



Downs Way School Lettings and Community Use Policy

Aims

The aim of this policy is to provide guidelines for the use of the school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

Policy Statement

The Local Authority directs that the use of schools outside normal school hours shall be granted in accordance with the following order of priority:

- Use by Surrey Community Services for Adult Education purposes for up to three evenings a week starting at 6.30 pm
- Use for school functions for formal business meetings, special fund raising activities
- Registered Youth Organisations and Surrey Music Centre
- Community Use under the provision of the Education Act 2002
- All other uses approved by the Governors

Lettings Policy

1. The needs of the school **and** that of the Headteacher, staff and pupils shall be given priority.
2. The Governors will always aim to balance the allocation of lettings to community use and to general hirers.
3. The Governing Body has the right to refuse any request for hiring.
4. All lettings administration must comply with section M (Community Use of Schools) of Surrey County Council Finance Manual.
5. Hirers must apply on Form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
6. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
7. The Governors will only allow lettings when the caretaker (or, if he declines the letting, an agreed representative of the Governing Body) is present. The Governing Body has the right to refuse any request for hiring. The Bursar is responsible in the first instance for checking the suitability of the letting and in the event of any concern, will refer to any of the following, Head Teacher/ Chair of Governors/ Chair of Governors' Resources Subcommittee.

8. A refundable deposit may be requested with certain lettings.
9. Payment for regular lettings shall be paid termly in advance where appropriate. No refunds shall be given if the hirer is unable to fulfil his/her part of the lettings agreement.
10. Standard rate VAT may be payable where applicable. See Section M of Finance Manual for details.
11. All non-Education users must be covered by an indemnity limit of not less than £5m insurance in respect of any one incident or occurrence. The SCC requirement is that an insurance charge as a percentage of the letting fee will be charged if the hirer is not in possession of his/her own insurance policy with the current SCC recommended public liability cover.
12. Charges for lettings will be reviewed annually in the Summer Term and any necessary increase in charges will be applied in the Autumn Term. Further information regarding fees and lettings procedures can be obtained from the school office.
13. Charges made will take into consideration
 - the costs of provision of the caretaker (rates are regulated under local agreement with the local authority)
 - Wear and tear of the building
 - Cost of provision of heat and light
 - Cost of other facilities required eg toilets, tea & coffee making facilities
14. Governors will decide whether the presence of a caretaker is required throughout the hiring, or just at the beginning and end. The caretaker shall give reasonable assistance, within the terms of their employment, to hirers. Hirers should be shown the nearest fire exit. Hirers are required to report any accidents to the caretaker and complete an accident report form.
15. Where children other than direct family members of the hirer will be present at a letting, especially if it is for a weekday children's club/ activity, the hirer must show the school office staff a valid Disclosure and Barring check for all adults who will be involved in running the activities of the hiring.
16. The hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring and that they carry full liability insurance for this.
17. The hirer will be given a copy of the school's Child Protection Policy (Appendix B) for their information. It is the responsibility of any regular Hirer to ensure that safeguarding policies and procedures are being practiced and implemented.
18. The hirer is required to carry out their own Health and Safety and Fire Risk Assessment to comply with the Regulatory Reform (Fire Safety) Order 2005. (There is guidance for completing a Fire Risk Assessment at <http://www.communities.gov.uk/index.asp?id=1500383>). Hirers should also refer to Appendix A attached to this policy.
19. The Hirer must nominate a "Responsible Person" who must familiarise him/herself with the building, position of a phone (or for hiring out of hours ensure that they have a mobile phone on

their person), fire alarm points, fire evacuation routes and fire assembly point. Specific arrangements must be made to evacuate wheelchair bound participants from the building.

20. The hirer is required to meet their students outside the front entrance of the school and to ensure the students leave the property by the agreed exit at the end of their session. The hirer is required to maintain a current register of students attending each session.
21. The hirer must sign and return the "Form for Regular Hirers of Downs Way School" (Appendix C) in addition to their booking form (relating to Child Protection and Fire Safety)
22. Downs Way School operates a No Smoking policy on **all** its premises.
23. No intoxicating liquor may be brought on to or consumed on the school premises during or in connection with a hiring except with the *Governors'* approval.
24. Where a licence for the sale of intoxicating liquor is necessary for a function the hirer is solely responsible for obtaining such a licence.
25. The hirer will be required to sign a lettings sheet on the request of the caretaker, confirming the actual times of the letting.
26. Users should have access only to the facilities hired to them as determined in the notification of approval form.
27. *Governors* will consider very carefully whether or not to permit the use of school premises for the following purposes:-
 - Livestock shows, including exhibitions of childrens' pets
 - Committee rooms for candidates at party political elections
 - Any purpose of whatever nature which could be unlawful or is capable of bringing the County Council Members or employees into disrepute, or would be insensitive to local circumstances.
28. Where a booking is made by a member of staff for their own personal hire the *governors* reserve the right to reduce the hire charges to a minimum at their discretion.
29. The *Governors* do not allow car boot sales on the school premises.
30. If agreement is given for a party to be held in the school premises (eg children's birthday party or family event) the *Governors* may require that the Caretaker or an agreed representative of the Governing Body is present **at the event, throughout the letting**. There will normally be an additional charge per hour in these circumstances.

Approved by the Resources Committee: Spring Term 2015

To be reviewed Spring Term 2016

Hiring of School Premises - Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments require that the Responsible Person should ensure that all users of the Building are aware of their own responsibilities under these regulations.

The hirer of the premises must ensure all people using the premises fully understand and comply with the requirements of this legislation. The Responsible Person has a duty to ensure that the Hirer is made aware of their responsibilities and should not take a letting if the hirer does not show that they have taken on this responsibility and acted in a reasonable manner.

This duty to act in a responsible manner goes further than just complying with the Fire Safety Legislation and extends to all Health and Safety legislation.

A one off hirer where no unusual/ sporting activities are taking place (a straight forward meeting etc) will normally be covered by the provisions put in place by the school and will rely on the caretaker being available to act in an emergency. However, as the caretaker may be in another part of the building when an emergency occurs, this does not negate the responsibility of the hirer to have made themselves aware of escape routes etc as detailed in **point 14** of the school Lettings policy.

A regular hirer should carry out their own Risk Assessments relating to general health and safety as well as a fire risk assessment. This must consider all risks relating to the premises and the use that the hirer is making of the premises.

Some of these risks could be:-

- Equipment blocking or reducing the escape routes or access for fire fighting appliances.
- The ability and mobility of those attending the event (young children, elderly or disabled)
- The introduction of trip hazards such as cables, ropes etc
- The introduction of slip hazards such as water, foliage, kettles or urns
- Provision of fire Marshals
- Provision of First Aiders and the availability of first aid kits. (normally when hiring a facility one would expect a first aid kit to be available on the premises, but hirers using the premises out of school hours should note that the school office and school first aid supplies may be locked)

In the event of a fire or other emergency which necessitates the evacuation of the building, hirers should note, and familiarise themselves with the following procedure and exit routes:-

- Alarm sounds (continuous bell rings)
- Groups must evacuate the building and make for the assembly points.

From the Hall

Exit the hall using the double fire doors by the kitchen hatch. Walk round the outside of the building and assemble by the fence leading to St Mary's School Playground.

- Premises Officer goes to the assembly points (this is a member of the school Senior Leadership Team during the school day, but may be the caretaker or the hirer if no member of the school staff is present at the time of the hiring).
- Responsible Person reports to the Premises Officer that all persons are present (or if persons are unaccounted for)

- No one may re-enter the building until permission has been granted by the Premises Officer
- In the event of an unattended letting, if it has been necessary to call the emergency services, hirers should act on the instructions of the officer in charge.
- Regular hirers are advised to carry out a practice evacuation of the premises to highlight any cause for concern.



Downs Way School Child Protection and Safeguarding Policy 2014
Written from SCC Model Policy 2013

Governors' Committee Responsible:	Safeguarding Committee
Governor Lead:	Mr C Muscio
Nominated Lead Member of Staff:	Mrs J Tozer
Status & Review Cycle:	Statutory Annual
Last Review Date:	Summer 2014
Next Review:	Autumn 2015

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2012, Revised Safeguarding Statutory Guidance 2 "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007, and Surrey Safeguarding Children Board SSCB Child Protection Procedures¹
- 1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff², volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
 - 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
 - 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse (Reference Appendices 1 and 2)
 - 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.

¹ The SSCB Child protection Procedures are only available online at www.surreycc.gov.uk/safeguarding

² Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB check (according to guidance)³, and a central record is kept for audit.

2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the governing body understand and fulfil their responsibilities, namely to ensure that:
 - there is a Child Protection policy
 - the school operates safer recruitment procedures
 - the school has procedures for dealing with allegations of abuse against staff
 - senior leaders have CPLO responsibility
 - the CPLO undertakes interagency training and CPLO training updated every 2 years
 - all other staff have Safeguarding training every 3 years
 - any weaknesses in Child Protection are remedied immediately
 - the Chair of Governors is the nominated Governor for allegations against the Headteacher
 - Child Protection policies and procedures are reviewed annually
- 2.1.2 The designated Child Protection Liaison Officers (senior members of staff within the school) are Mrs S Palmer and Mrs J Tozer. Both of these have undertaken the compulsory training delivered through the SSCB and will undertake other training as required, at least every 2 years.
- 2.1.3 The CPLOs who are involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (currently on-line on the DfE website) to be renewed every 5 years
- 2.1.4 All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with.
- 2.1.5 All members of staff are trained in and receive regular updates in e-safety and reporting concerns (Ref Appendix 3)
- 2.1.6 All other staff and governors, have child protection awareness training, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.7 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Awareness Raising pack.
- 2.1.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our Parents' Handbook.
- 2.1.9 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 2.1.10 Community users organising activities for children are aware of the school's child protection guidelines and procedures.

³ Guidance regarding CRB checks recently updated by the Protection of Freedoms Act 2012

2.1.11 We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO⁴ for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority⁵ for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer

2.2 Our procedures will be regularly reviewed and up-dated.

2.3 The name of the designated members of staff for Child Protection, the Child Protection Liaison Officers, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLOs' names clearly displayed, as part of their induction into the school.

2.5 Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school handbook/newsletter/website

The designated **3.0 Responsibilities**

3.1 CPLOs are responsible for:

3.1.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children's Team⁶, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Inter agency Referral and Assessment Form⁷

3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.

3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.

3.1.5 Liaising with other agencies and professionals.

3.1.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.

3.1.7 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.

3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.

3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPO, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised)⁸

⁴ LADO Local Authority Designated Officer for allegations against staff. AEO Area Education Officer or Duty LADO via 01372 83310

⁵ Contact the LADO for guidance in any case

⁶ All new referrals go to the Contact Centre Children's Team 0300 200 1006 (Fax 020 8541 7309) operating 8.00am to 6.00pm. CPLOs may consult with an Assistant Team Manager by telephoning 0208 541 7041/7042. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

⁷ On line forms will be e-mailed from the Contact Centre

⁸ Format for the Governors Annual Report is available from Governor Services and at www.surreycc.gov.uk/safeguardingchildren

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- 4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4. Our school will support all children by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Social Care as soon as there is a significant concern.
 - 4.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or CPLOs will disclose any information about a child to other members of staff on a need to know basis only.⁹
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Contact Centre Children's Team on this point.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLOs and to seek further support as appropriate.

7.0 Allegations against staff

⁹ Guidance about sharing information, can be found in the DfE booklet 'Information sharing guidance for practitioners and managers' DCSF-00807-2008

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction¹⁰
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher¹¹.
- 7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)¹²
- 7.7 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.6 above, without notifying the Headteacher first.
- 7.8 The school will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision.
- 7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.
- 7.11 We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

8.0 Whistle-blowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the AEO/LADO following the Whistleblowing Policy.

9.0 Physical Intervention

¹⁰ Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website

¹¹ or Chair of Governors in the event of an allegation against the Headteacher

¹² Duty LADO 01372 833310

- 9.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.
- 9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 9.5 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.¹³

10.0 Anti-Bullying

10.1 Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms .g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

11.0 Racist Incidents

11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12.0 Prevention

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The school community will therefore:
- 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
 - 12.2.3 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
 - 12.2.4 Include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, e-safety, road safety, pedestrian and cycle training. Also focussed work in Year 6 to prepare for transition to Secondary school and more personal safety/independent travel.

13.0 Health & Safety

¹³ Guidance on Safer Working Practices is available on the DfE website

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits.

14.0 Monitoring and Evaluation

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Governing Body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of nurture room and fun club at lunchtime

The Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments require that the Responsible Person should ensure that all users of the Building are aware of their own responsibilities under these regulations.

The hirer of the premises must ensure all people using the premises fully understand and comply with the requirements of this legislation. The Responsible Person has a duty to ensure that the Hirer is made aware of their responsibilities and should not take a letting if the hirer does not show that they have taken on this responsibility and acted in a reasonable manner.

This duty to act in a responsible manner goes further than just complying with the Fire Safety Legislation and extends to all Health and Safety legislation. The school Health and Safety Policy can be viewed on the school website and hirers are expected to have read it and to abide by the policy.

The Governors of Downs Way School have a Child Protection Policy which contains their policy and procedures for safeguarding children who may be vulnerable, a sample copy of which has been issued to you, the hirer of our premises. Your booking is conditional upon you complying with it and adapting it as necessary if your booking also involves vulnerable adults.

You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss and damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the principles contained within the policy and apply them appropriately to your own policy and procedures for children and adults who may be vulnerable
- You will provide the school management with a copy of your organisation's Safeguarding Children/ Safeguarding Adults who may be vulnerable policy, and review and update it annually
- You will recruit safely all paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Criminal Records Bureau
- You will keep a list of the names of all paid and voluntary workers with regular or direct contact with children/ adults who may be vulnerable, and update it annually
- You will always have at least two leaders in any group of children and young people, no matter how small the group
- No person under the age of 18 years will be left in charge of children of any age
- No child or group of children or young people should be left unattended at any time
- A register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and contact details for their next of kin (including home and mobile phone numbers)
- You will immediately (within the next 24 hours) inform the school Safeguarding (Child Protection) Officer of a) any allegations of abuse or causes of concern relating to members or leaders of your activities/ organisation, and b) any known offenders seeking to join your organisation, and manage such allegations or agreements with offenders in co-operation with statutory agencies and with the school.

The School Safeguarding (Child Protection) Officers for Downs Way School are the Head Teacher and Deputy Head Teacher. The school telephone number is 01883 712518.

Declaration

I have received/ downloaded and accepted the following documents from the Governors of Downs Way School:-

1. Lettings Policy
2. Hiring of School Premises - Fire Safety
3. Child Protection Policy
4. Health and Safety Policy

I agree to abide by the policies and procedures detailed in the above documents.

I am aware of my responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments and under Health and Safety law.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed..... Designation.....

Organisation..... Date.....

(Please sign 2 copies, one to be returned to the school office, the other to be retained for your records)

The Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments require that the Responsible Person should ensure that all users of the Building are aware of their own responsibilities under these regulations.

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You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss and damage occurring: and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the principles contained within the policy and apply them appropriately to your own policy and procedures for children and adults who may be vulnerable
- You will provide the school management with a copy of your organisation's Safeguarding Children/ Safeguarding Adults who may be vulnerable policy, and review and update it annually
- You will recruit safely all paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Criminal Records Bureau
- You will keep a list of the names of all paid and voluntary workers with regular or direct contact with children/ adults who may be vulnerable, and update it annually
- You will always have at least two leaders in any group of children and young people, no matter how small the group
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8. Health and Safety Policy

I agree to abide by the policies and procedures detailed in the above documents.

I am aware of my responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments and under Health and Safety law.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed..... Designation.....

Organisation..... Date.....

(Please sign 2 copies, one to be returned to the school office, the other to be retained for your records)