



NOWER HILL
HIGH SCHOOL

SAFEGUARDING APPLICATION

**APPLICATION FOR HIRING NOWER HILL HIGH SCHOOL'S
PREMISES BY EXTERNAL ORGANISATIONS FOR ACTIVITIES
PROVIDED FOR CHILDREN AND YOUNG PEOPLE**

TO BE RETAINED IN LETTING FILE

**APPLICATION FOR HIRING OF NOWER HILL HIGH SCHOOL'S PREMISES BY
EXTERNAL ORGANISATIONS FOR ACTIVITIES PROVIDED FOR CHILDREN AND
YOUNG PEOPLE**

Nower Hill High School is committed to ensuring that all organisations that use their premises comply with the guidelines recommended by the Local Safeguarding Children Board and also as set out by the Department for Education (DfE).

Detailed below are a set of questions which we expect all organisations to be able to answer and provide evidence where requested.

1. CONTACT DETAILS

Name of organisation:.....

Lead person for the organisation:.....

Contact address for the lead person:.....
(if different to signatory at end of form)

Website address for the organisation:.....

2. References:

I confirm the organisation obtains and keeps on file professional and character references for all their staff that have contact with children. The references can be provided by contacting:

CONFIRMED..... YES (*circle*)

Contact details (*Name, address, status and telephone number required*).

.....
.....

2a. References/Records:

I confirm the organisation keeps records of all staff and tutors who have contact with children on this site. (**Please give details of exactly what records are kept**).

CONFIRMED..... YES (*circle*)

Details.....
.....
.....

3. Child Protection:

I confirm the organisation has specific arrangements in place for dealing with situations where children are not collected after the activity.

CONFIRMED..... YES (*circle*)

Arrangements are.....
.....

4.Safeguarding Procedures

I confirm we have appropriate safeguarding procedures in place, (in line with the London LSCB guidance) and that these specifically include a clear requirement to have DBS clearances in place for all employees or volunteers working with children or vulnerable adults.

CONFIRMED..... YES (*circle*)

(N.B. Nower Hill High School reserves the right to inspect safeguarding policies and evidence of DBS clearances as part of general audit processes. Nower Hill High School reserves the right to cancel lettings if we have any safeguarding / DBS concerns with the only liability being the refund of any fees paid by the hirer to the school.)

I confirm we have received and signed for 'The Green Book' – Harrow Safeguarding Children Guidance

CONFIRMED..... YES (*circle*)

I confirm we have read the School's Safeguarding Policy on the website

CONFIRMED..... YES (*circle*)

5.Child Records and Registers

I confirm the organisation keeps records and registers of all children attending their activities.

CONFIRMED..... YES (*circle*)

6. Ofsted Registration for Childcare Provision

If providing childcare, please confirm that the organisation is registered with Ofsted.

CONFIRMED..... YES (*circle*)

The registration details (such as crèche) are as follows:

Details.....
.....

7. First Aid Provision

The organisation has a trained first aider in attendance at all times and suitable first aid equipment. - (circle YES or NO as appropriate below)

YES we have a first aider or

NO but arrangements in event of accident have been discussed with site staff.

8. National Registered Bodies

Where appropriate the organisation is registered with the appropriate national registered body (e.g. FA for football organisations): Please provide details if appropriate:

CONFIRMED (circle as appropriate) YES or NO

Details of organisation.....

.....

9. Health & Safety:

I confirm that if the organisation is using any specialised equipment then it is only operated and / or supervised by suitably trained and competent adults.

CONFIRMED (circle as appropriate)..... YES or NO (no specialised equipment used)

Details of arrangements in place.....

.....

PLEASE NOTE: It is not acceptable for children under the age of 12 to be in the kitchen.

10. Insurance:

I confirm that the organisation has Public Liability Insurance (insured up to £5m). Please supply us with a copy of your current public liability insurance cover. **The school charges all hirers a hirer's liability insurance fee of 5% of the hire charge**

CONFIRMED..... YES (*circle*)

11. I understand that the staff of the organisation are responsible for the supervision of attendees, parents and carers whilst on the school site. They may **NOT** be permitted to use school facilities other than those hired.

Signed..... Date.....

Name.....

Address.....

Telephone Number.....

Email Address.....