

**APPLICATION FOR LEASING OF SCHOOL PREMISES BY EXTERNAL ORGANISATIONS
FOR ACTIVITIES PROVIDED FOR CHILDREN AND YOUNG PEOPLE**

Redbridge is committed to ensuring that all organisations that use their premises (schools and other Children’s Services premises) comply with the guidelines recommended by the Local Safeguarding Children Board and also as set out by the Department for Children, Schools and Families (DCSF).

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

CONTACT DETAILS

Name and contact address of Organisation requesting the letting arrangement:

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References:

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

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Child Protection:

The organisation has specific arrangements in place for dealing with situations where children are not collected after the activity. These are:

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We carry out an enhanced CRB check on all our staff before they left unsupervised with children. Copies of the checks are kept on file and can be produced by contacting:

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The organisation keeps the following records and registers of all children attending the activity.

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The organisation keeps the following records of all staff and tutors who have contact with children on this site:

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The organisation have a trained first aider in attendance at all times and suitable first aid equipment - YES/NO

Qualifications and Registration:

All the staff have the appropriate qualifications. Please provide details of the qualifications held by staff (you may attach additional sheets if necessary):

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

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If providing childcare please confirm that the organisation is registered with Ofsted and the registration details:

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Health & Safety:

If the organisation is using potentially hazardous equipment provided by the school then it will be operated by suitably trained staff and it will be supervised at all times by an adult member of staff. Please give details of the arrangements that you will put in place:

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Insurance:

The organisation has Public Liability Insurance (usually insured up to £5m). Please give details of the insurance cover (insurer, date of policy etc.):

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Signed..... Date

Print Name.....

Telephone number.....

Email address.....

TO BE RETAINED IN THE ESTABLISHMENT'S LETTING FILE