





Houghton Primary School

*Working hard to achieve our best*

External Providers Protocol

Date reviewed and adopted:	14.11.2017
Reviewed and adopted by:	Governors: Teaching, Achievement and Standards Committee
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2020



## Houghton Primary School

At Houghton Primary School we aim to offer the children who attend our setting a wide variety of extra-curricular clubs and activities. Many of these are provided by school staff who operate under the school's policies relating to quality of provision and safeguarding.

In order to extend the range of provision for our children we will consider external providers. This is usually under an agreement where the provider uses school facilities at no hire cost, although this will be dependent on the activity being provided and costs incurred by the school, e.g. if additional staff are required to facilitate the provision, costs of utilities used etc. If costs are incurred, the facilities will be offered under the hire charge schedule in place.

We will vet all external providers in order to ensure that the quality of provision meets an acceptable standard to the school and complies with the school's rigorous safeguarding requirements. All providers will be required to provide the following information/documentation:

- Proof of identity
- An enhanced Disclosure and Barring Service check which was completed less than 2 years ago for each person working with the children.
- Evidence of all qualifications relating to the provision e.g. coaching qualifications, QTS, music qualifications, etc.
- Public Liability Insurance certificate
- Risk Assessments pertinent to the provision whilst it is on site

If the provider makes a charge for their services this will be done directly between the provider and the children's parents/carers. The school will not handle any money of financial transactions on behalf of the provider. The provider will also provide any flyers/leaflets/advertising for the activity for agreement by the school before distribution.

The providers usually operate independently and not under supervision of school staff. They will have responsibility for the children in their care during the activity and following the activity until the child is collected by a known/agreed adult. The providers running the club or activity with the children will need to attend a safeguarding briefing with the headteacher before they can begin the provision. This briefing will cover the school's requirements of the provider in

## External Providers Protocol

terms of safeguarding the children in their care on school premises and will include information about behaviour management.

If the headteacher is not confident about the external provider's ability to work with children on site in an unsupervised capacity she may consider still offering the provision, but under the supervision of a member of school staff. In this case, a charge would be made to the provider to cover the staffing costs.

If the headteacher is not confident about the external provider's ability to offer a good quality of provision and/or to safeguard the children in their care the provision will not go ahead.

Once the provision has started it will be monitored and reviewed on a regular basis through 'drop ins' from school staff, parental and pupil feedback and immediately following any incident or complaint. Should monitoring indicate that the provision fails to meet the required high standards which are advocated by the school both in terms of quality and/or safeguarding the provision will be stopped until the provider can evidence that any concerns will be addressed to the satisfaction of the headteacher.

The headteacher reserves the right to stop the provision and end the agreement without notice at any point and without cost to the school.

Provision will not be organised until the provider has accepted these terms and conditions, together with those listed on the agreement overleaf.

The agreement will be in place for the duration of the activity, and reviewed with the provider at the end of the activity or at the end of each term.

November 2017

Next review of protocol: Autumn 2020 or sooner if necessary

## Houghton Primary School

### Agreement for Provision of Extra-Curricular Activities at Houghton Primary School

I/the company will provide the following documentation prior to the provision being offered at the school:

- Proof of identity
- An enhanced Disclosure and Barring Service check which was completed less than 2 years ago for each person working without supervision of school staff with children within the activity. If this was not completed through the school I will provide evidence of the DBS check (letter or DBS certificate)
- Evidence of all qualifications relating to the provision e.g. coaching qualifications, QTS, music qualifications, etc.
- Public Liability Insurance certificate
- Risk Assessments pertinent to the provision whilst it is on site (to be agreed)

I understand that if the provision incurs costs to the school (staffing, utilities etc.) I may be charged under the school's hire agreement.

I understand that in some circumstances the headteacher may only give permission if the provision is supervised by a member of the school's staff. This arrangement may change after the provision has begun. If supervision is required I will cover the staffing costs incurred.

#### If provision is agreed:

I will ensure that all adults providing the activity attend a Safeguarding Briefing with the headteacher and abide by the school's policy and protocols relating to safeguarding and child protection.

I will provide all flyers, leaflets and other advertising for the provision and will make changes to this documentation if the school asks me to.

I will provide Booking Forms for the activity which make the terms and conditions clear and include; charges, dates, times, parental emergency contact details, pick up/collection arrangements, cancellation arrangements, photography/film permission.

If there is a charge for the activity I will be responsible for all financial transactions for the provision. I will make the terms and conditions of any financial contract with parents/carers clear from the outset.

I will provide the school with a list of all children taking part in the activity and provide updated copies if any changes occur.

## External Providers Protocol

I/the club providers will give the school at least 2 working days notice if the activity is cancelled or postponed (unless very exceptional circumstances).

I/the club providers will be flexible on the day in terms of the location in the school where the activity is provided and understanding if arrangements have to change at short notice.

I/the club providers will liaise with the school office on each day that the activity runs in order to find out if there are any absences BEFORE the club starts.

I/the club providers will keep a register and if any child fails to attend I/we will inform the school office immediately so that their attendance can be followed up.

I/the club providers are responsible for the children in my/our care for the whole time the activity runs and following the activity until they are collected by the agreed adult named on the booking form (unless the parents have informed me or the school of alternative arrangements).

I/the club providers will follow the school's advice in terms of managing behaviour of children in my/our care during the club. I/the club providers will inform both parents and the school of any incidences in terms of poor behaviour.

I/the club providers will not take photographs or film clips of any children without the permission of the parents (on the booking form) and of the headteacher on the day. Any photographs or films agreed will only be shared in accordance with the school's policy.

I/the club providers will abide by and follow the school's Protocol for Children Not Collected if any child is not collected at the end of the activity.

I/the club providers will follow the agreed risk assessments in place, and review the regularly and as necessary with the school.

I/the club providers understand that the provision offered will be monitored by the school through 'drop ins' and feedback from pupils and parents. Feedback will be shared and if provision does not meet the standards required by the school I will work together with the headteacher in order that provision is improved.

I/the company understands that the headteacher reserves the right to stop the provision at any point without cost to the school.

Agreed for the period: \_\_\_\_\_ to \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_