



Denefield School

Lettings - Safeguarding Policy for Venue and Facilities Hire

Approved by Trust Board on	10 September 2025
Date of next review	September 2026
Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	DSL
Location of policy	Website

Lettings - Safeguarding Policy for Venue and Facilities Hire

This policy exists alongside Denefield’s Safeguarding and Child Protection Policy and Denefield’s Health and Safety Policies.

1. Introduction

Denefield is committed to a strong culture of safeguarding, ensuring that all adults embrace the concept of “it could happen here.” We are fully committed to creating a culture of vigilance. We expect everyone who works in, visits our school and uses our facilities to share this commitment. We encourage staff, students, and visitors to report anything that concerns them and we will always act in the best interest of the child. In line with *Keeping Children Safe in Education* (2025), we place importance on contextual safeguarding and consider risks in our local community when assessing the safety of our students.

This policy refers to procedures and documentation which is internal or for specific stakeholders. The aim of the policy is to give an overview of our approach to safeguarding, but we are always happy to respond to queries or provide further guidance with our partners.

2. Definitions

In line with *Keeping Children Safe in Education* 2025, we define safeguarding as:

- protecting children from maltreatment
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

‘Children’ includes everyone under the age of 18.

3. Key contacts

Denefield	Role	Contact details
Mrs Anna Williams	Designated Safeguarding Lead (DSL) Designated Teacher for looked after children	aws@denefield.org.uk
Mrs Kelly Cook Mrs Tam Hill Mrs Lindsay Holley Mrs Jo Levey Mr Edwin Towill Mr Michael Peacock Mrs Nicky Wilcox	Deputy DSLs	kck@denefield.org.uk thl@denefield.org.uk hol@denefield.org.uk jly@denefield.org.uk headteacher@denefield.org.uk mpk@denefield.org.uk wlx@denefield.org.uk

Mrs Helen Blake	Safeguarding trustee	safeguardingtrustee@denefield.org.uk
Mrs Deborah Netton	Senior Mental Health Lead	dnn@denefield.org.uk
Mr Chris Burrows	SEND Coordinator	cbs@denefield.org.uk

Local authority	Name	Address	Telephone	Email
Reading Children's Single Point of Access (CSPOA)	Duty social worker	Civic Offices Bridge Street Reading RG1 2LU	Professionals, parents, carers, and members of the public: 0118 9373641 Emergency duty team (outside of office hours): 01344 351999	cspoa@reading.co.uk Report concerns about a child - Reading Borough Council
West Berkshire Contact, Advice & Assessment Service (CAAS)	Duty social worker	Council Offices Market Street NEWBURY RG14 5LD	Professionals, parents, carers, and members of the public: 01635 503090 Emergency duty team (outside of office hours): 01344 351999	child@westberks.gov.uk
Prevent Officer Thames Valley Police	Prevent officer		National police Prevent advice line: 0800 0113764 Local enquiries and advice (West Berkshire): 01635 503090	Referral form: Prevent national referral form Send referrals to: preventreferralswestberkshire@thamesvalley.pnn.police.uk To report online material:

				Report online material promoting terrorism or extremism - GOV.UK (www.gov.uk)
Acting Building Communities Together Team Manager and PREVENT Lead, West Berkshire Council	Alex O'Connor	CEO & Support West Berkshire Council 20 Mill Lane Newbury RG14 5QU	01635 551111	westberksbct@westberks.gov.uk
Local Authority Designated Lead (LADO)	Fiona Goussard	Council Offices Market Street Newbury RG14 5LD	CAAS on 01635 503090	LADO@westberks.gov.uk
NSPCC			0800 800 5000	

4. Hirers

Denefield works carefully to take steps to ensure that our hirers are able to use our facilities in a safe and appropriate way. The procedures most relevant to safeguarding are listed below.

Our hirers are responsible for safeguarding their attendees, especially if they are children. Whilst they accept our terms and conditions before bookings, all potential hirers must also read and accept a safeguarding declaration before they are allowed to hire any school sites. If they are working with young people or vulnerable adults, they must also upload a safeguarding policy and are subject to routine spot checks both of their policies and their on-site usage. Below is a summary of the main steps we take in regards to establishing safeguarding expectations for hirers:

- Hirers are expected have their own safeguarding policies in place, and to ensure those working with children have adequate DBS checks.
- Hirers are expected to have their own safeguarding officer who is appropriately trained in safeguarding children and vulnerable adults.
- We also require hirers to comply with *Keeping Children safe in out-of-school settings* found in the DfE's document *After-school clubs, community activities and tuition (September 2023)*. We may terminate the booking with immediate effect if they do not.

- The person booking the event must take responsibility for their attendees on site — including the responsibility of appropriately supervising children.
- Hirers are required to have adequate policies and procedures in place in relation to their Prevent responsibilities. Hirers who are religious groups are required to confirm that their values align with British Values, and any groups who have political or religious elements to their organisation are subject to further vetting.
- We require hirers who work with young people or vulnerable adults to provide a safeguarding policy as part of our booking process. If hirers do work with children, we require a policy. If hirers do not work with children or vulnerable adults, they complete an opt-out declaration.
- We may conduct site-based spot checks of hirers using a safeguarding checklist, to assess adherence to their own policies that they have provided us with, government guidance, and safeguarding of their attendees. Further information about spot checks can be found below.
- We are careful about the bookings we accept and have a rigorous vetting procedures. Among our procedures are checks on all bookings, Public Liability Insurance certificates, not allowing consumption of alcohol without prior agreement, appropriate limitations on types of usage and number of attendees, and requiring each booking to speak to a member of staff as well as completing checks.
- Where possible, hirers are grouped in areas to limit children and adults mixing, particularly in regards to toilet usage. Where this is not possible all hirers are responsible for ensuring that their attendees are supervised appropriately on site and that children are not unaccompanied.

5. The school site

We conduct an enhanced DBS check of each member of staff who works on a school site or has keys provided as part of their role working on school sites. Staff also are required to undertake safeguarding training at least every three years.

The school works to ensure a safe and efficient handover between the end of the school day and lettings arriving on site. We will arrange the time that lettings can arrive on site. If there are Denefield students on site at this time, it is crucial they are supervised by a member of Denefield staff, as not all users of the site and their attendees (for example, adult only football) will have a DBS in place.

We conduct a risk assessment when a new group is being considered to let our facilities to ensure access to confidential information within the school is restricted.

It is expected that the safeguarding lead for the hirer's organisation will be made immediately aware of any safeguarding concerns and will act appropriately. The school's designated safeguarding lead will be notified by the next working day and will check that appropriate action has been taken.

Denefield staff

It is the responsibility of the hirer to respond to a safeguarding concern that they notice or that is reported to them in relation to their organisation. The concern and actions taken must then be reported to the DSL by the end of the next working day.

Our on-site staff are subject to Safer Recruitment Procedures, undergo an enhanced DBS check and are provided with safeguarding training. We use CPOMS and safeguarding incidents forms to record concerns to the DSL.

Safeguarding concerns can be raised to our attention in the following ways:

- Via our on-site staff who may witness a safeguarding incident or have concerns about a particular community group
- Via our hirers who may witness a safeguarding incident or have concerns about a particular organisation
- Via a school or a safeguarding partner who may be investigating an organisation
- Via community users who may witness a safeguarding incident or have concerns about a different organisation
- Via the general public or organisation attendees.

Concerns for the school's attention should be reported in one of the following ways: using the form in appendix 1, emailing listening@denefield.org.uk, phoning the school during school hours and asking to speak to the safeguarding lead.

If a member of Denefield staff has a concern they will:

- Report to the lead hirer to follow the hirer's safeguarding protocol
- Notify the Denefield DSL by the end of the next working day
- Contact the police if the concern is about the lead hirer, and there is an urgent safeguarding concern where a child or vulnerable adult is at immediate risk

How we manage reported safeguarding concerns

- Concerns that are beyond the responsibility of the organisation's hirer / safeguarding lead should be raised with the school using one of the following ways: using the form in appendix 1, emailing listening@denefield.org.uk, phoning the school during school hours and asking to speak to the safeguarding lead. These may be concerns that relate to other organisations or individuals outside of their organisation. If there is an immediate risk of harm this must be reported directly to the police.
- The DSL will follow Denefield's safeguarding policy, including contacting the LADO if necessary.
- If, following any investigation, the organisation is found not to comply with the most recent *Keeping Children Safe in Education* document, Denefield may terminate their contract with immediate effect.

Spot checks

There are two types of spot checks that may be carried out on hirers: a) at random, or b) due to a concern or incident reported. If we are conducting a check following a concern raised or incident reported, this may be to gather more information and is usually conducted by or overseen by our DSL in order to provide a more complete incident report to a LADO.

Random spot checks may be carried out either by reviewing the hirer's documentation or during their usage of the school site. For these we use a checklist to establish a 'pass' or 'fail' of the check. These are adapted from the Government Guidance [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61212/after-school-club-guidance.pdf)

If a hirer group fails a check, depending on the severity of the situation this is either reported to them to improve with further follow up checks, or to the relevant safeguarding partner. In serious cases we may suspend a hirer for a limited time or permanently, as well as informing the LADO.

In hiring Denefield's premises safeguarding responsibilities are transferred to the hirer who agree to follow DfE and Denefield procedures.

Allegations involving Denefield staff

Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the DSL (or the Headteacher if the concern is about the DSL, or the LADO if the concern is about the Headteacher). This guidance should be followed where it is alleged that a member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- Or there are other concerns around the behaviour of staff in relation to safeguarding.

The DSL and / or the headteacher will then determine if the allegation constitutes a low-level concern or is of the threshold to inform the LADO. If there is any doubt about whether the information in fact meets the harm threshold, they will consult with the appropriate LADO.

Low level concerns that do not meet the criteria for an allegation, but the person has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, will be managed by our DSL and / or other Denefield staff as directed by the Headteacher.

The school will follow our safeguarding policy at all times.

Links to

[Keeping children safe in education 2025](#)

[After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](#)

Safeguarding and Child Protection Policy (see school website www.denefield.org.uk)

Appendices

1. Safeguarding concern form
2. Spot check form

Appendix 2: spot check for out-of-school providers

Providers should comply with [After-school clubs, community activities, and tuition - safeguarding guidance for providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) at all times.

Check carried out by:		Date:
Check	Evidenced? Yes / No / Partially / NA	Follow up
1. Up to date safeguarding policy		
2. Staff behaviour policy / code of conduct		
3. Clear procedures on what to do if there are concerns about a staff member, volunteer or other adult		
4. Appointed and suitably trained designated safeguarding lead		
5. Parents / carers provided with a named individual to raise safeguarding concerns to		
6. All staff and volunteers know the local referral route into children's social care		
7. Staff and volunteers' pre-employment checks, e.g. enhanced DBS, verification of identity, references, right to work		
8. Regular performance reviews for staff and volunteers		
9. Complaints procedure		
10. Whistleblowing policy		
11. Clear line of accountability		
12. Clear record of safeguarding training provided to all staff and volunteers, refresher schedule		
13. Public liability insurance		

14. Health and safety arrangements, including fire and evacuation plans		
15. Up to date first aid training		
16. Lone providers: parents / carers provided with contact details for children's services or NSPCC		
17. Lone providers: lone working policy		