

Appendix 7

Checklist for use of Academy facilities for Persons or group hiring facilities.

Area of Concern	Expectation	Checked (Tick)	Resources
Safeguarding	<p>Where user has children under 18</p> <p>Clear Safeguarding Policy which includes (<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 • Training of staff/ coaches • Staff recruitment checks in line with safer recruitment • Keeping Children safe on site, with all adult groups sharing facilities. <p>SG Policy checked and stored on companies portal</p> <p>Registers taken upon arrival</p> <p>Where adult only group</p>		<p>Keeping Children Safe in Education (KCSiE): 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>

	<ul style="list-style-type: none"> • Clear instructions about behaviour on site where children are also on site • Agreement of no contact with groups where children are included 		
Health And Safety	Evidence of equipment checks – PA Testing where required and maintenance certificates for equipment brought in and used on site .		
	Register / signing in of participants of group.		
	Fire and evacuation procedures agreed and signed in advance relevant to the site		

	<p>Fire and other emergency evacuation procedures awareness.</p> <p>Named Marshall for fire and emergency.</p> <p>No blocking or propping open fire exits.</p> <p>Registers taken upon arrival</p>		
CCTV	<p>Awareness that activities will be monitored through CCTV where in operation.</p>		
Staffing	<p>Recruitment in line with Safer recruitment checks</p>		<p>Keeping Children Safe in Education (KCSiE): https://assets.publishing.service.gov.uk/media/66cef97ca7256f1cd83a89a3/Keeeping_children_safe_in_education_2024.pdf</p> <p>Harris 'Hire of Academy Premises' Policy: Hire of Academy Premises Policy .pdf</p>
	<p>Staffing to be in line with sport/ activity regulation</p>		
	<p>Group lead having photo ID with DBS and professional qualifications evident</p>		
	<p>Staff on site code of conduct policy to include:</p> <ul style="list-style-type: none"> • Site security adherence • Care of site Facilities • Adhering to hire agreement • National governing body staff qualification checks 		
	<p>First aid trained</p> <p>Certificates provided to demonstrate first aid certificates held.</p> <p>Evidence of first aid kits for use by Provided for their own staff.</p>		

	Evidence of Fire Safety and Fire warden training in line with site expectations		
	Evidence of Health and Safety training by all Provider staff		
Insurance	Public liability insurance		