

## External organisations working with children

If the Hirer is working with children they must follow the guidance issued in Working Together to Safeguard Children 2015.

It will be necessary for the hirer to undergo an enhanced DBS check if a particular letting involves contact with children and young people. It is the responsibility of the hirer, to ensure that they have complied with this requirement. When there is a requirement for DBS checks on associated staff to be undertaken, the Hirer must keep appropriate records in line with current Safeguarding and Child Protection best practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request. They will also be expected to provide a copy of their organisations Child Protection Policy and contact details for their Safeguarding/welfare officer.

Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place and a First Aider in attendance.

The Local Authority Designated Officer (LADO) is the person who should be contacted if there is a concern about the suitability of an adult to work with children, meeting the criteria stated below –

1. Behaved in a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child;
3. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

### Contacting the Southend LADO

The Southend LADO telephone line is open from Monday to Friday (during office hours, excluding public holidays). If Allison Francis, the Southend LADO, is engaged on a telephone call, or not available, please speak to the Safeguarding Advisor, Sharon Langston.

<p><b>Southend-on-Sea LADO</b> <b>01702 534539</b> <a href="mailto:lado@southend.gov.uk">lado@southend.gov.uk</a> <b>LADO – Allison Francis</b> <b>01702 534539</b> <a href="mailto:allisonfrancis@southend.gov.uk">allisonfrancis@southend.gov.uk</a> <b>Safeguarding Advisor – Sharon Langston</b> <b>01702 534591</b></p>
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The above referral line is for allegations made against those who work with children only and is not a general line of enquiry for children's safeguarding.

**If you think a child is at immediate risk of significant harm 'phone the Police'.**

The school must be made aware of any safeguarding concerns that become apparent during the course of the hire.

Southend High School for Boys pays due regard to the Prevent Duty 2015 and as such will not hire or lease school premises or facilities to groups that have extreme ideologies, viewpoints, or links. If we become aware of a Prevent concern regarding a group or individual using the premises and facilities or applying to do so, we will report our concerns through 101, through Children's social care or Adult services or through any other official reporting routes available.

## Checklist of safeguarding arrangements

As a provider, you and your staff and volunteers have a duty of care towards the children who attend. This means that by law you must take reasonable steps to ensure the safety of the children and to protect them from harm. The steps you take will differ depending on your provision's specific characteristics. for example:

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

The list below 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.

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

### You should:

- Have an effective **safeguarding and child protection policy in place**
- have a **staff behaviour policy** (sometimes called a code of conduct)
- be aware of and have **training** on specific safeguarding issues (including online) that can put children at risk of harm
- have clear **procedures on what to do if there are concerns** about a staff member, volunteer or other adult who may pose a risk of harm to children
- appoint a **designated safeguarding lead** (DSL) who has undertaken safeguarding and child protection training (including online)
- provide parents or carers with a **named individual** (such as the DSL or another named member of staff) so they can raise safeguarding concerns
- if you're a lone provider, give parents or carers the **contact details of your local authority's children's services** or the NSPCC helpline number
- know the **local referral route** into children's social care
- **report any allegations of harm** to a child to both your local authority designated officer (LADO) and the police as soon as reasonably practicable
- know if the **legal duty to refer** to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

## Suitability of staff and volunteers

You should:

- make sure staff and volunteers have had relevant **pre-employment checks**. For example
  - DBS check
  - Verification of identity
  - References
  - Right to work

- Have **regular performance reviews** in place to check the suitability and training requirements of staff and volunteers after their employment

## **Governance**

You should have:

- A clear **complaints procedure**
- An effective **whistleblowing policy**
- A clear **staff behaviour policy** (code of conduct)
- A clear **line of accountability** for safeguarding which runs throughout your organisation, including at the most senior level
- A clear **record of the safeguarding training** provided for staff and volunteers and the schedule of refresher training

## **Health and safety**

You must:

- Consider the **suitability and safety of the setting** for employees, children and young persons, taking steps to **reduce any risks identified**
- Have a **fire safety and evacuation plan**
- Have **paediatric first aid training** where children aged 5 and under are attending the provision (unless you are exempt from registration with Ofsted)

You should also:

- Have **first aid training** and a **first aid kit** to hand as well as awareness of what to do in an emergency where children aged over 5 are attending
- Have more than one **emergency contact number** for each child
- Make sure you **know of any medical concerns or allergies**

Date: November 2023

Review due: November 2024