

After School Club Provider - Safeguarding Agreement

This document has been created for use by After School club providers. It outlines essential information for non-school based staff. It has been created to ensure that all parties remain safe in the school environment.

Please sign the document when you have read it. If you have any questions please ask the Head Teacher or a member of the Extended Schools team. This document and attached referral form must remain in the After School club register at all times.

Who should I talk to?

If you have any concerns about a child during one of your sessions, please complete an Incident/Concern Form (attached to this form). This should be passed to the Designated Senior Person, who will take appropriate action (within 24 hours) and report back to the reporting member of staff. The school's safeguarding contacts are Jane Swingler and Sarah Brittain.

Guidance for Providers

When should we record?

- Marks on a child's body
- Unusual or significant changes in a child's behaviour
- Mood changes
- Puzzling statements or stories from a child

What should be recorded?

- Changes in patterns of attendance
- Changes in behaviour
- Relationships (with peers and adults)
- Comments made by child / drawings if appropriate
- Parental involvement
- Response to PE (changing)
- Marks or injuries (past and present)

Who should record?

- All teaching staff
- Other staff as appropriate, including after school providers

I understand all of the above guidance and will inform one of the lead safeguarding staff members should I have any concerns for a child's safety or wellbeing.

Signed:

Organisation:

Date:

Edale Rise Primary and Nursery School

Incident/Concern reporting form



Nature of incident:

Date:

Children or adults involved:

Description of incident:

Response:

Further actions:

Staff signature:

Leadership Team member signature:

Date: