

Letting – Safeguarding Form

Letting of Preston Manor School where attendees will include children and young people.

[This document should be completed and submitted alongside the school's Letting Application Form].

Safeguarding in schools: best practice

Preston Manor School makes every effort to ensure that all safeguarding arrangements and procedures are robust, monitored and adhered to by the whole school community.

There can be no issue of greater importance to staff, parents, carers and the extended school community than the safety of all children and young people. The School regularly revisits its safeguarding policies in light of notifications of best practice and changes in legislation.

The School expects all parties that let its premises, where the let will involve children and young people, to comply fully with the School's requirements. Only by ensuring that the lettee completes this form and provides the appropriate evidence, can the School ensure that all proper steps have been taken to promote the safety of children and young people.

The School is mindful of the need to demonstrate reasonableness in application of its letting policy and will strive to minimise bureaucracy whilst ensuring the safety of all children and young people.

The following '**Lead Person**' details need to be those of the person wholly responsible for the let, the person responsible for supplying the relevant information and who will be present on the Preston Manor School site throughout the entire letting period.

1. Details of Lead Person [To be completed in Block Capitals]

Full Name:	
Address: (invoice to be issued to this address)	Post Code:
Home telephone Number	
Mobile Number (number to be contacted on date(s) of let)	

2. Children or young people [To be completed in Block Capitals]

Number Attending:	Girls	Boys
Age under 5		
Age 6 years to 11 years		
Age 12 years to 16 years		
Total		

3. Qualifications [To be completed in Block Capitals]

The following information is critical in demonstrating that the let has sufficient qualified adults in attendance to ensure the safeguarding of children and young people. **Note:** The School will need to see original documentation and take copies of the same.

Examples of Relevant qualifications - Current DBS certificate, First Aid Certificate, Qualified Social Worker, NNEB certificate, HLTA qualification, Teaching qualification, Certified attendance at Safeguard Children/ Awareness Raising course, Certificate of attendance at Safer Recruitment Training, etc.

Name of Supervising Adult	Qualifications relevant to the purpose of let and supervision of children and young people

4. Safeguarding Procedures [To be completed in Block Capitals]

It is best practice, particularly where the let is other than a one-off occasion, for an organisation to have safeguarding procedures in place and fully documented. **Note:** Where it exists, the School will need to see the organisation's original documentation and take copies of the same.

Examples of Safeguarding Procedures - - Contingency arrangements for emergencies, Child protection policies, Correct ratio of children / young people to adults, Procedures for waiting with children until parents pick them up, etc..

Safeguarding Procedure
1,
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4.
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I confirm that, as the Lead Person identified above, all the information contained in this document and the evidence supplied to Preston Manor School will be valid at the date and time of the letting. Should any of the information or documentation provided alter between completion of documentation and date of letting, I confirm that I will advise the Premises Manager accordingly.

Lead Person [Print Full Name]	
Lead Person's Signature	
Date	

Please return this form with the letting application for the attention of **Premises Manager, Preston Manor All-through Co-operative School, Carlton Avenue East, Wembley, Middlesex HA9 8NA**