



## Groups and Visitors using School Facilities Policy Statement 2023/2024

### 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 a scanned copy of the certificate.

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. Parking times and areas are specified and must be adhered to for safety
- 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 pupils any more than perfunctory greetings

### Infection Risk

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 Sedbergh Main Office or Prep School reception and by email to [eventsmanager@sedberghschool.org](mailto: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 and the After-School clubs safeguarding guidance.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

[After-school clubs, community activities, and tuition – Safeguarding guidance for providers \(windows.net\)](https://www.windowsonline.net/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers)

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 that all adults supervising children 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 safeguarding protocols are in place and adhered to, that copies of documents, where relevant, have been provided to the School, and all information provided overleaf is correct.**

**I confirm that I have signed and returned a copy of the Swimming Pool PSOP (where relevant), received the necessary induction for the facilities being used and provided a copy of the Activity Risk Assessment**

Name .....DENISE GAANST.....

Signature .....D Gaanst.....

Date: .....27/10/23.....



Group Name Sedbergh Swimming Club

Visiting Group Name: Sedbergh Swimming Club

Facilities Used: Swimming pool

Dates/Times Used: - Sept - June. Scheduled provided separately.

Age groups attending: - Age 5 yrs onwards. Juniors and adults.

Group Leader 1: D Grant

Signature: D Grant

Contact details: Email: Sedberghswimmingclub@gmail.com

DBS Number: 001843343681

Photo ID provided: NO

Lifeguard qualified(where relevant): Y/N

**A Scanned Copy of the DBS Certificate must also be provided.**  
*list provided separately.*

Group Leader 2: .....

Signature: .....

Contact details: .....

DBS Number: .....

Photo ID provided: .....

**A Scanned Copy of the DBS Certificate must also be provided.**



Lifeguard qualified(where relevant): Y/N

Group Leader 3: .....

Signature: .....

Contact details: .....

DBS Number: .....

**A Scanned Copy of the DBS Certificate must also be provided.**

Photo ID provided: .....

Lifeguard qualified(where relevant): Y/N

Additional staff: *See separate sheet provided.*

NAME (printed)	DBS number **	Signature

**\*\*Scanned Copies of the DBS Certificates must also be provided.**