



Use of School Grounds Policy



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Policy Review

This policy will be reviewed in line with the Mosaic Federation policy review cycle.

The policy was last reviewed and agreed by the Governing Board on 5.10.23

It is due for review in 2027

Head Teacher:	Date:
Chair of Governors:	Date:
Vice Chair of Governors:	Date:



**Aim:**

The aim of this policy is to ensure all external agencies using the school grounds adhere to the Mosaic Federation safeguarding procedures.

Rationale:

This policy has been created to adhere to keeping Children Safe in Education 2023 KCSIE .

As outlined below.

Use of school or college premises for non-school/college activities.

Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case.

The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate.

This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-school settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place

Legislation and the law

Governing bodies and proprietors have a strategic leadership responsibility for their school's or college's safeguarding arrangements and **must** ensure that they comply with their duties under legislation. They **must** have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

Headteachers should ensure that the policies and procedures, adopted by their governing bodies and proprietors (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff.

Governing bodies and proprietors should have a senior board level (or equivalent) lead to take **leadership** responsibility for their school's or college's safeguarding arrangements.

Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.

The Designated Safe Guarding Leads will ensure that external agencies:

- Follow the Mosaic Child Protection and Safeguarding Policy and Procedures
- Staff receive Child Protection and Safeguarding Training and share this information with the Mosaic Federation.
- Have their own Child Protection and Safeguarding Policy in place
- Have a Designated Safeguarding Lead
- Share all safeguarding incidents that occur with the school designated safeguarding lead including actions and outcomes.
- Complete a signed agreement with the Mosaic Federation. (Appendix 1)
- Receive safeguarding updates from the Mosaic Federation.
- Hold data adhering to GDPR regulations.

External Agencies will:

- Follow the Mosaic Child Protection and Safeguarding Policy and Procedures
- Follow the Mosaic Federation Low Level Concern Policy
- Follow the Local Authority Speak Out Policy
- Ensure that their staff receive Child Protection and Safeguarding Training and share this information with the Mosaic Federation.
- Have their own Child Protection and Safeguarding Policy in place
- Have a Designated Safeguarding Lead
- Share all safeguarding incidents that occur with the school designated safeguarding lead including actions and outcomes.
- Complete a signed agreement with the Mosaic Federation.
- Ensure all staff have a clear DBS

Failure to follow the policy will result in a termination of the agreement between the Mosaic Federation and the external agency.

Supporting Documents

[Working Together to Safeguard Children.](#)

<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>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping children safe in education 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)



External Agencies Declaration Form

Appendix 1

Name of External Agency	
Address	
tel	
E mail	
contact	
Purpose of use	
Access to school via	
Name of Designated safeguarding lead	
Received the following policies: • Low level Concern • ICT acceptable use • Safeguarding leads information • Child Protection and Safeguarding • Speak Out	
External Agency Child Protection and Safeguarding policy in place	
All incidents, actions and outcomes relating to safeguarding will be shared with the federation safeguarding leads.	
All staff have received child protection and safeguarding training and details will be shared with the federation.	
All staff have a Clear DBS	

I confirm the details above

Signed

Dated