

BARTLEY C.E. JUNIOR SCHOOL

Winsor Road, Bartley, Southampton SO40 2HR

Telephone: (023) 8081 2173

Facsimile: (023) 8081 3404

Headteacher: Karen Stonehouse, B.Ed.(Hons)



Dear Hirer

We have been advised that as a school we are perceived as having a duty to provide effective child protection procedures. These procedures include ensuring that any person or organisations who hire our facilities provide activities in a safe environment. I enclose a copy of our Child Protection Policy.

Where your booking involves children, young people or vulnerable adults we are required to keep a record of the following documentation for your club/organisation:

- A child protection policy
- A recruitment policy
- Current Insurance certificate
- Clubs constitution/Club rules
- Details of CRB checks for all adults who train, supervise or care for children or vulnerable adults within your group.
- Copies of relevant coaching or other qualifications for the activity taking place for every coach/volunteer

Please complete the attached slip confirming you agree to adhere to the policy and ensure that all supervisors and helpers are aware of this. You also commit to reporting any incidents and concerns to the school including any referral made to Police and Social Services as soon as possible after the event.

We require copies of all this documentation prior to commencement of your booking. If you have any difficulty at all with this request or wish to discuss it further please contact the School Business Manager. It is important that you are aware that we will be unable to continue with your booking unless the appropriate checks have been completed.

Safeguarding children has to be our priority. Thank you in advance for your co-operation and understanding.

Yours sincerely

Karen Stonehouse
Headteacher

Enc: Child Protection Agreement

CHILD PROTECTION

I agree to adhere to the policy and ensure that all supervisors and helpers are aware of this. I commit to report any incidents and concerns to the school including any referral made to the Police or Social Services as soon as possible after the event and ensure that all supervisors and helpers are aware of this.

Our Child Protection Liaison Officer through whom confidential information can be shared can be contact through the School Office at the above address.

Signed _____ Date _____

Print Name : _____

Club Name : _____