



ASPIRE
Academies Trust

EXTENDED SCHOOLS POLICY

Reviewed: Autumn 2017

Review Frequency: Bi-annual

Rationale and Requirements

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any other services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. **(Chapter 2 - Working Together to Safeguard Children, March 2015)**

In relation to extended school provision and lettings, these include:-

- A clear line of accountability for the commissioning and /or provision of services designed to safeguard and promote the welfare of children
- A designated professional lead for safeguarding
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children
- Clear policies, in line with those from the LSCB for dealing with allegations against people who work with children.

‘Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.’ Working Together to Safeguard children, March 2015.

Related Documents

Child Protection Policy

Safeguarding Policy

Safer Recruitment Policy

Lettings Policy

Meeting the Requirements Within the Aspire Academies Trust

Aspire Academies Provision

Where extended school provision is offered directly under the supervision or management of school staff, for example an after school sports club led by a member of school staff, the school's safeguarding arrangements will apply.

External Provision

Where services or activities are provided separately by another body, the Local Governing Body should seek assurance that the body concerned has **appropriate policies and procedures in place** in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

Aspire Academies will have arrangements in place with extended school providers and contractors to make sure that anyone who will be coming onto school site and working with children has been subject to the appropriate level of DBS check and safer recruitment processes.

The attached forms will be used to ensure that all reasonable precautions have been taken to safeguard children and young people. Where the form requires a judgement about whether an organisation's child protection policy covers at least the minimum requirements, a short checklist has been provided. It is recommended that where an organisation does not have a policy, or where their policy is not sufficient that either the Trust's or Hertfordshire County Council's Model Child Protection Policy be adopted, with changes if and where appropriate to reflect the specific organisation.

Aspire Academies will only agree to lettings or commissioned provision when they are satisfied that organisations meet the safeguarding requirements and will make it clear that should they fail to maintain the safeguarding requirements; agreements will be terminated. Forms should be checked and signed off by the Head of School or a member of staff with designated authority to represent the school in matters such as these, and who has attended Hertfordshire's child protection training.

Where children and/or young people are present during a letting or commissioned extended provision, organisations will be required to notify schools of changes in: Ofsted registration and adults regularly present, as relevant. Any changes will need to meet the same safeguarding criteria applied for the original application. Notification should be in writing and attached to the original application checklist, having been approved by the Head of School or Designated Member of Staff.

Long Term Arrangements

Where there are long-term arrangements in place with organisations, Academies should complete a new set of forms annually, or if there have been minor or no changes since the original application to amend, re-sign and re-date the original forms.

Aspire Academies Extended Schools Policy 2017

Monitoring and Record Keeping

The Annual Safeguarding Audit requires those completing it to evaluate extended school provision and governors are encouraged to be part of this process.

Each Academy will keep the following records for safeguarding purposes:

- A complete list of all lettings for the last 12 months
- A complete list of commissioned extended school activities for the last 12 months
- Evidence to demonstrate that the school, and the relevant organisation involved for each letting or extended school activity, have appropriate safeguarding procedures in place. This evidence should include a child protection policy which is in line with Hertfordshire guidance, to include:
 - Acknowledgement that the organisation will be working within the Trust or Hertfordshire Child Protection Procedures
 - Statement regarding how the organisation will seek to keep children and young people safe
 - Instruction on how to make a referral, who to contact both daytime and out of hours
 - A statement about the importance of maintaining confidentiality
 - Details of the process for dealing with allegations against a member of the organisation
 - Details of how training will be accessed and the frequency of training
 - A statement that all staff and/or volunteers regularly attending have to have an enhanced DBS, and that all references have to be sought, before the member of staff/volunteer can work with children and young people

Where children and/or young people are involved:

- The organisation has an appropriate child protection policy
- The school has a list of the names and addresses of adults regularly attending
- Adults regularly attending have been DBS checked
- Adults regularly attending have received at least basic child protection training
- Where relevant, the organisation has Ofsted registration.

And:

- Where there is an adult only letting during school hours, or where adults are present that have not been DBS checked, that the room/area being let is physically segregated from pupils.

Appendices

Appendix 1 - Form for lettings or commissioned extended school provision with children present

Appendix 2 - Form for lettings or commissioned extended school provision with no children present

Appendix 1

Safeguarding Checklist for Lettings/Extended School Provision - Children Present

Company details

Name of organisation		Name of organisation leader	
Address		Address of leader if different from address of organisation (above)	
Contact telephone number			
Is the organisation registered with Ofsted? (check www.ofsted.gov.uk/early-years-and-childcare)	Yes / No	If Ofsted registered, please provide the date of registration and the registration number	
Insurance £5 million Public Liability £10 million Employers Liability £5 million Professional Indemnity		Yes / No Other Yes / No Other Yes / No Other	

Child Protection Policy

Does the organisation have their own Child Protection Policy?

Yes / No

If yes a copy must be attached.

School Use Only	Date & Initial
Minimum requirements of the policy:	
Acknowledges that the organisation should be working in line with the Hertfordshire County Council's Model Policy / Harpenden Academy policy	
States how the organisation will seek to keep children and young people safe	
Identifies how to make a referral, who to contact both during and out of hours	
Includes a statement about the importance of maintaining confidentiality	
States the process for dealing with complaints or allegations against a member of the organisation	
Details how training will be accessed and frequency of training	
Includes a statement that all staff / volunteers regularly attending are DBS checked, and that all references have to be sought, before the member of staff/volunteer can work with children and young people	

If no:
 Has the organisation adopted the Aspire / Hertfordshire CC Model? **Aspire / HCC**

Health & Safety Policy

Please ensure that you have seen the Hiring’s policy, which must be adhered whilst using Trust premises.

Has the organisation provided their own Health and Safety Policy? **Yes / No**

If no, have they adopted the Aspire Academies Trust Health and Safety Policy? **Yes / No**

Are you aware of fire exits and health and safety procedures? **Yes / No**

Register and Collection Procedures

The following must be in place before the first session/meeting

Do you have a register for signing children in *and* out of your provision? **Yes / No**

Do you have safe and appropriate pick up procedures for the children at the beginning and end of each session/meeting? **Yes / No**

Do you have appropriate cancellation and contingency procedures in place? **Yes / No**

Staffing:

Checks need to be undertaken on all staff and volunteers **prior** to appointment / commencement.

I can confirm that safer recruitment processes have taken place for all staff / volunteers, including:

- overseas checks as appropriate for staff/volunteers who have worked outside the UK
- the right to work in the UK
- appropriate qualifications
- references

Yes / No

Aspire Academies Trust will need to see originals of the Enhanced DBS checks. All staff/volunteers from the organisation may be required to produce a copy on request, along with photo identification when on the premises.

All staff/volunteers that have direct or indirect contact with children should have received child protection training in the last 3 years.

Name of staff/volunteer	DBS Certificate Provided	Childcare disqualification form signed	Date of Child Protection training	Date of First Aid training

Coaching and/or professional qualifications

It is your responsibility to ensure that all the coaches or professionals provided from or representing your organisation have relevant and appropriate qualifications.

For self-employed professionals:

Copies of coaching or other relevant certificates provided?

Yes / No

Contractual Terms

I have signed and returned the contract for services.

Yes / No

I confirm that all the information provided by myself, or my organisation, is accurate.

Yes / No

Signed: _____

Name _____(Leader)

Date: _____

Appendix 2

Safeguarding Checklist for Lettings/ Extended School Provision Adults Only (No Children Present)

This section to be completed by the organisation:-

Name of organisation	Organisation leader
Address	Contact telephone number
Address (if different to above)	Telephone number (if different to above)

- I agree to keep a register of members in attendance at each session, and a central record of contact details for each member of the organisation.
- I agree to ensure that all members in attendance are informed that they may only access the designated room(s)/area(s) and **must not** attempt to access any other areas.
- I confirm that all the information provided by myself, or my organisation, in the form above is accurate.
- I understand that if the organisation requires children or young people to be present that I must notify the school and complete a new application, prior to their attendance, and that failure to do so could result in a termination of the agreement.
- I agree to inform the school if contact details change.
- I have signed and returned the contract for services.
- I confirm that all the information provided by myself, or my organisation, is accurate.

Signed: _____ Name _____ (Leader) Date: _____

For school use only:

I confirm that the room(s)/area(s) being let are physically segregated, in order to safeguard pupils and staff.

Name and signature of Principal or Designated Member of Staff

Name _____ Job Title _____

Signature _____ Date _____