

The following checklist must be completed to keep children safe during community activities, after-school clubs, and tuition – it does therefore not apply to lettings which do not involve children (under the age of 18).

Safety Measure undertaken by the Community activity	Evidence provided (tick)	Individual accountable for checking	Signature
Health and Safety			
Has considered the suitability and safety of the setting for employees and take steps to reduce any risks identified	<input type="checkbox"/>	Lettings Coordinator	
Has first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)	<input type="checkbox"/>	Lettings Coordinator	
Has a fire safety and evacuation plan	<input type="checkbox"/>	Lettings Coordinator	
Has more than one emergency contact number for each child, where reasonably possible, and knows of any medical concerns or allergies	<input type="checkbox"/>	Lettings Coordinator	
Safeguarding and Child Protection			
Safeguarding and CP policy in place and understood by all staff members	<input type="checkbox"/>	DSL	
Has awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)	<input type="checkbox"/>	DSL	
Has clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children	<input type="checkbox"/>	DSL	
Has a suitably trained DSL	<input type="checkbox"/>	DSL	
Provides parents with the name and contact details of the DSL	<input type="checkbox"/>	DSL	
DSL knows how to contact LADO and referral route for children’s social care	<input type="checkbox"/>	DSL	
Suitability of staff and volunteers			
Has ensured staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity)	<input type="checkbox"/>	HR	
Has regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment	<input type="checkbox"/>	HR	
Governance			
Has a clear complaint procedure	<input type="checkbox"/>	Lettings administrator	
Has an effective whistleblowing policy	<input type="checkbox"/>	Lettings administrator	

School DSL signature:

Date:

By signing this I confirm that due checks of processes have taken place to reasonably ensure the safety of children using your services and attending this setting.