

## Implementing KCSIE 2021: Assurance around Safeguarding / Child Protection Procedures for External Lets

### Background

[KCSIE 2021](#) places additional duties on the Trust to ensure that all schools have appropriate procedures in place to check that any individuals or organisations undertaking external lettings / hire agreements on school sites have appropriate safeguarding procedures in place.

### Use of school or college premises for non-school/college activities

155. Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

156. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

### What checks should schools undertake?

1. Ascertain whether the organisation is affiliated with a National Governing Body (NGB), and if so how that NGB quality assures the child protection procedures at a local level.
2. Ask for a copy of the organisation's safeguarding / child protection policy.
3. Ask if the organisation has a written 'Code of Conduct' or equivalent for its volunteers
4. Ask for a copy of the organisations complaints procedure and mechanism for raising concerns
5. Ask the individual organising the activity to describe the procedures that they have in place to ensure the safety of children and young people with whom they are working. Example questions could include:
  - a. Who is the nominated lead for safeguarding within your organisation? (I.e. their equivalent of a school DSL)
  - b. What training and experiences does that person have in relation to child protection?
  - c. What checks are undertaken on adults working with children?
  - d. What training in appropriate conduct with children do your volunteers have?
  - e. How does your organisation ensure the safety of all children? (Look for both broad responses around health and safety, public liability insurance, emotional wellbeing etc as well as specific issues relating to child protection)
  - f. Please outline the actions you would take if a parent raised a concern about the behaviour of a volunteer towards a child. (Look for open and transparent answers, where such concerns are welcomed and an appropriate response is given, e.g. contact with LADO)
  - g. What do you understand by the term LADO?