

## Appendix A

### 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

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 (2022)?	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

<p>Are there procedures in place to ensure new staff / volunteers / committee members</p> <ul style="list-style-type: none"> <li>• Are inducted to the child protection policy and procedures by the designated member of staff for child protection?</li> <li>• Receive child protection awareness training within 12 weeks of appointment?</li> </ul>	YES	NO
<p>Are staff and leaders clear on how to act in the event of specific safeguarding concerns (Keeping Children Safe in education 2021), particularly how to act to safeguard pupils who are at risk of or experiencing child sexual exploitation (CSE), peer on peer abuse (including bullying, physical abuse, sexual violence and sexual harassment, sexting, initiation/hazing type violence and rituals), contextual safeguarding, missing children, female genital mutilation (FGM) and radicalisation or violent extremism?</p>	YES	NO
<p>Does the provision have an up-to-date safer recruitment policy and procedures which are applied to every appointment?</p>	YES	NO
<p>Has the chair of each recruitment panel attended safer recruitment training in line with Solihull LSCP requirements?</p>	YES	NO
<p>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 relevant qualifications check and children’s workforce DBS check (in line with SMBC model SCR?</p>	YES	NO
<p>Have relevant staff been asked the question around childcare disqualification and have leaders taken appropriate action?</p>	YES	NO
<p>Does the provision have a managing allegations policy and procedures in place which are understood by <u>all</u> including dealing with allegations against the manager/owner?</p>	YES	NO
<p>Have leaders who manage allegations against staff read part 4 of Keeping children safe in education (2022)?</p>	YES	NO
<p>Have leaders involved in managing allegations attended LSCP managing allegations training?</p>	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 (e.g.: 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 Online Acceptable Use policy and protocols to ensure the safety of children and young people?	YES	NO
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
Further guidance via NSPCC website:  <b>“Are they safe? A guide to safeguarding in England for leaders of groups in the voluntary and community sector”</b> .		