**Lettings Checklist for Providers using the School Site**

**Name of School Providing the Letting**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of provision letting (name and signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency/Sector (e.g.: education, early years, childcare, over 8 years play work, health):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner of Provision (name and signature): \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager of Provision (name and signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confirmation of Safeguarding Arrangements for**

**Letting Agreements**

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| --- | --- | --- |
| Designated Member of Staff for Child Protection | YES | NO |
| Name of Designated Member of Staff |  | |
| Designated member of staff has attended the Solihull Safeguarding Board training for designated members of staff for child protection (module 2 multi-agency working, and CSE, Early Help and Neglect modules). In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed. | YES  If yes, date attended: | NO |
| All staff, volunteers, committee members and students have been trained in safeguarding awareness which focuses strongly on child protection and is refreshed on a three year basis. In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed. | YES  If yes, date attended: | NO |
| Have all staff read and understood Chapter 1 of Keeping Children Safe in Education (2016)? | YES | NO |
| Does the setting have clear procedures for vetting visitors and a visitor record book for signing in and out? | YES | NO |
| Does the setting have an effective child protection policy and procedures in place (including a clearly mapped referral process and clear escalation process) which has been shared and read by all staff? | YES | NO |
| Are there procedures in place to ensure new staff / volunteers / committee members   * Are inducted to the child protection policy and procedures by the Designated Member of staff for child protection? * Receive child protection awareness training within 12 weeks of appointment? | YES | NO |
| Are staff and leaders clear on how to act in the event of specific safeguarding concerns (page 12 Keeping Children Safe in education 2016), particularly how to act to safeguard pupils who are at risk of or experiencing child sexual exploitation (CSE), missing children, female genital mutilation (FGM) and radicalisation or violent extremism? | YES | NO |
| Does the provision have an up to date safer recruitment policy and procedures which are applied to every appointment? | YES | NO |

|  |  |  |
| --- | --- | --- |
| Has the chair of each recruitment panel attended safer recruitment training in line with Solihull LSCB requirements? | YES | NO |
| Does the setting maintain a single central record for all staff, the manager and the owner, which confirms that they are suitable to work with children – including a relevant qualifications check and children’s workforce DBS check (in line with SMBC model SCR? | YES | NO |
| Have relevant staff been asked the question around childcare disqualification and have leaders taken appropriate action? | YES | NO |
| Does the provision have a managing allegations policy and procedures in place which are understood by all including dealing with allegations against the manager/owner? | YES | NO |
| Have leaders who manage allegations against staff read chapter 4 of keeping children safe in education (2016)? | YES | NO |
| Have leaders involved in managing allegations attended LSCB managing allegations training? | YES | NO |
| Does the provision have a whistleblowing policy and procedures in place which is clearly understood by all? | YES | NO |
| Does the provision have a health and safety policy and clear risk assessments in place? | YES | NO |
| Have all staff attended health and safety awareness training? | YES | NO |
| Does the provision have clear fire evacuation procedures and regular fire drill practice? | YES | NO |
| Is the provision registered with Solihull environmental health? Do staff receive appropriate environmental health training (eg: food handling)? | YES | NO |
| Does the provision have clear confidentiality procedures in place including secure storage of confidential information? | YES | NO |
| Does the provision have an e-safety policy and protocols to ensure the safety of children and young people? |  |  |
| Has your club/organisation achieved Clubmark status? | YES  If yes, when? | NO |
| If no, is your club/organisation working towards Clubmark? | YES | NO |
| Is your club/organisation affiliated to a governing body? | YES  If yes, please state  which governing body | NO |
| Does your club/organisation access any local forums? | YES  Please state | NO |