**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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