



Guidance regarding safe lettings for organisations

This guidance is designed to provide advice so that any organisation, school, religious setting etc, 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.

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 or religious site parents may feel that this confers extra credibility. This may possibly give false expectations / reassurance that the school or religious setting are taking responsibility for the activity and that usual safeguarding processes are in place.

As a minimum organisation letting premises should ensure that for any lettings which will be attended by children or young people, 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 (e.g., 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:

Anita Gibbons

Email: LADO@richmondandwandsworth.gov.uk

Tel: 020-8871 7440



Below is a checklist to support you with key questions:

- 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 must change their clothes what are the arrangements for this and how is this supervised?
- If Professional standards apply to the activity (e.g., 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?