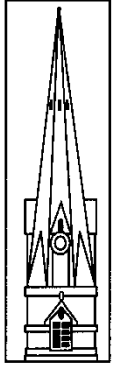


Higher Walton C.E. Primary School



Transfer of Control Information

Last reviewed: August 2025

Next review: August 2026

Introduction

Schools are increasingly encouraged to act as a community resource by engaging with external providers to offer a range of additional services and activities outside of the normal school day and curriculum. These arrangements can offer valuable opportunities for children and families. It is important that Governing Boards are aware of best practice in respect of safeguarding arrangements for such services.

Actions Required by Governing Boards

Governing Boards are required to audit the safeguarding functions of the school on an annual basis via the governor with lead responsibility for safeguarding. It is requested that the appropriate governor and Head Teacher consider the safeguarding needs of children engaged in third party activities on the school site as part of their annual audit of safeguarding. The Schools Safeguarding Team has developed a pro-forma to assist schools in this area.

Guidance from Keeping Children safe in Education September 2025

Use of school or college premises for non-school/college activities

P166. Where governing bodies or proprietors hire or rent out school or college facilities / premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

P167. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. Lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-schools settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

*The following checklist is intended to support schools in highlighting the safeguarding issues within such arrangements as well as promote awareness of best practice amongst such groups. **This is a starting template – to amend as you require.***

It is imperative that all your school staff, volunteers and Governors are aware of updated information in KCSIE 2025. Although a transfer of control is used to satisfy safeguarding arrangements, responsibly to report any concerns will still remain with the school, if this arises, even though the children attending the provision may not be children at your school or adults employed by the school.

Organisations or Individuals using school premises

P381. Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.