**Appendix H3**

**ADDITIONAL REQUIREMENTS FOR LETTINGS INVOLVING GROUPS UNDER THE AGE OF 18 OR VULNERABLE ADULTS**

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| **ADDITIONAL CHILD PROTECTION STATEMENT**To be appended to the signed hiring agreement |
| The school should supply a copy of its:* Safeguarding policy
* Code of conduct for staff
* DfES booklet – “What to do if you’re worried a child is being abused – Summary”
 |
| The school reserves the right to terminate the contract if the person or organisation fails to have the stated arrangements in place.  |
| Lead Person’s Name: |  |
| I confirm that all staff working with the group have DBS clearance and will present them for inspection if required |
| Please list all staff working with the group |
| I confirm:* That we have in place; child protection policies, procedures and codes of conduct (including a designated named person) that are compatible with those supplied by the school.
* All staff working with the group are aware of the procedures to be followed if they think a child is being abused.
* We have a procedure in place in the event of a child protection allegation being made against one of the staff
* Should a Safeguarding issue occur we will inform the school at the earliest opportunity and at least within 24 hours
 |
| Signed: | Date: |
| *All safeguarding referrals including allegations against people in positions of trust should be made to;* *The first response team: 01296 383962**Out of hours referral (17.30-09.00): 0800 9997677* *Or in the event of an emergency please dial 101 / 999.* |
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