



ALLEYN'S SCHOOL ENTERPRISES LIMITED

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Third Party Hire, Safeguarding & Child Protection Policy

Name of Policy	Third Party Hire, Safeguarding & Child Protection Policy
Reviewed by	Oliver Watkins
Date of last review	September 2024
Date of next review	August 2025 (post KCSIE 2025 update)

Introduction

Safeguarding of adults and children is integral to the hiring of our venue/s. All educational institutions, including Alleyn's, are required to check the Safeguarding & Child Protection policy of clients that are hiring facilities and working with children under 18 or vulnerable adults.

This policy outlines what assertions and documents relating to Safeguarding are required from third parties prior to a hire commencing, and what is expected of you and your staff as a hirer.

Where you are working with children, we expect that the statutory guidance Working Together to Safeguard Children 2018 and Keeping Children Safe in Education (KCSIE) 2024, or as updated, are followed.

Where you are working with adults who might be vulnerable or at risk, we expect that The Care Act 2014 and its guidance (June 2023), and the principles of the Mental Capacity Act 2005 are followed.

It may also be helpful for clients working with children under 18 to refer to the relevant statutory guidance in this area:

- [After-school clubs, community activities, and tuition: Safeguarding guidance for providers](#)

Safeguarding Policy and Procedures

It is a condition of your hire that:

1. Prior to the start of the hire, you provide us with a copy of your own Safeguarding policy that is suitable for the activity you will carry out on the school premises during the period of this hire. The policy should include:
 - a) Identification and contact details of your Designated Safeguarding Lead (DSL) or Welfare Officer
 - b) Contact details for the Local Authority Designated Officer and the local referral route into children's social care
 - c) Expected recognition of Safeguarding for children/adults as required
 - d) Reporting arrangements for Safeguarding concerns within your organisation
 - e) Reporting any allegations or concerns of abuse made against members of your staff or volunteers
 - f) Arrangements for the care of children or adults about whom there are already Safeguarding concerns.

2. The policy should be disseminated to, and well known by your own staff and available to those undertaking the activity (or their parents/carers) if required.
3. That prior to the start of the agreement, you will have conducted an activity risk assessment that is suitable for the activity you will carry out. Risk assessments should be reviewed and updated annually, or earlier if the circumstances in the school change or public health advice changes. Active arrangements should be in place to monitor whether your controls for managing risks are effective and working as planned.
4. Unless you are exempt from registration with Ofsted, that you have paediatric first aid training where children aged 5 and under are attending the provision.
5. That you have your own fire safety and evacuation plan in place. This includes arranging a briefing from school staff to be shown how to operate the school fire panels to sound the fire alarm and to be shown the planned fire escape routes for the facilities that are to be used to reach the Fire Assembly Point (FAP). You will ensure the school premises are appropriately staffed at all times by a responsible person who is aware of all of the fire exits in the facilities that are to be used, and who is fully aware of the fire procedures.
6. That all staff or volunteers who will be present or have a position of responsibility at the activity have completed appropriate Safeguarding and health and safety training relevant to children, adults (or both) depending on the activity and that this training is regularly updated. All staff should receive regular Safeguarding and Child Protection updates as required and at least annually. All staff should ensure that they understand and will comply with the requirements set out in the most current version of KCSIE.

Safer Recruitment and Checks

7. You provide us with written confirmation that the following checks have been completed on each of member of staff associated with your activity and who will be on site, prior to the start of the hire agreement:
 - An enhanced disclosure from the Disclosure and Barring Service (DBS) for working with children/adults (or both, depending on the activity) and that the check shows no criminal history (blemishes).
 - The individual's right to work in the UK.
8. Where a DBS contains an entry of any kind you provide us with a copy of the DBS certificate so that we may assess blemishes and determine whether staff are suitable to attend the school premises.
9. You undertake to regularly monitor and performance review staff and volunteers to ensure their suitability and training requirements after their appointment, and agree to immediately notify us if any member of staff or volunteer relating to this hire agreement:
 - Are barred from working with children or adults, or later become barred from working with children or adults.
 - Are the subject of a referral to the DBS or any regulatory body.
 - Are released under investigation, arrested, charged, cautioned, or convicted of any criminal offence.
 - Becomes the subject of a formal Child Protection investigation.
 - You become aware of any circumstances that may reasonably be considered to pose a Safeguarding risk to children or adults.
 - There is any change in the circumstances that affects their right to work in the UK.

Conduct

10. You undertake and agree to ensure that each member of staff relating to this Hire Agreement will conduct themselves in a professional way while on school site and will comply with any reasonable code of conduct or instruction in relation to Safeguarding issued from time to time by us in relation to the hiring of the facilities.
11. The hirer will liaise with the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in relation to Safeguarding throughout the period of hire.
12. Any concerns about the conduct or behaviour of staff under this Hire Agreement which relate to an allegation of abuse or neglect of children or adults at risk must be notified to the school's DSL within 24 hours and will be referred to the Local Authority Designated Officer (LADO) for children or to the police or other applicable body. The hirer agrees to comply with any subsequent instruction in relation to Safeguarding received from the school.
13. If we determine that any member of staff related to this Hire Agreement is unsuitable to attend the school premises for any reason, we may exclude that person from the school premises and prevent their future attendance.
14. Any members of your activity who are not staff must not have unsupervised access to children or adults who may be deemed vulnerable unless they are a parent or relative.
15. The hirer will have in place a complaints procedure that includes provision for children, young people, and families to raise a Safeguarding concern; together with a whistleblowing policy so that staff can raise concerns about the maltreatment of any children; and a staff behaviour policy.

Online Safeguarding

16. All adults on school site must conduct themselves online in a professional manner. This includes:
 - Not engaging with children on social media.
 - Not inviting pupils from the school or children from other groups onto adults' own personal social media or requesting or offering personal contact details.
 - Not taking photographs of children unless this forms part of a group within your activity who have provided parental consent.
 - Not live-streaming activities without consent.
 - Not engaging in any online activity which could be viewed as grooming or sexually explicit with children or adults who might be vulnerable or at risk.
 - Not engaging in any online activity which could be viewed as bullying or allowing online child on child abuse to go unreported.

Duties under Prevent

17. It is a condition of our Hire Agreement that you and those attending as part of your activity:
 - Do not organise or take part in any activities or presentations that incite hatred, violence, or call for the breaking of the law take place on the school premises.
 - Do nothing to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.

- Do nothing to spread hatred and intolerance of any minority group(s) in the community.
- Avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Do not raise or gather funds for any external organisation of cause.

Supervision and Staff use of Facilities

18. The required staffing levels for each activity will be agreed as part of the requirements for your activity. This may include:

- Sufficient staff numbers and qualifications to safely deliver an activity.
- Sufficient staff who are first aid qualified.
- How staff use the facilities required for their activities for example the use of separate bathrooms and changing facilities.

Compliance

19. The hirer shall comply with all instructions received from the school in respect of Safeguarding requirements.

Breach

20. Any breach of Safeguarding matters highlighted in this document will be considered to be a material breach of the hire agreement and result in immediate termination.

Safeguarding Contacts at Alleyn's School

Any allegations of abuse or neglect involving children or vulnerable adults by staff must be reported to the school's Designated Safeguarding Lead (DSL) or a Deputy DSL within 24 hours.

These cases will be escalated to the Local Authority Designated Officer (LADO) for children, or to the police or other relevant authorities as required.

- **Email:** Safeguarding@alleyns.org.uk
- **Mel Joel**, Assistant Head, Safeguarding and Designated Safeguarding Lead (DSL) - Whole school: 0208 557 1502
- **Oliver Watkins**, Co-Commercial Director, Deputy Designated Safeguarding Lead (DDSL) - External Activities: 020 8557 1557

APPENDIX A: Requested Information to be Supplied by Third Parties

Information Requested	Notes
Safeguarding Lead	<p>Please confirm the name and contact details (telephone and email) of your appointed Safeguarding Lead, sometimes known as a Welfare Officer or Designated Safeguarding Lead.</p> <ul style="list-style-type: none"> • Confirm that the Safeguarding Lead has completed basic Safeguarding training and the date of this training. • Confirm that the Safeguarding Lead has undergone a DBS check within the last three years. • Please be prepared to provide copies of their training certificates and DBS certificate upon request.
Organisation's Safeguarding Policy	Please send a copy of your organisation's most recent Safeguarding & Child Protection Policy.
Staff and/or Volunteer Safeguarding Checks	<p>Please confirm that all staff or volunteers involved in activities at our facilities:</p> <ul style="list-style-type: none"> • Have undergone the appropriate Safeguarding checks, including an enhanced DBS check within the last three years. • Are not barred from working with children or vulnerable adults and have not been referred to any regulatory bodies. • Have completed basic Safeguarding training or are familiar with and will follow your organisation's Safeguarding policy. • Will be regularly monitored and reviewed post-appointment to ensure ongoing suitability and training requirements are met. Please agree to immediately notify Alleyn's of any Safeguarding incidents or concerns as they arise.
Reporting Safeguarding Incidents	<p>In the event of any Safeguarding incident or concern arising during your use of our facilities, the normal Safeguarding policies of Alleyn's School will apply. Please confirm that your organisation agrees to abide by the following:</p> <ul style="list-style-type: none"> • Immediate Reporting: Any allegations of abuse or neglect involving children or vulnerable adults by staff must be reported to the school's Designated Safeguarding Lead (DSL) or a Deputy DSL within 24 hours. These cases will be escalated to the Local Authority Designated Officer (LADO) for children, or to the police or other relevant authorities as required. • Applicability: Immediate reporting is mandatory regardless of whether the individuals affected are pupils of Alleyn's School.

	<ul style="list-style-type: none">• Compliance with Instructions: You are required to comply with any further instructions regarding Safeguarding that you receive from the school following an incident. <p><u>Safeguarding Contacts at Alleyn's School</u></p> <ul style="list-style-type: none">• Email: Safeguarding@alleyns.org.uk• Mel Joel, Assistant Head, Safeguarding and Designated Safeguarding Lead (DSL) - Whole school: 0208 557 1502• Oliver Watkins, Co-Commercial Director, Deputy Designated Safeguarding Lead (DDSL) - External Activities: 020 8557 1557• Safeguarding and Child Protection Policy, Alleyn's School• Third Party Hire - Safeguarding Compliance Form
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