



EXTERNAL LETTINGS SAFEGUARDING POLICY

Reviewed and updated autumn 2025 | Next review autumn 2026

Introduction

Policy Area:	Child Protection and Safeguarding
Relevant Statutory Regulations:	Safeguarding Vulnerable Groups Act 2006 Keeping children safe in education (KCSIE) 2025 Disqualification Under the Childcare Act 2006 The Counter- Terrorism and Security Act 2015
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	DSL
Date updated:	01 October 2025
Date of next review:	01 October 2026

This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

The Governing Body, Enterprise Manager and the Designated Safeguarding Lead of St Nicholas School ("the School") fully recognise their responsibility to create opportunities for the wider community to make use of the School's facilities. This not only brings in additional income, but also has potential to open opportunities to pupils of the School to engage in additional activities beyond those offered directly by the School.

In order to maximise the use of its facilities and resources, and to broaden its community involvement, the School has an established programme of letting out its facilities both in term and holiday time, to facilitate further education or activities in accordance with the School's ethos and beliefs.

Child protection is at the forefront of all our operations, and our responsibilities are first and foremost to ensure the safety of all pupils and children on School premises.

Challenging extremist beliefs is a part of child protection, and when hiring the facilities, the School assess whether any organisation presents a risk of terrorism or promoting extremist beliefs under the Prevent Duty.

Aims

This statement aims to outline the position of the School and the organisations hiring the School's facilities with regards to Child Protection and the Safeguarding of Children.

Facilities for hire

The Enterprise Manager administrates the booking of facilities for hire.

The School hires its facilities to the wider community when and where it is deemed appropriate within the discretion of the Enterprise Manager and Head. The circumstances of a particular hiring will depend on factors including the purpose of hire and its audience and whether these accord with the School's ideology and charitable purposes, whether the School is in session, and whether the facility in question will be in use by pupils.

Before the formal acceptance of a booking, the Hirer will be required to email the Enterprise Manager the following documents:

- Their safeguarding policy either directly or via their governing body.
- Confirmation on headed paper that all staff have a DBS check and that all staff have an annual update of their safeguarding training or child protection training in accordance with their organisation's child protection policy.

The booking will only be confirmed on accepting the above documents. Once any bookings are confirmed, all organisers hiring the School facilities will be made aware of the DSL's name (Stella Lawson) and given the following email address where they can report any safeguarding concerns: safeguarding@stnicholas.school

Glossary

Legal framework:

- Keeping children safe in education ("KCSIE") 2025
- Disqualification Under the Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Education (Independent School Standards) Regulations 2014
- The Independent Schools Inspectorate Handbook –Commentary 2017
- The Counter- Terrorism and Security Act 2015
- The Prevent Duty guidance for Schools

Relevant policies

- Health and Safety Policy
- Radicalisation and Extremism Policy
- Child Protection and Safeguarding Policy

Child protection

If the Organiser is an organisation that proposes to provide services/activities to/for children or will be hiring facilities which St Nicholas' pupils have access to, the Organiser is obliged to comply with the following:

- The Organiser and all members of its party must either: Follow their own child protection policy OR Read and adopt the School's child protection policy, the Staff Pupil Code and Part 1 of Keeping Children Safe in Education.
- The Organiser will inform the School at the time of signing the contract, which procedure it is going to follow.
- The Organiser will advise the School of the identity and contact details of their designated safeguarding lead for child protection.
- The Organiser agrees that if any child protection concerns come to light, either with regard to their staff who may attend on site; or a child (irrespective of where they have occurred) they will inform the School immediately. The identity of the child will be anonymised as appropriate. The School will make a decision as to whether the information has any implications for the continuation of the hire, and may decide to end the contract or state that certain persons are no longer allowed on site if they are likely to pose a risk to other adults or children.