Harvington C.E. (Controlled) First & Nursery School

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Safeguarding Questionnaire – Lettings of School Hall

Harvington CE First & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers working with children (anyone under 18) are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service) for those individuals working on school premises on behalf of the hirer.

It is now a condition of letting that any organisation using the school premises undertakes to ensure suitable arrangements are in place and maintained with regard to safeguarding children and child protection. The school reserves the right to terminate the contract if the organisation fails to have these arrangements in place and fails to provide, in the view of the school governors, adequate assurances and evidence that satisfactory procedures are in place. NB. This form does not need to be completed for lettings where no children are present or for children's birthday parties.

The termination of the contract can take immediate effect without financial liability falling to the school.

PLEASE COMPLETE ALL SECTIONS BELOW

Name of organisation .....

Address .....

.....

Telephone number .....

Name of organisation leader .....

Address (if different) .....

.....

Telephone number (if different) .....

Name of person in your organisation/group with designated responsibility for safeguarding/child protection arrangements

.....

1. Does the proposed use of the premises involve children under the age of 18? Yes / No
   If Yes please complete the section below in full:
2. Is the organisation registered with Ofsted? Yes / No
   If No, please complete questions 3-6:

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3. Does the organisation currently have a policy and procedure for safeguarding and promoting the welfare of children — Yes / No
4. Has the policy and procedure for safeguarding and promoting the welfare of children been communicated to all staff/workers and volunteers (involved adults)? — Yes / No
5. Are all staff/workers and volunteers (involved adults) adequately trained in adherence to the policy and procedure for safeguarding and promoting the welfare of children? — Yes / No
6. Do all staff/workers and volunteers have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service) and are arrangements in place for checks and renewals — Yes / No

If you have answered 'No' to any of questions 3, 4, 5 or 6 then the letting will not be permitted. However, this should not prevent you from making a provisional booking subject to all safeguarding policies and procedures being in place. This must be confirmed by **resubmitting this form prior to your first letting**.

I understand that:

- I must notify the school if there has been a change in Ofsted registration
- I must notify the school if I have material concerns about my group/organisation's lack of adherence to an effective safeguarding policy
- I will undertake to inform the school if I or my group/organisation have any concerns about any adult associated with the letting in respect of safeguarding

I understand that failure to do so could result in a termination of the agreement.

I confirm that all the information provided by myself or my organisation in the form above is accurate.

Signed by organisation leader ..... Date .....

School use only:

Form checked by: ..... Title .....

Signature of Headteacher or designated member of staff approving letting:

Signature: ..... Date .....