

Worlingham CEVC Primary School



SAFEGUARDING GUIDANCE FOR PROVIDERS/LETTINGS GROUPS

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	21.11.25
Name of Committee:	Finance Committee
Chair of Committee signature:	
Date of next review:	Autumn 2026

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School

SAFEGUARDING GUIDANCE FOR PROVIDERS/LETTINGS GROUPS

Introduction

At Worlingham CEVC Primary School we support external providers in utilising our school building and site in order to provide opportunities for all members of our local community to engage in a range of sporting and social activities.

As part of our commitment to this, there is the need for safeguarding procedures to be in place that are followed in line with the external provider's own policy and practice.

As a provider, you and your staff & volunteers have a duty of care towards the children (to age 18) or vulnerable adults who attend. This means that by law you must make reasonable steps to ensure the safety of the children and to protect them from harm.

The steps taken will depend on your provision's specific characteristics.

For example:

- Size
- The type of activity or tuition you offer
- Physical location
- Hours of operation

The following checklist details the arrangements you should have in place regardless of the type or size of provision. It provides a starting point that can be used by anyone to reduce the risk of harm to children in your setting. This has been taken from the DfE's 'After-school clubs, community activities and tuition, Safeguarding guidance for providers 2023' document.

Full details can be found by accessing this link:

<https://dfegovukassets.blob.core.windows.net/assets/14539%20OSS/After-school%20clubs,%20community%20activities,%20and%20tuition%20safeguarding%20provider%20guidance.pdf>

It is vital that all staff, volunteers understand and comply with the safeguarding arrangements you put in place and review your policies, procedures and training on an ongoing basis.

Safeguarding and Child Protection Arrangements

Area	√ or x	Comment
There is an effective safeguarding and child protection policy in place.		
There is a staff behaviour policy/Code of Conduct		
There is awareness of, and have had training on, the specific safeguarding issues including The Prevent Duty and radicalisation that can put children at risk of harm.		
There are clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children.		
There is an appointed Designated Safeguarding Lead (DSL) who has undertaken safeguarding training.		
Parents or carers are provided with a named individual so that they can raise safeguarding concerns.		
Lone providers give parents/carers the contact details of the Local Authority's children's services/NSPCC helpline number.		
There is knowledge of the local referral route into children's social care.		

Knowledge of how to report any allegations of harm to a child to both the Local Authority Designated Officer (LADO) and the police as soon as reasonably practicable.		
Knows if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure referrals are made when appropriate.		
Suitability of staff and volunteers	√ or x	Comment
Staff and volunteers have had relevant pre-employment checks, e.g. DBS check, verification of identity, references, right to work		
There are regular performance reviews in place to check the suitability of training requirements of staff and volunteers after their appointment		

Health and Safety	√ or x	Comment
Consideration has been given to the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified		
There is a fire safety and evacuation plan		
Where there are children under 5, paediatric first aid training is undertaken		
There is a first aid kit to hand and staff have had first aid training. There is an awareness of what to do in an emergency when children aged over 5 are attending		

There is more than one emergency contact number for each child		
Medical concerns and allergies		
Governance	√ or x	Comment
There is a clear complaints procedure		
There is an effective whistleblowing policy		
There is a clear staff behaviour policy		
There is a clear line of accountability for safeguarding through the organisation		
There is a clear record of safeguarding training and a schedule of refresher training.		

Name	
Name of Organisation	
Position in Organisation	
Date	

<p>Office use only:</p> <p>Agreed by:</p> <p>Name</p> <p>Position</p>
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