

Appendix 6

Checklist for use of Academy facilities for Out of School Providers running the Academy site.

Area of Concern	Expectation	Checked (Tick)	Resources
Safeguarding	<p>Safeguarding Policy which aligns with the relevant Academy the activities will take place in. This should include <i>(although not exhaustive and should be relevant to the activities and site)</i>:</p> <ul style="list-style-type: none"> • Contextual awareness • How staff are trained and regularly updated. • Clear procedures for reporting concerns and how these will be actioned for both children and staff • Dealing with an issue when on site. • Who is the DSL and what training have they received? • Staff recruitment checks (in line with KCSiE part 3) and how sites are kept up to date with changes in personnel. 		<p>Keeping Children Safe in Education (KCSiE): (September 2024): https://assets.publishing.service.gov.uk/media/66cef97ca7256f1cd83a89a3/Keeping_children_safe_in_education_2024.pdf</p> <p>Working together to Safeguard children: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_in_ter_agency_guidance.pdf</p> <p>Keeping Children safe during community activities, after-school clubs and tuition: https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings#useful-resources-for-providers</p> <p>Read and understand, 'KCSiE – Information for all school and college staff (Part 1): https://assets.publishing.service.gov.uk/media/66ce094e8e33f28aae7e1f6d/Keeping_children_safe_in_education_2024_part_one.pdf</p>

	Keeping Children safe on site, with all adult groups sharing facilities.		<p>Keeping Children Safe in Education (KCSiE): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping children safe in education 2022.pdf</p> <p>Working together to Safeguard children: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working together to safeguard children in ter agency guidance.pdf</p>
Health and Safety	Health and Safety policy which aligns with the relevant Academy		<p>Harris 'Hire of Academy Premises' Policy: Hire of Academy Premises Policy .pdf</p> <p>Academy H&S Policy</p> <p>Harris Federations Contractors Policy</p>
	Evidence of equipment checks – PA Testing where required and maintenance certificates for equipment brought and used on site by the Provider. Provider is communicating to the hirer Harris expectations regarding equipment used on the premises. Staff need to be on site at least 15minutes prior to start of first booking to ensure walk through checks have been completed on venue and allow for setting up of equipment as required before lettings allowed access		
	Signing in and out system for provider staff		

	<p>Fire and other emergency evacuation procedures which consider the occupied areas only. To include arrangements for sweeping of the building by the provider during an evacuation.</p> <p>Evidence that all Provider staff are aware of the emergency arrangements.</p> <p>Evidence that these arrangements are communicated to Hirers.</p> <p>No blocking or propping open fire exits.</p>		
CCTV	CCTV to be used for real time observation of facilities. No access to operational functions.		
Staffing	Recruitment in line with Safer recruitment checks		<p>Keeping Children Safe in Education (KCSiE): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping children safe in education 2022.pdf</p> <p>Harris 'Hire of Academy Premises' Policy: Hire of Academy Premises Policy .pdf</p>
	Academy informed 48 hours prior to any staffing change on site		
	No lone-workers unless agreed in special circumstance and risk assessment allows. Staffing ratios: 'the ratio of Lettings provider staff needs to be proportionate to the Lettings taking place'.		
	Personalised ID		

	<p>Staff on site code of conduct policy to include:</p> <ul style="list-style-type: none"> • Site security • Hand over from Academy if required • Locking and Alarming site • Care of site Facilities • Monitoring expectation of hirer agreements 		
	<p>First aid trained Certificates provided to demonstrate first aid certificates held. Evidence of first aid kits for use by Provider for their own staff. (do they use their own? don't want them using the schools equipment)</p>		
	Evidence of Fire Safety and Fire warden training		
	Evidence of Health and Safety training by all Provider staff		
Lettings	<p>Where children are using the Facilities there must be:</p> <ul style="list-style-type: none"> • SG Policy checked and stored on companies portal • Registers taken upon arrival and random checks by site staff • Fire and evacuation procedures agreed and signed in advance relevant to the site • National governing body staff qualification checks 		

Insurance	Public liability insurance		