



St Peter's Eaton Square C. of E. Primary School

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SAFEGUARDING CHECKLIST

for out of school settings and non-school clubs

Name of setting or club:.....

In order to comply with DfE Guidelines please tick if you have each item and attach documents relating to statements in bold. Do not attach documents containing personal data (first three items).

- Completed registration form for each pupil attending your school which includes a data protection statement, parent/carer contact details, an alternative contact in case of emergency, details of any medical issues you should be aware of, and GP details?
- Registers which show pupil attendance, absence and punctuality (drop off & collection)?
- Job descriptions for each staff member and role descriptions for volunteers?
- Safeguarding Policy Statement stating your commitment to safeguarding and including names and contact numbers for those people responsible for child protection and health and safety?**
- Code of conduct for staff which includes information on who to contact with suggestions, concerns and complaints?**
- Statement of commitment to promoting equality, individual liberty, respect for diversity and the rule of law?**
- Staffing and volunteer policy including recruitment and induction procedures.**
- List of staff and volunteers showing roles, management structures, relevant qualifications and DBS check details where appropriate?**
- Health & safety policy, which includes what to do if someone is injured or sick, and what to do in case of a fire or other emergency?**
- Risk assessments?
- Policy on internet safety (if relevant)?
- List of your management committee showing each member's full name, address, contact phone number, role, and DBS check details where appropriate?**
- Appropriate insurance?**
- Please indicate whether you have been issued with the appropriate policies from St Peter's Eaton Sq CE Primary school;**
 - Safeguarding policy
 - Fire Safety / Emergency procedures
 - Lettings Policy
 - Lettings booking form (contract)

Written by Miles Ridley, Head/DSL 26/02/2019

Last reviewed by Governing body Resources committee 26/02/2019

Next review September 2020 with Safeguarding Policy review