer/Assistant so that the school knows who is attending after-school clubs. Safeguarding confirmation documents should be signed and returned to the School Business Officer who will pass on to the Headteacher/DSL. (Appendix G)

4.1 TERMINATION OF LETTING AGREEMENT

The Headteacher, or the Chair of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

5. SAFEGUARDING

The Hirer must ensure that where a hiring involves activities aimed at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate and suitable safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks and hired under safer recruitment guidelines. The governors require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. Etwall Primary School will provide a copy of the school's safeguarding and child protection policy and procedures and any relevant Codes of Behaviour which the Hirer will be required to adhere to.

A safeguarding confirmation letter will be required, along with any policies and information requested from the hirer. The hirer must agree that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the headteacher as soon as reasonably practicable.

Usage of school premises will be monitored and in the event of any behavior not in keeping with this policy or the Safeguarding and Child Protection Policy, the governors will terminate the letting and may in some circumstances contact the police.

If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

Please refer to latest version of KCSIE

Use of school or college premises for non-school/college activities

169. Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

170. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college.

The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-school settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

Appendix A

TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1. STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with a criminal background for example but not limited to, prostitution, terrorism or extremism.

The letting agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

2. EXTREMISM

The Premises will not be available for public meetings with political, religious, or any other content where the matters for discussion are, in the Governing Body's opinion, obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion. In order to make informed judgments, the Governing Body reserves the right to ask for an agenda to be made available at least 14 days before the scheduled date of the meeting. The Hirer will also provide details of any speakers or performers at least five days prior to the event. If this information is not received, the Governing Body will refuse/cancel the booking.

3. SAFEGUARDING and DISCLOSURE AND BARRING SERVICE CHECKS

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. **Any failure from the hirer in this respect will result in the hire being terminated.**

It may be necessary for the hirer/or their staff to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practice and the requirements of the current version of Keeping Children Safe in Education. When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise. The hirer will be required upon request to provide evidence that DBS clearance has been obtained for all members of staff who work in school and to sign a document confirming that all appropriate safeguarding measures are in place (Appendix G).

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the headteacher as soon as reasonably practicable.

Failure to comply with safeguarding procedures will lead to termination of the agreement.

4. INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body (refer to Lettings Indemnity Form – Appendix C).

The hirer shall insure, with a reputable insurance office approved by the Governing Body, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Hirers are to note that the cover provided by the School (from form E202) is subject to the following conditions on the Hirer:

The insurance provides an indemnity to the hirer in respect of third-party claims arising out of the negligence of the hirer during use of the premises. It applies only where legal liability exists and operates where following a negligent act, a visitor or third party other than an employee of the hirer suffers personal injury or damage or loss. Claims are payable up to a maximum limit £2,000,000 for any one accident or occurrence. Employees of the hirer are covered in respect of damage or loss.

5. STATUTORY REQUIREMENTS

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

6. LICENSES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold. Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform. Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's License authorising entertainment, or by applying for a Temporary Event Notice. Hirers are reminded that it is illegal to photocopy music or plays without the express written permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution. The hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

7. PUBLIC SAFETY

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher
- d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, and assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Governing Body

- g) No unauthorised heating appliances shall be used on the premises
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

THE HIRER'S RESPONSIBILITIES

- The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.
- No part of the premises is to be used otherwise than for the purpose of the premises requested.
- No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.
- To comply with all safeguarding checks and procedures and provide the headteacher with confirmation of these

7.1 OWN RISK

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

7.2 FIRST AID FACILITIES

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available. The school requires that any first aid incident is reported to the school on an incident form in addition to records kept by the hirer (Appendix D)

7.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

7.4 FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the direct permission of the Headteacher in line with current food hygiene regulations.

7.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's catering staff has provided training as appropriate.

7.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Headteacher/governing body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

7.7 SMOKING

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking/vaping is not permitted.

7.8 BETTING, GAMING AND LOTTERIES

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

7.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

7.10 DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

7.11 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

7.12 RULES

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

7.13 CHARGES AND CANCELLATIONS

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Headteacher/SBA, the Governing Body reserves the right to terminate the letting with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above

7.14 SUB-LETTING

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

7.15 STORAGE ANCILLARY TO THE LETTING

The permission of the Headteacher must be obtained before goods or equipment are left or stored on the premises. The Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

7.16 LOSS OF PROPERTY

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

7.17 CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Parking is not permitted on the school site for users of the swimming pool.

7.18 TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the letting arrangements.

7.19 RIGHT OF ACCESS

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Headteacher or members of the Governing Body from the Resources Committee may monitor activities from time to time).

7.20 VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session and that the facilities are left clean and tidy. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult and is responsible for ensuring that only designated adults collect a child as specified on the club register. No child is allowed to leave with another adult unless the hirer has been instructed directly by the parent/carer, not through a third party.

7.21 STATUTORY COMPLIANCE

Each party warrants and undertakes to the other that it will comply with all laws, rules, regulations, decrees and other ordinances issued by any supra-governmental, governmental, state or other authority relating to the subject matter of this Agreement and to the performance by the Parties hereto of their obligations under this Agreement. This includes but is not limited to complying with:

- (a) Health and Safety at Work Act 1974
- (b) Equality Act 2010
- (c) Care Standards Act 2000
- (d) Data Protection Act 1998

7.22 SWIMMING POOL LETTINGS

It is the responsibility of the hirer to ensure that a qualified lifeguard is present or a person with the relevant qualifications. If the letting commences out of school hours the letters must have access to their own qualified Pool Plant Manager. The school takes no responsibility for any outcomes because of this not being in place. Lettings must follow the school's NOP and EOP which are available on request. Pool samples must be taken before hire commences and only operate if the test results come back within the operational guidelines in the NOP and EOP. Only competent people as previously agreed with the school are to take pool samples. If samples are out of operational guidelines and the letting is during school hours, the School Business Officer can be contacted. If out of school hours lettings to contact their Pool Plant manager, who in following guidance and the NOP/EOP will try to fix the problem or notify enquiries@etwall.derbyshire.sch.uk.

All hirers must sign in and out of the pool plant room when entering and report any problems immediately to the School Business officer at enquiries@etwall.derbyshire.sch.uk.

Once letting is ended pool samples must be taken again and the above practice followed if samples are not within range.

Further detailed advice is available in the NOP and EOP

APPENDIX B

LETTING AGREEMENT (E202 Form)

[illegible]



TERMS AND CONDITIONS

- 1 To agree to abide by the terms of the Insurance policy taken out by the County Council to protect 'voluntary groups' and other hirers who are not 'Registered Companies' " and to pay the first £100 of each and every claim in respect of damage to the buildings and contents (See 8 below).
- " Insurers exclude from the cover use of premises by organisations that are able to make their own Insurance arrangements, i.e. Professional Entertainment Promotions, Registered Companies, Scout or Guide Groups, Sports Clubs, Political Parties etc.
- 2 To ensure that no gambling or any other objectionable conduct shall take place on the premises.
- 3 To obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the County Council in respect of any infringements of such copyright.
- 4 To complete and despatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made. N.B: If the necessary form is not issued by the Clerk to the Governors of the school, a copy may be obtained on application to the Chief Education Officer, County Education Office, Matlock.
- 5 To secure a licence in accordance with the Licences Act 2003 (previously the Theatres Act 1968) in respect of the performance of any play.
- 6 To secure a licence for the sale of intoxicating liquor.
- 7 To agree to abide by other regulations as directed from time to time by the Governors Or Local Authority.

8 Conditions of Insurance Policy

The Insurance provides an indemnity to the hirer (as outlined in 1. above) in respect of third party claims arising out of the negligence of the hirer during use of the premises. It applies only where legal liability exists and operates where following a negligent act, a visitor or third party other than an employee of the hirer suffers personal injury or damage or loss. Claims are payable up to a maximum limit £2,000,000 for any one accident or occurrence. Employees of the hirer are covered in respect of damage or loss.

The Insurance also indemnifies the hirer against legal liability for damage to the hired building and its contents up to a maximum of £50,000 (£2,000,000 in respect of fire damage). The hirer is liable for the first £100 of each and every claim.

FOR OFFICE USE ONLY:

1. DATE RECEIVED:
 2. COST OF LETTING:
 3. CHARGE MADE (if different):
- DATE:

Appendix C

LETTINGS INDEMNITY FORM

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number _____ Expiry Date _____

Name and Address of Insurance Company: _____

Indemnity Limit: _____

Signature: _____ Date: _____

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name: _____

Name of Organisation: _____

Purpose of Letting: _____

Date: _____

Signature: _____

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature _____ Date of application _____

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss _____

Please be aware of the school's emergency evacuation procedure.

Please pass this form to the establishment, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: _____ Date: _____ Headteacher

Signature: _____ Date: _____ Chair of Governors

Appendix D

INCIDENT FORM

Letting company:	
Person completing form and contact details:	
Date:	
Issue:	Health & Safety / Safeguarding / Accident / Other Please circle

FOR THE ATTENTION OF THE HEADTEACHER / GOVERNING BODY (please circle)

Please detail the issue below and hand in to the school office (during office hours 8.30am – 5pm) or to the school caretaker when he locks up for you at the end of the letting. *Please contact Sarah Bentley, Headteacher 01283 732301 in office hours if needed.*

Signed _____ Date _____

Appendix E

AFTER SCHOOL PROVIDER FORM

ETWALL PRIMARY SCHOOL

AFTER SCHOOL PROVIDER INFORMATION

Full name: _____

Contact number: _____

Position: _____

Company: _____

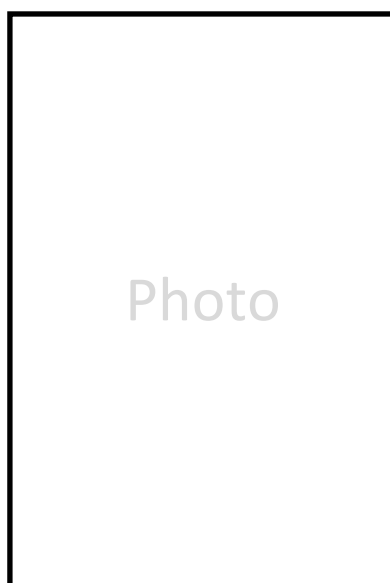
Manager's name: _____

Contact number: _____

DBS number: _____

DBS expiry date: _____

Date of last annual safeguarding update training: _____



Appendix F

AFTER SCHOOL CLUB REGISTER

Club: _____

Company: _____

Registration

Please ensure that all club attendees details are listed on here, comprising of their full name, contact numbers for parents and a list of up to three adults who can collect the child in question. **Children must not be collected by anyone not named on the sheet.** If a child who is on the club register does not attend, the school office must be notified immediately. At this point the office will check attendance registers and/or contact home to establish the whereabouts of the child (this won't apply for 4:30pm clubs as parents/after school club will drop children off).

First Aid

Any first aid issues **must** be recorded in the provider own first aid records. Any head bumps/injuries must be reported **immediately** to parents via a telephone call no matter how minor.

Emergency Evacuation

In the event of an emergency, exit the school immediately and convene all children on the bottom playground. Ensure they are all accounted for and make contact with the emergency services.

Safeguarding

Anyone running an after school club must have read the school safeguarding policy and follow the principles and practices therein, communicating any issues to the Headteacher. The provider must provide school with a copy of their own safeguarding policy and provide evidence of annual training for staff and coaches as well as completing the Safeguarding Confirmation Form (Appendix G). **I understand that following the safeguarding guidelines is a condition of use and occupation of the premises; and that failure to comply with this will lead to termination of the agreement.**

I confirm that I have read the above information and will act in accordance with the stipulations put in place by the school.

Print name: _____

Signed: _____

Print name: _____

Signed: _____

Print name: _____

Signed: _____

Club: *eg KS1 gymnastics*

Day and time : *eg Mondays 3.30pm – 4.30pm*

Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Contact details / person collecting
								1. eg mum 08976438432 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.
								1. 2. 3.

The school is happy for providers to use their own version of register providing it contains all this information.

For hire out of Term time and during the holidays an agreed key holder will need to be established.

Name	Keys(s) and alarm code held	Date and signed out by	Date and signed back in by



Appendix G

September XXXX

Safeguarding Confirmation for Etwall Primary School

In order to ensure that we safeguard all those that use our school facilities and are compliant with the requirements of Keeping Children Safe in Education XXXX, we require confirmation of the statements below. Please sign and return to Sarah Bentley, Headteacher, once completed.

Company/Individual Name:

I/we confirm that for those engaged in regulated activity:

- All employees have been recruited in line with the Department for Education safer recruitment procedures
- Those working in regulated activity have an enhanced DBS certificate and are not barred from working with children
- I/employees are not disqualified under the Childcare Disqualification Regulations 2018
- All employees, including myself have the right to work in the UK
- All employees, including myself, have provided and can continue to provide proof of their identity
- All employees, including myself, have read, understood and follow our key policies, such as our child protection and safeguarding policy and our code of conduct policy
- All employees, including myself, engage with annual updates regarding Safeguarding and regular training around Prevent.
- All employees, including myself, have read the latest version of Keeping Children Safe in Education

I understand that following the safeguarding guidelines and procedures are a condition of use and occupation of the premises; and that failure to comply with this will lead to termination of the agreement.

Name:

Signature:

Role:

Date:

Please do not hesitate to get in touch should you require any further information.

Kind regards,

Sarah Bentley

Headteacher