



### **Guidance for schools re lettings to organisations providing tutors and activities**

This guidance is designed to support schools and provide advice so that any schools which let their premises to coaches / tutors / clubs etc are ensuring as far as they can that these organisations or individuals are adhering to safeguarding policy and practice.

Following the recent disclosures of sexual abuse within football clubs all LSCBs are looking at developing strategies to reiterate expectations and requirements for safeguarding in sports clubs and training grounds.

Some recent LADO cases in Wandsworth have also highlighted the need for additional guidance in relation to music tutors and coaches in dance clubs / gymnastics clubs etc.

#### **The hirer is responsible for:**

- **Safeguarding the welfare of any children on site during the letting**
- **Adhering to national guidance and procedures, including safe recruitment of staff or volunteers**
- **Ensuring appropriate training has taken place of their staff and volunteers.**
- **Providing the details of a lead with safeguarding responsibility within their organisation**

**It is important to be aware that when activities take place on school site parents may feel that this confers extra credibility. This may possibly give false expectations / reassurance that the school are taking responsibility for the activity and that usual school safeguarding processes are in place.**

As a minimum schools should ensure that for any lettings which will be attended by pupils, the organisation or individual running the activity has a safeguarding policy or processes in place.

For activities such as gymnastics or dance it is also important to ensure coaches / teachers are appropriately qualified, registered with their own professional body and have the correct insurance cover.

Any activities (eg music tuition) which involve individual sessions should be appropriately located and monitored.

A leaflet has been developed for parents giving advice to ensure that when they are employing a tutor or sending their child to an activity they have taken all reasonable precautions to ensure they have checked that their child will be safeguarded. This is available in word format to be put on your website or as a leaflet to give to parents.

**Any safeguarding concerns about a tutor or coach should be referred to the LADO.**  
**For further information about allegations / concerns about people in a position of trust please refer to the AAP / Managing Allegations policy and Keeping Children Safe in Education 2016 Part 4**

Below is a checklist to support you with key questions

#### **checklist**

- Who owns or manages the organisation?
- Who is the lead for safeguarding concerns?
- What are their contact details?
- Do they have child protection and anti-bullying policies? Ask for copies.
- Are all the staff members DBS checked?
- Do they use volunteers who may or may not be DBS checked?
- Have all staff members attended safeguarding training?
- Is it the same staff members every week / session?
- If children have to change their clothes what are the arrangements for this and how is this supervised?
- If Professional standards apply to the activity (eg gymnastics coaches must have a level 2 accreditation) can they show you that they are adhering to these standards?
- Do they have the correct insurance?
- Who should you speak to if you have a concern or a parent or carer reports a concern about the organisation?
- What provision is there for drop-off and collection and what procedures are in place in the event that children are uncollected from the premises ?
- Do parents stay while their child is at the activity and if so where will they wait?