

Child Protection Arrangements: A checklist for independent providers where activities include children

1	Name, address and contact number of organisation
2	Type of activity
3	Location of activity (if on school site, be specific)
4	Days and times of activity

	Safety requirement	In Place
5	I/We confirm that we have appropriate child protection policies, procedures and codes of conduct in place that are compatible with those of the school and the Local Safeguarding Children Board (TBS policies can be found on our website)	Y/N
6	I/We have a code of conduct for staff that is compatible with school's code of conduct or expectations (including the abuse of trust under the Sexual Offences Act 2003 for children over 16 but under 19 years)	Y/N
7	I/We are aware of the procedures to be followed if we think a child is being abused and we have been supplied with the number for Social Care ¹	Y/N
8	I/We have read the DfES booklet "What to do if you're worried a child is being abused" and confirm that it is shared with our members of staff (can be found: https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused-2)	Y/N
9	I/We have an approved procedure in the event of a child protection allegation being made against a member of our staff in place	Y/N
10	I/We have provided written confirmation that robust practices are in place which meet the safer recruitment guidance set out by the children's workforce development council* (CWDC) including: <ul style="list-style-type: none"> • Confirmation that the staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/DBS disclosure was obtained • Confirmation that job interviews have been carried out for all staff and volunteers and that full application details exist • Confirmation that a minimum of 2 satisfactory references have been received (from previous 	Y/N

	<p>employers where possible) which address the individual's suitability to work with children & young people</p> <ul style="list-style-type: none"> • Confirmation that individual identity and qualification checks have been satisfactorily completed 	
11	I/We confirm that appropriate arrangements are in place for first aid or other emergencies	Y/N
12	I/We have made arrangements to liaise with the appropriate member of The Beaconsfield School staff if there should be a particular concern (one of our Designated Child Protection Officers can be contacted via our weekend and evening caretaker on site, the finance office or main reception Mon-Fri 8am–4pm)	Y/N

¹Contact numbers:

First Response Team 0845 460001

Emergency Duty Team 0800 999 7677 (out of hours)

Local Authority Designated Officer for Child Protection: Bridget Day 01296-382070