

**STAR MULTI ACADEMY TRUST**

**LETTINGS POLICY**

Lettings Application Form Annex A

Note to applicant: Before completing this form, please carefully read the terms and conditions of letting.

Return completed forms to the school admin email.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accommodation / Facilities Required | Purpose of hire  | Day of week  | Dates required  | Times required\* |
| From  | To  | From  | To |
|  |  |  |  |  |  |  |
| \* Please indicate times allowing for setting up and departure from the site. |  |
| IT Equipment required: Please specify details Special Requirements: Please specify details Parking Required: YES / NO Please indicate if you wish the letting to continue through the School holidays: YES / NO  |
| Name of applicant……………………………………..Telephone No. (Office hours) ………………….. Full postal address …………………………………………………………………………………………………………. …………………….…………………………………………………………………………………………………………………. Email Address………………………………………………………………………………………………… Name of organisation …………………………………………………………………………………………..…………. Details of organisation…………………………………………………………………………………………………… I personally agree to be responsible for the fees charged in respect of this letting. I have read the terms and conditions of letting and will observe them. Signature of applicant: Date: |
| **Payment details**  | Estates team informed |  |
| (to be completed by the School) |  |  |
| Deposit paid  |  | Constitution received  |  |
| Balance paid  |  | Insurance checked and copied  |  |
|  |  | Licences checked and copied  |  |

Safeguarding Information Form Annex B

**SAFEGUARDING FORM**

The STAR Multi-Academy Trust is committed to ensuring that all organisations that use their premises comply with the guidelines recommended by *the Local Safeguarding Children Partnership, and also as set out by the Department for Education.*

Detailed below are a set of questions which we expect all organisations to be able to answer. As part of its safeguarding responsibilities, the School/Trust will monitor and periodically check that the information provided is accurate and all hirers must provide additional evidence where requested, in accordance with our Lettings Policy.

**CONTACT DETAILS**

Details of organisation requesting the letting arrangements:

Name: ……………………………………………………………………………………………………………………..

Address: ………………………………………………………………………………………………………………………

 ………………………………………………………………………………………………………………………

Telephone No: ……………………………………………………..

|  |  |  |
| --- | --- | --- |
| **PLEASE ANSWER ALL THE QUESTIONS BELOW**  | **YES**  | **NO**  |
| **POLICIES & PROCEDURES**  |  |  |
| Do you have an appropriate Child Protection Policy, along with procedures and codes of conduct that are compatible with those held by the STAR Multi-Academy Trust and by the Local Safeguarding Children Partnership and set out by the Department for Education?  |  |  |
| Do you have an approved procedure in place in the event of a child protection allegation being made against a member of your staff or organisation?  |   |   |
| Do you have in place a Code of Conduct for staff that is compatible with the Trust’s Code of Conduct and expectations?  |   |   |
| Are you aware of the procedures to follow if you think a child is being abused and have you shared this information with your members of staff?  |   |   |
| Do you have an approved procedure in the event of a child protection allegation being made against a member of your staff?  |   |   |
| Does your organisation keep records and registers of all children attending the activity?  |   |   |
| **SAFER RECRUITMENT**  |  |  |
| Do you have robust practices in place which meet the safer recruitment guidance set out by Department for Education in their ‘Keeping Children Safe in Education’ publication (https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)  |   |   |
| Can you confirm that job interviews have been carried out for all staff and volunteers and that full application details exist?  |   |   |
| Can you confirm that individual identity, right to work and qualification checks have been satisfactorily completed?  |   |   |
| Are enhanced DBS checks obtained on all staff or volunteers working with children, including transporting children as part of the activity?  |   |   |
| Can you confirm that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual’s suitability to work with children & young people?  |   |   |
| Can you confirm that staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/DBS disclosure was obtained?  |   |   |
| Can you confirm that a record of recruitment and vetting checks is kept by your organisation and that this is kept up-to-date and is available for inspection by the School on request? |  |  |
| **SAFETY & WELFARE**  |  |  |
| Do you have a trained first aider in attendance at all times and suitable first aid equipment?  |   |   |
| Do you have appropriate arrangements in place for other emergencies?  |   |   |
| Are you aware of the arrangements that are in place to liaise with a member of school staff if there are any particular concerns?  |   |   |
| If using potentially hazardous equipment provided by the school, can you confirm that it will be operated by suitably trained staff and it will be supervised at all times by an adult member of staff?  |   |   |
| Your organisations does not condone bullying, racism or any other forms of prejudice by your members of staff or any of your clients and their family members?  |   |   |
| Do you have specific arrangements in place for dealing with situations where children are not collected after the activity?  |   |   |
| If providing childcare, please confirm that the organisation is registered with Ofsted?  |   |   |
| Please provide Registration details:  |   |  |  |
| Is your organisation registered with the appropriate national registered body (e.g. FA for football organisations)?  |   |   |
| Please provide details:  |   |  |  |
| **DATA PROTECTION**  |  |  |
| Does your organisation have procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?  |   |   |
| **UPDATES**  |  |  |
| Do you agree to notify the School of any changes in Ofsted registration, adults regularly present and any other changes as relevant? Changes will need to meet the same safeguarding criteria applied for the original application.  |   |   |

Signed on behalf of organisation .............................................................. Date ..............................

Print Name (Nominated Club Official)

 …………………………………………………..…………………………………………

Telephone number.....................................................Email address ...............................................

(It is the club’s responsibility to advise the School if the person who has hired the facilities on behalf of the club changes). In this case a new Safeguarding form will have to be completed.

**TO BE RETAINED IN THE LETTINGS FILE OF …………………….. SCHOOL**