



**Lancaster**  
High School

Ambition • Kindness • Service

# School Lettings – Transfer of Control

2025–26





<b>Written Agreement of Safeguarding Responsibilities for a Third-Party Provider using a School Site</b>	
<b>Description</b>	<b>Yes/No – Evidence?</b>
1. Does the provider have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any safeguarding/welfare concerns and records to say that staff had read and understood the policy?	
2. Does the provider require its staff/volunteers to have annual Safeguarding Training and receive regular updates? Is Prevent training undertaken?	
3. Can the provider evidence appropriate safer recruitment and vetting arrangements including DBS clearance that are consistent with guidance in Keeping Children Safe in Education 2025.  Providers can seek advice and resources to enable them to comply in this area via the DFE	
4. Can the provider provide evidence that relevant staff have been checked under the Disqualification under the Child Care Act 2006 requirements? (If appropriate)	
5. Can the provider evidence an appropriate arrangements/ risk assessment for the activity including, but not limited to, arrangements for - <ul style="list-style-type: none"> <li>• Gaining relevant background about any health conditions inc. allergies and how any medical conditions will be managed.</li> <li>• Contingency arrangements for a child who becomes ill or is not collected at the end of the session</li> </ul>	





<ul style="list-style-type: none"><li>• Communication between provider and the school (access to mobile phone etc)</li></ul>	
6. Does the provider have a Code of Conduct for its staff / volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work with Children and Young people (2022)	
7. Does the provider have a complaints procedure and management of allegations procedure?	
8. Is the provider affiliated to a local or national professional body?	
9. Does the provider have an appropriately trained First Aider?	
10. Does the provider have relevant insurance?	
11. Has it been made explicitly clear to parents and all stakeholders that the third-party providers are responsible for the safeguarding of children in their care.	
12. It has been made explicitly clear to the provider that the school conforms to guidance from Keeping children safe in Education, September 2025 in view of reporting any concerns?	





Completed by ..... (Name) ..... (Provider)

Received by ..... (Name) ..... (School)

Date .....

