



IDSALL POLICY FOR SCHOOL LETTINGS 2016

Sponsorship & Review

1 Sponsor

Mrs V Hulme, Business Manager

2 Approved by Governors

09.03.2017

3 For Review by finance & Resource Committee

March 2018

POLICY ON THE LETTING OF SCHOOL PREMISES

1.1 INTRODUCTION

The Governing Body is committed to making every reasonable effort to ensure the school buildings and grounds (the premises) are available for community use. Where there is a conflict between a Letting and a school event, priority will always be given to school events.

1.1.1 DEFINITION OF A LETTING

A Letting may be defined as:

“Any use of the premises by either a community group or a commercial organisation, regardless of whether a Letting fee is charged.”

It must not interfere with the primary activity of the school, which is to provide a high standard of education for all of its pupils.

From here on in the person undertaking the letting of the facilities will be referred to as the ‘Hirer’

1.1.2 CHARGES FOR A LETTING (SEE APPENDIX A)

The Governing Body is responsible for setting the charges for the Letting of school premises. This will be reviewed on an annual basis by the Governors Finance and Resource Committee.

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in appendix A.

The scale of charges will be reviewed annually by the finance and Resources Committee, for implementation from 1st September of that year.

The minimum hire period is one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment), or the premises being left in an unacceptable condition resulting in additional costs for cleaning, caretaking or other expenses.

1.1.3 APPLYING TO USE THE SCHOOL

Enquiries to use the school premises should initially be made to the school’s Site Manager who will in turn discuss the request with the school’s Business Manager to whom the Head has delegated responsibility for the management of lettings, in accordance with the school’s policy.

If the School Business Manager or Head has any concern about the appropriateness of a particular request for a letting, they will consult with the Chairman of the Finance

& Resource Committee, who has the authority to determine the issue on behalf of the Governing Body. The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing. The name of the school should not be associated with any booking without the written approval of the Business Manager.

1.1.4 LETTING AGREEMENT

Once a Letting has been approved, this document, The Lettings Policy and Booking Form (see Appendix B), will be sent to the applicant confirming the letting including details of the terms and conditions of the policy which must be adhered to.

The Letting agreement must be signed by both parties (the Hirer and the School) before the Letting can take place. It should be signed by a named individual ('the Hirer') and the agreement should be in their name, giving their permanent private address or in the case of a company the company's registered address.

The named individual applying to Lett the premises will be invoiced in advance for the cost of the letting. All Letting fees will be payable to Idsall School.

If the Letting has specific set-up requirements (e.g. setting up rows of chairs, room configuration, car parking assistance etc.), this should be discussed with the Site Manager in advance. A fee may be payable for such depending upon the extra time involved for caretaking staff etc.

For single lettings, a deposit may be required by the School. In the event of a breach of the Lettings terms and conditions, the deposit becomes non-refundable and such monies may be retained by the School to recover any costs incurred in returning the premises to its pre-letting state, including any additional costs for damage repairs, extra cleaning and/or breakages caused during the letting. If the deposit proves insufficient to cover such costs, the School retains the right to recover any excess from the Hirer.

1.2 TERMINATION OF CONTRACT

The Head, or the Chairman of the Governing Body, has the immediate power to terminate any Letting agreement relating to the Letting of the school premises, in accordance with the terms and conditions of the agreement.

1.3 COMPLAINTS

Any complaints arising from a Letting agreement will be dealt with using the school's Complaints Procedure, a copy of which is available on the school website.

2. TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

2.1 STATUS OF THE HIRER

Lettings will not be made to persons under the age of 21, or to any organisation or group with an unlawful or extremist background.

The Letting agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

2.2 SAFEGUARDING AND DISCLOSURE AND BARRING SERVICE (DBS)

It may be necessary for the Hirer to submit proof that they have undergone a successful check under the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. A copy of the DBS registration for the event organiser will be requested for lettings involving children under the age of 18 and a copy of the child protection policy must be attached to the letting agreement.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records for all adults in line with the DBS Code of Practice and report to the Head of the school any safeguarding concerns which may arise.

The Hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request, and supply details of the Officer responsible for the organisations safeguarding (see Appendix C)

2.3 INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body is indemnified by the Hirer against any loss, damage, costs and expenses during the use of the school premises by the Hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the school/governing body.

The Hirer must ensure that they have suitable insurance and that it is with a reputable insurance company as approved by the Governing Body (See Appendix C). There should be sufficient cover whereby in the event of a claim should the Hirer become liable to pay compensation sufficient funds are available to cover claims arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of the Hirer or anyone associated with the Letting/Organisation.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit of indemnity of a minimum of £5,000,000 (five million pounds) in respect of any

one incident and to include liability for the premises including liability for fire and explosion risks arising from the Hire of the premises.

The Hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Business Manager or Governing Body within seven days of a request. No booking will be confirmed until proof of insurance cover has been provided (See Appendix C).

The school shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

2.4 STATUTORY REQUIREMENTS

The Hirer must not do anything or permit any action which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

2.5 LICENCES AND PERMISSION

The Hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays.

The borrowing of music scores or plays from a local library does not constitute permission to perform. Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises Licence authorising entertainment, or by applying for a Temporary Event Notice

The school's Business Manager must be given at least four weeks' notice of a stage play production. The Letter must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact Shropshire Council 0345 678 9026 licensing@shropshire.gov.uk It is the responsibility of any Hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The Hirer shall indemnify the Governing Body against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of the Letting covered by this agreement.

2.6 PUBLIC SAFETY

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. A copy of the policy is available from the school website.

Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes
- c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Site Manager/ School Business Manager
- e) the Hirer is responsible for familiarising him/herself with the procedure for evacuation of the premises, escape routes, assembly points and shall be familiar with the fire-fighting equipment available
- f) the Hirer is responsible for communicating the information detailed in 2.6.e to anyone attending the event or activity
- g) performances involving danger to the public shall not be permitted
- h) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc.) shall be undertaken or erected
- i) no latex materials, including balloons, may be brought onto the premises
- j) no unauthorised heating appliances shall be used on the premises
- k) all electrical equipment brought onto the premises shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the Letting application form. The Governing Body

disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment

- l) adequate supervision must be provided to maintain order and good conduct, and, where applicable, the Hirer must adhere to the correct adult/minor ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

2.6.1 EMERGENCY EVACUATION PROCEDURE

It is recommended that the Hirer familiarise themselves with the following, sharing with all under their control as Hirer:

- Anyone discovering a fire should immediately sound the nearest fire alarm. In the case of a child they should then inform the nearest adult.
- The alarm signal is a continuous siren for fire and an air raid type siren for bomb/other. The function of the alarm is to warn every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once. The school alarms for fire or bomb are completely distinguishable from any other school signal.
- Whenever the fire alarm sounds in school, please do not assume that this is a drill and does not affect you, please exit the school in a safe, orderly and efficient manner and congregate at the assembly point.
- The evacuation should be carried out quietly in order that any instructions given can be heard.
- To avoid fire spreading, if possible, windows as well as doors should be closed. However the closing of windows and doors should not unduly delay the evacuation of the building or present a health or safety risk. Adults must assess the situation and use their discretion.

Assembly Point

This is the grassed area/ pitch between the entrance and exit roads at the front of the main school entrance. Please note that this area is lit and that the turning circle must be kept free for emergency services.

Once at the assembly point the caretaker will come to you as soon as possible and let you know when it is safe to return or what action needs to be taken. He can be contacted on tel: 0773 621 6656.

Roll Call

The Hirer/club organiser or another designated person must take the responsibility of Fire Warden.

Once at the place of assembly a roll call or count must be taken and it is the responsibility of the Warden to have an up to date list of all attendees. Should anybody be missing the Fire Brigade/Caretaker on duty must be informed immediately. If danger to life is present the Fire Brigade will search for missing persons. Nobody will be allowed to re-enter a building. In the case of a drill permission to re-enter the building is given by the Caretaker on duty.

Notices

Fire Instruction Notices are located at each fire alarm point. Where people with hearing difficulties are present on the premises it will be necessary to make provision for alerting them in the event of fire.

Attacking the Fire

Circumstances will dictate as to whether fire-fighting operations should be attempted; the important thing is that **FIREFIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.**

2.7 THE HIRER'S RESPONSIBILITY

The Hirer must inform the school's Site Manager/Business Manager in writing of any fault, damage or other problems with the premises or equipment encountered during the Letting.

No part of the premises are to be used other than for the purpose requested.

No parts of the premises requested are to be used for any unlawful purpose or in any unlawful way.

The premises used must be left exactly as found with litter put into bins and furniture returned to its original position.

The school reserves the right to pass on to the Hirer any costs incurred in making good, returning the premises to its pre-Letting state (e.g. moving furniture back to position), any damage, cleaning up and /or breakages caused during a letting.

The Hirer must undertake their own risk assessments for Health & Safety purposes.

2.7.1 OWN RISK

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

2.7.2 FIRST AID FACILITIES

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not permitted.

2.7.3 FURNITURE AND FITTINGS

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. (If available, the caretakers may be able to help, but this is still the Hirer's responsibility). No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required. The school reserves the right to pass on to the Hirer any costs incurred in making good damage caused during a letting. Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

2.7.4 FOOD AND DRINK

No food and drink may be prepared* (see note below) or consumed on the property without the direct permission of the Business Manager in line with current food hygiene regulations. Where food is served the Hirer will be asked to provide food preparation certificates for the relevant personnel. No nuts or food containing nut products should be brought onto the school premises.

2.7.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Third parties shall only be permitted to share use of the school's kitchens and/or equipment where they can demonstrate that the personnel involved have appropriate qualifications. The kitchen must be left in the same condition as found with special attention paid to cleanliness and hygiene. A 'Slip Kitchen', where only a kettle and washing up facilities are available, can be used by a Hirer without supervision.

2.7.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Business Manager, whose written consent must also be obtained prior to seeking any Temporary Event Notice from the Local Authority for the sale of alcoholic liquor. All evidence of intoxicating

liquor including crates and bottles, must be removed from the premises at the end of the Letting.

2.7.7 SMOKING

Smoking is not permitted on any of the school premises. This includes all of the school grounds.

2.7.8 BETTING, GAMING AND LOTTERIES

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premise shall ensure that the requirements of the relevant legislation are strictly observed.

2.7.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in or at the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The Hirer must comply with the school's arrangements for disposal of any rubbish or waste materials. Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted anywhere on the school premises including the school playing fields.

2.7.10 RULES

The Hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

2.7.11 CHARGES AND CANCELLATIONS

Charges are always specified in writing to the Hirer including any review arrangements.

Requests will be reviewed by the Business Manager, having made reference to this policy and availability checked in the diary. Only then will dates and times be confirmed to the hirer in writing and an invoice raised by the Accounts Manager.

The Governing Body may cancel without notice any letting for which payment has not been received. This may be a single event or, for multiple lettings, the first in the series for which payment has not been received.

All out of school hours activities will be reported to the Site Team who will confirm attendance following the lett and advise of any problems.

The letting may be cancelled by the Hirer, provided that in each circumstance at least 7 days' notice is given.

Cancellations made less than 7 days before the event date will be charged in full.

For bookings made on a regular basis, i.e. at least ten bookings per term, the following notice period will be required for 'one off' cancellations: Over 72 hours, no cancellation charge, 48 – 72 hours, 50% charge and less than 48 hours, 100% charge.

The Governing Body may cancel a letting giving 28 days' notice. In such circumstances any deposit or other payment received for the cancelled event will be refunded. In exceptional circumstances where the requirements of a school activity necessitates the cancellation of an event with less than 28 days' notice the Governing Body may at its sole discretion offer an alternative date or issue a full refund.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others inclement weather, failure of electricity/gas supply, health and safety issues relating to factors beyond the control of the Governing Body). The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the Hirer.

Notification of any cancellation shall be in writing and may be by email, fax or recorded delivery letter.

2.7.12 SUB-LETTING

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

2.7.13 STORAGE ANCILLARY TO THE LETTING

No goods or equipment should be left or stored on the premises without express permission from the School in writing. The school accepts no responsibility for items left on the premises.

2.7.14 LOSS OF PROPERTY

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, Hirer's property and effects. It is the responsibility of the Hirer to make his/her own insurance arrangements if required.

2.7.15 CAR PARKING

The Hirer is responsible for providing sufficient adults to supervise the parking and traffic movement of vehicles on site. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the School. In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.

Users of the school should avoid undue noise on arrival and departure.

2.7.16 TOILET FACILITIES

Access to the school's designated toilet facilities is included as part of the Letting arrangements.

2.7.17 RIGHT OF ACCESS

The Governing Body reserves the right of access to the premises during the Letting. (The Business Manager or members of the Governing Body may monitor activities from time to time).

2.7.18 VACATION OF PREMISES

The Hirer shall ensure that the premises are vacated promptly at the end of the Letting session. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

2.7.19 COMPLAINTS

Any complaints arising from a Letting agreement will be dealt with using the school's complaints procedure, a copy of which is available from the school website.

Appendix A

Letting Times

Facilities are available for hire from 5.00p.m to 9.45p.m on weekdays and at weekends by arrangement.

Table of Charges

FACILITY	HOURLY RATE
Standard Classroom	£10
School Hall Max numbers 300 in close seating 180 seated at tables	£15
Sixth Form Central Area	£10
Sixth Form Central Area with adjoining classrooms	£15
Lecture Theatre	£15
Food Tech room	£15
Kitchen	£20

Appendix B

LETTING AGREEMENT

Name of Organisation				
Purpose of Letting				
Accommodation and facilities Required				
Other Requirements (e.g. Chairs set out, equipment, etc.)				
Dates and Times				
Have you got insurance to cover the event? Please complete Lettings Indemnity form.	Yes		NO * Please note that Insurance will be required before letting can proceed.	
Does the event require any special licences (e.g. Temporary Event Notices, Entertainment licences) If yes please specify				
Will alcohol be brought onto the premises?	Yes		No	
Are you obtaining a license for sale of alcohol?	Yes		No	
Will Lett involve children under the age of 18 years	Yes		No	
If Yes Please advise what safeguarding and child protection policies and procedures are in place	Safeguarding lead:			
See School Guidance attached				
Will Electrical Equipment be used? If so please provide PAT Testing Certificate	Yes		No	
Full Name of Hirer				
Address of Hirer				
Contact numbers				
Signature of Hirer			Dated	
Signature on behalf of the School			Dated	

The approval of the School Business Manager and Governing Body must be obtained where the hirer requires alcohol to be brought onto the school premises.

Appendix C

LETTINGS INDEMNITY FORM

To comply with the conditions of the hiring agreement

INSURANCE COVER

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are (please attach a copy):

Policy No		Expiry Date	
Name of Insurance Company			
Address			
Indemnity Limit			
Signature of Hirer		Date	

SAFE GUARDING

I hereby confirm that systems are in place with regards to the safeguarding measures as per the lettings policy:

- All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy must be attached to the application form when it is submitted and will form part of your hire agreement.
- The policy must confirm that DBS checks are carried out on all staff and volunteers.
- The policy must be reviewed at least every three years.
- If you do not supply a copy of your child protection policy, or if the information contained in your policy does not provide assurances that staff and volunteers are DBS checked, your application to hire the premises will be refused.

The Responsible Officer for Safeguarding for the organisation is:

Name of Organisation			
Name of Safeguarding Officer			
Address (if different to Hirer)			
Signature of Safeguarding Officer		Date	
Signature of Hirer		Date	

SPECIAL LICENCES

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any infringement of copyright or performing rights arising from its use during my hire.

Type of Licence			
Name of Issuing Organisation			
Address of Issuing Organisation			
Signature of Hirer		Date	

ELECTRICAL PAT TESTING

I hereby confirm that should the need arise to use Electrical Equipment that proof of Electrical PAT Testing can be supplied and that I take full responsibility in case of any damage/fault occurring to the school or individuals during the use of the equipment.

Name of Organisation			
Name of Licensed individual or Company Carrying Responsible for the Electrical PAT Testing			
Address of PAT Tester			
Details of Equipment and PAT Expiry date		Date	
Signature of Hirer		Date	

Contact Details

NAME	POST	AVAILABILITY	CONTACT DETAILS
Rob Hughes	Site Manager	Mon – Fri 9.00a.m to 5.00p.m	01952 468400 rhughes@idsall.shropshire.sch.uk
Viv Hulme	Business Manager	Mon – Fri 9.00a.m – 5.00p.m	01952 468400 vhulme@idsall.shropshrie.sch.uk

Safeguarding Guidelines for Visitors to Idsall School

School Policy

Idsall School has a duty of care to all its students, and visitors, and operates its own Safeguarding (Child Protection) Policy (a copy of which is available [here](#)), in line with the requirements of government legislation. All visitors are legally required to comply with this policy, and to cooperate with its operation.

As part of this policy, all Idsall staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS), while visitors to the site are required to be adequately supervised by staff during normal school hours.

Visiting groups who use the school facilities outside of normal school hours, whose work includes young persons or vulnerable adults, are asked to have a Designated Person responsible for safeguarding issues.

Visiting groups are also required to adhere to the specific Safeguarding policies and procedures given by their regulatory authority or Governing Body, and are responsible for ensuring that these measures are adopted and implemented at all times whilst using the Idsall facilities.

You are reminded that it is a criminal offence for individuals to work with children or young people if they have previously been disqualified from such activities.

In addition should you, or any member of your group, encounter a situation which you consider to be inappropriate, or should any issue causes you concern, please inform a member of the School's staff or the Designated Safeguarding Lead from the school immediately (contact details are given below).

Idsall Students

To ensure that Idsall provides a duty of care towards its own student's, external activities should not clash or overlap with school events.

Idsall will always try to maintain a distinct separation between when the facilities are used by its own students during a 'normal school day' (Saturday sports fixtures and after school clubs are included within this period) and when the facilities are used by visiting groups.

During your booking there may be occasions when there are Idsall students present onsite participating in a school activity. In such situations members of your group should not pass on personal details or enter into electronic communications with Idsall Students unless this has otherwise been agreed in advance by a member of the School's staff. You should not share toilets or changing room facilities with Idsall students.

1 Contact Details:

Designated Safeguarding Lead:
Cath Cork, Assistant Headteacher 01952
468400 ccork@idsall.shropshire.sch.uk

The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children, young people or vulnerable adults.

Individual Responsibilities

All persons should be aware of issues related to the protection of young persons and vulnerable adults. Remember that someone else might misinterpret your actions, no matter how well intentioned. Even caring physical contact may be misinterpreted.

You should

Dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute. Treat all persons with respect and dignity. Respect the privacy of people under your care, and abide by Idsall staff instructions whilst using the facilities. Avoid, wherever possible, one to one situations in closed environments. Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.

You should not

- Have inappropriate physical or verbal contact with any person under your care;
- Make suggestive/derogatory remarks or gestures;
- Jump to conclusions about others without checking facts, or exaggerate or trivialize abuse issues;
- Take a chance when common sense, policy, and practice suggest another more prudent approach;
- Ignore concerns if you hear them raised by a child or young person.

Reporting: What to do

If a person discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions;
- Advise the person that you must pass on the information;
- Let them know you are glad they have shared this information;
- Report the matter to the appropriate person, venue management or the School's Designated Safeguarding Lead. *DO NOT investigate yourself.*

If you have any concerns about any person.

- Report the matter to the appropriate person, venue management

or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

If you receive an allegation about any person or about yourself:

- Report the matter to the appropriate person, venue management or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

Try to ensure that no one is placed in a position that could cause further compromise. In all cases, you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present;
- Report all the facts to the School's Designated Safeguarding Lead;
- Report concerns or allegations, *you must not investigate;*
- Not contact the subject of the allegation;
- Not promise confidentiality, as any information received may have to be contacted upon by other authorities.