

BRANNEL SCHOOL Safeguarding Checklist

Name of Provider			
Contact Address			
Tel No:		Email	

Have a written letter of assurance to confirm that the organisation / provider has undertaken all the necessary safeguarding, safer recruitment and vetting and barring checks for all employees who visit Brannel School <i>Please provide a written letter of assurance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
All staff delivering activities have been DBS* checked for their suitability to work with children and young people. <i>Please provide a copy of the DBS* Certificate for verification.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least one member of staff, delivering activities or attending, has an appropriate First Aid qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The activity is risk assessed? <i>Please provide a signed copy of the risk assessment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The organisation/ provider have the following policies which all staff are full aware of:-	
Health and Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
OR Have read and are willing to adhere to Brannel School's Policies and Procedures.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have Public Liability insurance in place covering the activities <i>A copy of the Certificate of Insurance must be provided</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
All staff have the necessary and relevant qualification to run the activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed by	Position
Signature	
Date	

For Office Use	
<i>Approved by</i>	
<i>Position</i>	
<i>Date</i>	
<i>Central Record</i>	

Please return this form and copies of relevant documents to:
 Laura Pedlar
 Brannel School
 St Stephen
 St Austell
 PL26 7RN

**Disclosure and Barring Service*

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