



SAFEGUARDING IN EMPLOYMENT
HIRING REQUEST AND CERTIFICATE OF ASSURANCE
FOR EXTERNAL AFTER SCHOOL CLUBS

Please complete and sign this form and return to the school office at least 21 days prior to the event

Name of Hirer/Organiser:	
Name of Organisation:	
Purpose (s) of company/organisation:	
Address (including postcode):	
Email:	
Telephone number(s):	

Details of Hiring Request:

Day(s) of the week:	
Dates (from and to)	
Excluded dates:	
Number of sessions:	
Times: (from and to) (you will be given a courtesy 15 minutes at the end of your letting to allow for clearing away and vacation of the premises) Please note that areas that are hired should be cleared of rubbish and swept (where applicable).	
Purpose of hire:	

VETTING CHECKS : EMPLOYEES/VOLUNTEERS ACCESSING THE SCHOOL SITE

Our school is committed to supporting the Prevent Duty. As part of our safeguarding policy we identify risks and work with local parties (including the Local Authority) to prevent radicalisation and terrorism. The school will not hire out or lease its premises to any party, individual or group that we feel would conflict with our responsibilities under the Prevent Duty.

Name of Employer:	
Name(s) of employees/volunteers visiting/using the school premises under the terms of this hire. Please list:	

Declaration:

I confirm that this organisation complies with the Disclosure and Barring Service (DBS) Code of Practice where appropriate.

I confirm that all appropriate vetting procedures for employees/volunteers working for this organisation have been carried out and all the above names employees/volunteers have a DBS Check Disclosure at the appropriate level (where required)

This organisation agrees to advise the school immediately of any concerns that may arise over any of this organisation's employees/volunteers who would be present at the school's premises or who are contracted to work for the school in any way; that obligation to advise the school includes any situation where the presence of an employee/volunteer on the school's premises could damage the reputation of the school.

I also confirm that all the employees/volunteers listed above have:

- Completed all necessary company checks in respect to qualifications (where appropriate/required)
- Provided evidence of proof of right to work in the UK
- A current DBS Check at the appropriate level (where appropriate/required)
- Completed a Disqualification Declaration where required by the Childcare (Disqualification) Regulations 2009 (where relevant)
- Been vetted in accordance with all relevant employment and safeguarding checks required under relevant legislation.
- Any information disclosed through the above vetting checks has been disclosed to the Headteacher.

Signed:	
Position in Organisation:	
Name: (Please print):	
Date:	

FOR OFFICE USE

	Date	Signed
CONTRACT RECEIVED		
INSURANCE DETAILS		
DBS INFORMATION ON SIMS		