

Groups and Visitors using School Facilities Policy Statement **2021/2022**

OBJECTIVES:

- To make visitors welcome
- To ensure that children and staff are safe
- To be able to account for and locate visitors at all times
- To encourage the safe use of school facilities amongst our local communities
- To prevent unauthorised persons entering and using school facilities

The safety of children at **Sedbergh School** and **Casterton, Sedbergh Preparatory School** is paramount.

For all groups that visit and enjoy the use of our schools' facilities on a regular basis, we ask that due care and attention are paid at all times

Every visiting group will sign and return the form on the following page, before using either school's facilities. Please provide a copy of a driving licence or other photo identity for all Leaders named. All staff must be named overleaf, and, if in contact with children, must hold a valid DBS check and provide the number.

There must always be one of the named Leaders present.

Sedbergh School and Casterton, Sedbergh Preparatory School are fortunate enough to occupy rural locations and actively encourage community use of their facilities. Both schools therefore attract numerous visitors for a variety of reasons.

If any visitor behaves in an unacceptable or threatening manner, they will be required to leave the premises immediately. In this situation, they should also be removed from any situation where there is a possibility of them harming children or staff.

By signing this document, the designated Leader will ensure that: -

- A register of attendees is collated for each session
- The Parent / Carer has been advised of all requirements and will be asked to leave if they contravene
- The Parent / Carer must only make use of the specified facility (ie School pool) and will not use other School facilities, including playground
- The Parent / Carer must not arrive before the designated time and should leave immediately afterwards. If they have children in the next lesson they wait poolside
- The Parent / Carer should not enter a changing room without permission from the Leader and wait to collect / observe only in those areas as specified by the Leader
- There should be no engagement with CSPS pupils any more than perfunctory greetings

COVID

All Groups will be expected to follow, and adhere to, not only current national COVID regulations and recommendations, but also to any additional infection-risk rules that either school wishes to apply.

These will be communicated to the Group Leader in advance of the group attending for the first time and will be updated as required during the length of the agreement

It is the responsibility of the Group Leader to ensure complete compliance from their entire group.

Our most important means of securing the safety of visitors, pupils and school property is vigilance. Suspicious behaviour, in every instance, is a source of concern which should always be reported immediately either verbally at the Bursary or Prep School reception or by telephone 01539 244025 and by email to eventsmanager@sedberghschool.org.

There should be no unnecessary contact between external groups and school pupils.

It is the responsibility of the group leader to ensure all staff and volunteers who work with children read and understand Part 1 of the most recent KCSIE including Annex A.

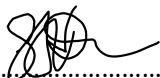
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828587/Keeping_children_safe_in_education_part_one.pdf Every adult supervising activities should understand their individual responsibilities in being alert to the signs of concern or abuse and ensure that all appropriate actions are taken to address any, and all, concerns about the welfare of a child.

As overall Group Leader I confirm I have read and understood the above and will act, at all times, to ensure the safe use of facilities, the safety of the group and all school pupils and staff, recognising that Safeguarding of the children attending the sessions is the responsibility of the Leaders present.

I confirm that all information provided overleaf is correct.

I confirm that I have signed and returned a copy of the Swimming Pool PSOP (where relevant)

Name Sarah Holton
.....

Signature  Date: 21/9/21
.....

Group Name Sedbergh Swimming Club
.....

Visiting Group Name:



Facilities Used:

Dates/Times Used: -

.....

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Age groups attending: -

.....

Group Leader 1:

Signature:

Contact details:

DBS Number:

Photo ID provided:

Lifeguard qualified: Y/N

Group Leader 2:

Signature:

Contact details:

DBS Number:

Photo ID provided:

Lifeguard qualified: Y/N

Group Leader 3:

Signature:

Contact details:



DBS Number:

Photo ID provided:

Lifeguard qualified: Y/N

Additional staff:

NAME (printed)	DBS number	Signature