

Headteacher: Mr B Rule BA(Hons), MA Ed, NPQH

Dear Hirer

CHILD PROTECTION PAPERWORK

As a school we are perceived as having a duty to provide effective child protection procedures, these procedures include ensuring that any person or organisations who hire our facilities provide activities in a safe environment. I enclose some guidelines for Community Enterprise Users and a copy of our Safeguarding policy can be found on our website - [Safeguarding-Policy-2023.pdf \(wyverncollege.org.uk\)](https://www.wyverncollege.org.uk/Safeguarding-Policy-2023.pdf).

Where your booking involved children, young people or vulnerable adults we are required to keep a record of the following documentation for your club/organisation:

- A child protection policy
- A recruitment policy
- Current Insurance certificate
- Clubs constitution/club rules
- Details of DBS checks for all adults who train, supervise or care for children or vulnerable adults within your group.
- Copies of relevant coaching or other qualifications for the activity taking place for every coach/volunteer
- VAT Exemption Form (enclosed) or VAT registration no.

Please complete the attached slip confirming you agree to adhere to the policy and ensure that all supervisors and helpers are aware of this. You also commit to reporting any incidents and concerns to the school including any referral made to Police and Social Services as soon as possible after the event.

We require copies of all this documentation as soon as possible. If you have any difficulty at all with this request or wish to discuss it further then please do contact us as soon as possible. It is important that you are aware that we will be unable to continue with your booking unless the appropriate checks have been completed.

Safeguarding children has to be our priority. Thank you in advance for your co-operation and understanding.

Yours faithfully

Wyvern Community Enterprise Office

Enc.



Botley Road
Fair Oak
Eastleigh
Hampshire
SO50 7AN

Telephone: 023 8069 2679

Community: 023 8069 2678

Email: community@wyvern.hants.sch.uk

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Our Child Protection Liaison Officer, through whom confidential information can be shared, can be contacted through the Community Enterprise Office at the above address.

Signed _____

Date _____

Print Name _____

Club Name _____

Please return to Community Enterprise at the above address before the hire is due to start

