

Sacred Heart
Catholic Primary School



Learning in Love

Lettings Policy for the Academic Years 2025-27

Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Premises
Agreed by Governors on	
Chair's Signature	
Staff Member Responsible for Review	School Business Manager
Date for Review	November 2027

Introduction

The School believes that its buildings and grounds are a community asset and will make every reasonable effort to enable them to be used as much as possible. The object of a letting (hire of) school premises is to establish the school as a resource of and the 'hub' of the community. This in turn will encourage greater community cohesion and facilitate more vibrant, safer and stronger communities.

Although some lettings will be a means of increasing income to the School, the overriding aim will be to support the school in providing the best possible education for its pupils.

The School's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

The school is committed to supporting the Government's Prevent Strategy: by following our safeguarding policy, we identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

We expect any provider using our premises for activities for children to have safeguarding arrangements in place in line with the Department for Education's document 'Keeping children safe in out-of-school settings' and they will be expected to complete our 'Lettings Safeguarding Form' (Appendix 1) annually which will be kept on file.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the everyday life of the school. Costs arising from these uses are therefore a legitimate charge against the School's delegated budget.

Types of Lettings

Single lettings are those where an individual or organisation wishes to hire facilities on a one-off basis. This requires a completion of a booking form which is approved by the School Business Manager and the Headteacher.

Longer term lettings require the completion of a 'Transfer of Control Agreement' (Appendix 2) and the following documentation provided:

- Signed Transfer of Control Agreement (Appendix 1)
- Photo ID for all representatives on site.
- Signed Acceptable Use Agreement (Appendix 2)
- **Completed Lettings Safeguarding Form**
- Public liability insurance and/or Employers' liability insurance

Where providers are running out-of-school settings/community activities for children and/or young people under 18 years of age, including after-school clubs and tuition, in line with KCSIE 2025 hirers must also:

- Submit to the school a copy of their current child protection policy which must be compliant with current legislation.
- Confirm that appropriate pre-employment checks have been undertaken for all staff and volunteers, such as DBS checks, including a 'children's barred list' check where relevant for the role.
- Conduct their own risk assessment based on the organisation's activities and that they will provide first aid supplies that relate to the risk assessment (if not provided by the school).
- Notify the school's Designated Safeguarding Lead and Local Authority Designated Officer of any safeguarding allegations.

Terms and Conditions for Hire of School Premises

- The premises must be left in good order and vacated not later than the time booked.
- The hirer must not sub-let to another party.
- No animals other than guide dogs are permitted on the premises without the prior approval of the school.
- No intoxicants may be brought onto or consumed on the premises without prior approval of the Governors.
- If intoxicants are to be sold with agreement, the hirer must provide a copy of the relevant licence.
- Outside hirers will be required to exhibit to the school evidence that they are in possession of sufficient insurance to cover public liability. Those unable to exhibit such evidence should consult with the school as early as possible.
- Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainments are classified as public entertainments, and there exists a statutory requirement that the buildings must be licensed. Since school premises in general do not conform with the regulations governing the issue of licences, letting for public entertainments cannot be approved. The hirer is advised to ensure that only

members or persons specially invited, are admitted to any entertainment. Hirers must be satisfied that there is no infringement of copyright music etc.

- The Governors/Headteacher reserve the right to:
 - a) cancel a booking where unavoidable problems of access have arisen.
 - b) Refuse entry to persons they consider unsuitable.
 - c) terminate a lettings agreement if providers do not comply with the school's safeguarding requirements.
- Hirers will have access only to the particular room(s) let to them but, where it is practicable, the use of a cloakroom and wc may be made available. In no case is access permitted to any part of the building set aside for specific use of staff.
- The charge for a letting shall only be remitted if notice of cancellation is received at least two working days before commencement of the booking.
- The School will be reimbursed for all damage.
- The use of the kitchen is agreed by the school catering company, and requires permission, which can be requested at the school office.

Sacred Heart Lettings Safeguarding Form
For leasing of school premises by external organisations
for activities provided for children, young people and vulnerable adults

Schools have been required by Keeping Children Safe in Education (since 2023) to ensure that organisations and individuals that hire/rent the premises have 'appropriate arrangements' to keep children safe when using the premises for non-school activities.

This includes requesting and scrutinising providers' safeguarding and child protection policies and procedures, ensuring liaison with the provider regarding safeguarding matters regardless of whether the children accessing the provision are on the school roll.

These should be a condition of the use/occupation of the premises by the provider and failure to comply would lead to termination of the agreement.

Guidance on '[Keeping Children Safe in Out-of-School Settings](#)' details the safeguarding arrangements that schools should expect to have in place.

As part of its safeguarding responsibilities, Sacred Heart Catholic Primary School will monitor and periodically check that the information provided is accurate and all hirers must provide additional evidence where requested.

Details of organisation requesting the letting arrangements:

Name:	
Address:	
Telephone No:	
Email:	

Insurance

For all regular/block bookings your organisation must have Public Liability Insurance (£3M) that is valid for the period of the hire (NB - this is not the same as Employer Liability Insurance).

Please give details of your Public Liability Insurance cover (insurer, expiry date of policy, etc):

Insurer:	
Public Liability amount:	
Expiry Date of Policy:	

Key personnel		
	Yes	No
Do you have a nominated Designated Safeguarding Lead (DSL) to have lead responsibility for safeguarding children while in your care?		
What is the name of your DSL?		
Has the Designated Safeguarding Lead completed safeguarding training relevant to the role?		
Date of last training/refreshers:		
Is staff safeguarding training delivered annually and does it meet statutory requirements as set out in KCSiE 2025?		
Date of last training/refreshers:		

Policies and procedures		
	Yes	No
Do you have an appropriate Safeguarding/Child Protection Policy, along with procedures and codes of conduct that are compatible with those held by Sacred Heart Catholic Primary School and by the Department for Education (either KCSiE 2025 or the latest safeguarding guidance for out of school settings)		
Do you have an approved procedure in place in the event of allegations and/or concerns against adults in your setting? This should cover any staff, volunteers, supply, contractors and bank staff you may use.		
Are you aware of the procedures to follow if you think a child is being abused and have you shared this information with your members of staff?		
Do you have in place a Code of Conduct for staff that is compatible with the school's Staff Code of Conduct and expectations?		
Does your organisation keep records and registers of all children attending the activity?		
Where can parents find information about Safeguarding/DSL in your setting?		

Safer recruitment		
	Yes	No
Can you confirm that job interviews have been carried out for all staff and volunteers and that full application details exist?		
Can you confirm that individual identity, right to work and qualification checks have been satisfactorily completed?		
Are enhanced DBS checks obtained on all staff or volunteers working with children, including transporting children as part of the activity?		
How often are DBS checks renewed and which organisation carries out the checks?		
Can you confirm that staff or volunteers have not had a break of 3 months or more from employment since their latest DBS disclosure was obtained?		
Can you confirm that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual's suitability to work with children & young people?		
Are staff required annually to sign to confirm that they have not been disqualified under the Childcare (Disqualification) regulations since their DBS check was carried out?		
Can you confirm that a record of recruitment and vetting checks is kept by your organisation and that this is kept up-to-date and is available for inspection by the school on request?		
Can you confirm that all adults working with children in your setting hold the appropriate qualifications for the role they are carrying out?		
Are the individuals delivering services on behalf of your organisation employed by you, self-employed/contracted or a mixture of both?		
If self-employed/contracted – how do you ensure that safeguarding, tax and legal requirements are being met?		
	Yes	No

<p>If employed – are all staff employed through a formal payroll system and that you are fully compliant with HMRC requirements (tax, NI contributions etc). <i>Please be aware, we may ask for a letter from your payroll provider, accountant or auditor confirming that staff are employed through PAYE and all HMRC obligations are met.</i></p>		
<p>If employed – please confirm that no one is engaged under conditions that would breach the Modern Slavery Act 2015.</p>		

Safety and welfare		
	Yes	No
<p>Do you have an emergency plan including fire evacuation and lockdown?</p>		
<p>What arrangements do you have in place for knowing which adults/children are present in the event of a fire?</p>		
<p>How often do you carry out fire drills?</p>		
<p>Do you or another adult in your setting have first aid training and access to a first aid kit?</p>		
<p>If you have children under the age of 5 do you meet the requirements to have a 12 hour paediatric first aid trained member of staff on site at all times the children are present?</p>		
<p>Do you know which member of staff to contact at Sacred Heart school if you have any concerns?</p>		
<p>Can you confirm that your organisation does not condone bullying, racism or any other forms of prejudice by your members of staff or any of your clients and their family members?</p>		
<p>Do you have a behaviour and anti-bullying policy?</p>		

Do you have specific arrangements in place for dealing with situations where children are not collected after the activity?		
What is your setting's mobile phone policy?		
If providing childcare, is the organisation registered with Ofsted?		
Please provide registration details or N/A:		
Is your organisation registered with an appropriate national registered body (eg FA for football organisations)?		
Please provide details or N/A:		

Data protection		
	Yes	No
Does your organisation have procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?		
Who is your Data Controller?		

Updates		
	Yes	No
Do you agree to notify the school of any changes in Ofsted registration, adults regularly present and any other changes as relevant? Changes will need to meet the same safeguarding criteria applied for the original application.		
Please list below the names of all staff and adult volunteers from your organisation who will be on site at any time during the period of your hires. Please tick to indicate anyone who holds a Level 3 or higher qualification in childcare: <i>(extend as required)</i>		
Name	Holds a Level 3 or higher childcare qualification	

I acknowledge that it is my responsibility to advise the school if the person who has hired the facilities on behalf of the organisation changes. In this case a new safeguarding form will have to be completed.

Signed on behalf of organisation	
Date	
Print name (Nominated Club Official)	
Telephone number	
Email address	

Please attach:

- o Evidence of your Public Liability Insurance**
- o A copy of your Safeguarding Policy/Statement**

To be retained in the lettings file by Sacred Heart Catholic Primary School and renewed annually.

Appendix 2

TRANSFER OF CONTROL AGREEMENT

This **AGREEMENT** is made on

Between:

(1) The Governing Body of **Sacred Heart School** ("the Governors"), whose address is **Burlington Road, New Malden, KT3 4ND**

And

(2) ??? of ???
the registered responsible person of ???.

It is agreed as follows:

1. Aim

- 1.1 This is a Transfer of Control Agreement made under Schedule 13 to the School Standards and Framework Act 1998 ("the 1998 Act").
- 1.2 The Governors enter into this Agreement in order to enhance the use of **Sacred Heart School** ("the School") for the wider benefit of the community.
- 1.3 The User enters into this Agreement to further the provision of community facilities.
- 1.4 This Agreement sets out the arrangements, terms and conditions whereby the Governors transfer control of part of the School premises to the User.

2. Authorised representatives

- 2.1 For the School, **Jane Pringle** or such other person who may be appointed in their place will manage the Agreement.
- 2.2 For the User, ??? or such other person who may be appointed in their place will manage the Agreement.
- 2.3 Each party to this Agreement will notify the other in writing of any changes to the person or address of the authorised representatives.

3. Transfer of Control

- 3.1 The Governors agree to transfer to the User control of ?? room, subject to availability from
- 3.2 The User's control of the Premises ("the Period of Control") will be as follows:

??

3.3 This Agreement is made with the consent of The Governing Body and The London Borough of Merton, under paragraph 2(2) of the School Standards and Framework Act 1998 ("the 1998 Act").

3.4 The provisions in clause 13 of this Agreement for the occasional control by the Governors replace the standard provisions for such control which are set out in Schedule 13 of the 1998 Act.

3.5 Words and phrases used in this Agreement will where appropriate have the meanings given to them in the 1998 Act.

(a)

4. Period of Agreement

4.1 This Agreement will start on the date set out at the top of the first page of the Agreement and remain in effect and reviewed annually on the 1 September of each year, unless ended earlier under clauses 6, 7 or 10.

5. Permitted Use

5.1 The User may use the Premises during the Period of Control for the purpose of the provision of *Childcare extended services* ("the Permitted Use") in accordance with the terms of registration imposed from time to time by the registration authority under Part XA of the Children Act 1989

6. Ending the Agreement

6.1 The Governors may end this Agreement immediately by notice given by them:

6.1.1 If at any time any payment due under this Agreement remains unpaid for more than 28 days after becoming due

6.1.2 If the User fails to remedy any breach (capable of remedy) of any of the stipulations and conditions contained in this Agreement after being required to remedy such breach by 28 days' notice in writing

6.1.3 If the User breaches any of the stipulations and conditions in this Agreement which is in the opinion of the Governors incapable of being remedied and the Governors state this in a notice given by them.

6.1.4 In extreme cases the Governors may terminate this agreement summarily without notice and the User's attention is specifically directed to paragraph 8 of this agreement below.

6.2 The User may end this Agreement at any time by giving three months' written notice to the Governors.

7. Fee

7.1 The User agrees to pay to the Governors a fee for the use of the Premises during the Period of Control ("the Fee") as follows:

7.1.1 The Fee will be the sum of £?? per week during term time

7.1.2 The Fee may be varied by the Governing Body at *annual* intervals from the date of this Agreement. The Governors will give 28 days' notice in writing of a variation to the Fee. If the User does not wish to accept the Fee variation, then it may give 28 days' notice in writing (before the Governors notice runs out) to end the Agreement and in the intervening period the then current Fee will continue to apply.

8. Child Protection

8.1 In addition to the User's liability in respect of health and safety concerns referred to at paragraph 9 and elsewhere in this agreement, the User specifically undertakes to ensure statutory requirements are in place in regard to safeguarding children and child protection. Sacred Heart must have confirmation that:

- a) appropriate safeguarding and child protection policies are in place.
- b) pre-employment checks for all staff and volunteers have been carried out
- c) the User will contact the school's Designated Safeguarding Lead and/or Local Authority Designated Officer with details of any safeguarding concerns/allegations/incidents.

8.2 In addition to the general right of termination set out at paragraph 6, the Governors specifically reserve the right to terminate this agreement with immediate effect if the User does not have the arrangements referred to at paragraph 8.1 in place, and fails to take immediate steps to put them in place. In such circumstances the Governors will not be liable for any loss financial or otherwise incurred by the User.

9. Health and Safety Conditions

For the duration of the Period of Control the User must ensure the following:

- a) A risk assessment is in place based on the organisation's activities and first aid supplies will be provided that relate to the risk assessment.
- b) Normal emergency procedures are followed.
- c) Familiarity with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities.
- e) An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. Fire practice must be undertaken on a half-termly basis

- f) Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the Users or the Premises and equipment.
- g) Report any damage to the facilities or equipment at the earliest opportunity to the school.

This includes ensuring that:

- Alcohol is not consumed
 - Emergency exits, fire extinguishers, alarm points are not obstructed.
 - Adequate walkways are available to allow free and easy access and egress.
 - No gas cylinders or canisters are used inside the Premises or on School grounds
 - Combustible materials are not placed adjacent to heat sources
 - Equipment is used for the purpose for which it was designed.
 - Electrical equipment is PAT tested and complies with the British standards then applicable
 - Flammable or hazardous substances are not to be used.
 - No open fires, candles or unauthorised electrical equipment will be used on the Premises.
- h) Furniture, instruments or equipment belonging to the User may be left or stored on the Premises if stored safely
 - i) The Premises and School premises must be vacated on time at the end of the Period of Control and left in a clean and tidy condition.

10. Damage to Property

- 10.1 The User undertakes either to make good or to reimburse the Governors for the cost of making good (as the Governors direct) any damage to the property of the Governors, the School caused by the User, their staff, visitors or clients.

11. Liability of the Parties and Indemnity

- 11.1 Except in so far as the Unfair Contract Terms Act 1977 requires otherwise the neither the London Borough of Merton nor the Governors will not be liable for any injury (including injury resulting in death) or damage to or loss of property, which may occur to, or be sustained by the User, their assistants, employees, volunteers or agents, children attending any session or others entering the Premises (with the exception of death or injury which may occur by reason of the negligence of the London Borough of Merton, the Governors or their servants or agents acting within the scope of their authority).

The User must indemnify and keep indemnified the School, the London Borough of Merton and their employees and agents from and against all actions, claims, proceedings, costs, damages, liabilities and expenses in respect of injury to any persons (including injury resulting in death) and damage to and loss of property

which may arise from, or in consequence of, the exercise or purported exercise of the hiring (with the exception of death or injury which may occur by reason of the negligence of the Governors or the London Borough of Merton or their employees or agents acting within the scope of their authority).

12. Insurance

- 12.1 The User must maintain public liability insurance in the sum of three million pounds per claim and employers' liability insurance in the sum of ten million pounds per claim.
- 12.2 The User must pay all premiums or other costs arising in the provision of such policies of insurance referred to in clause 12.1 above and ensure that the policies or certified copies are produced to the Governors if requested.

13. School Security

- 13.1 The Governors agree to make arrangements for the Premises to be opened and locked after each Period of Control and the User agree to notify the Governors or their Authorised Representative where any session is to start late or end early.

14. Temporary Unavailability of Premises/Control by the Governors

- 14.1 The Governors may give verbal notice to the User that the Premises are temporarily unavailable and will be controlled by the Governors in the following instances:
- (a) Where the School is closed for any reason;
 - (b) Where the Premises are in the Governors opinion unsafe to be used by the User;
 - (c) Where there are emergency circumstances which require the use by the School of the Premises.
- 14.2 The Governors may give **a minimum of 14 days'** notice in writing that the Premises are to be temporarily unavailable to the User where the Premises are required by the Governors and will state in such notice the period during which the Premises are to be unavailable.

15. Access and Car Park

- 15.1 The school car park is only for use of the User and their employees during the letting period and is not available before 5pm during school term time.

16. Nuisance

- 16.1 The User must not (and must ensure that any person entering the Premises during the Period of Control does not) cause any nuisance or disturbance to the Governors or the School or neighbours.

17. Additions and Alterations

17.1 The User will make no alterations or additions to the Premises without the prior written consent of the Governors.

18. Contract (Right of Third Parties) Act 1999

18.1 Nothing in this Agreement will give directly or indirectly to any third party any enforceable benefit or right of action against the Parties and such third parties will not be entitled to enforce any term of this Agreement. This is the case notwithstanding the provisions of the Contracts (Right of Third Parties) Act 1999.

19. Licence

19.1 The Parties agree that this Agreement is a licence and does not create a tenancy between the User and the Governors.

20. Disputes

20.1 The Parties will use their best endeavours to resolve by agreement any dispute between them with respect to any matter relating to this Agreement.

20.2 If either Party considers that the other has failed to comply with the terms of this Agreement, then the following will happen: -

20.2.1 The matter will be discussed at a meeting between the Parties within 14 days.

20.2.2 If not resolved by the process set out at 20.2.1, then a meeting is to be arranged between the Parties. Again this may be called at the request of either Party and must take place within 21 working days.

21. Assignment and Sub-Hiring

21.1 The User must not assign or sub-hire the whole or any part of the Premises.

22. VAT

22.1 If any supply made or referred to in this Agreement is or becomes chargeable to VAT, then the Party receiving the supply ("the Recipient") will, in addition, pay the Party making the supply, ("the Supplier") the amount of the VAT, against receipt by the Recipient from the Supplier of a proper VAT invoice for the supply.

23. Notices

23.1 To give notice under this Agreement, a letter must be delivered personally or sent by pre-paid first class post to the address below or to any other address given in writing. A notice delivered by hand is served when delivered and a notice sent by first class post is deemed served 48 hours after posting.

School Address: **Burlington Road, New Malden, KT3 4ND**
User Address: ???

24. Statutory compliance

24.1 Each Party warrants and undertakes to the other that it will comply with all laws, rules, regulations, decrees and other ordinances issued by any supra-governmental, governmental, state or other authority relating to the subject matter of this Agreement and to the performance by the Parties hereto of their obligations under this Agreement. This includes but is not limited to complying with:

- (b) Health and Safety at Work Act 1974
- (c) Race Relations Act 1976 and the Race Relations (Amendment) Act 2000
- (d) Sex Discrimination Act 1975
- (e) Disability Discrimination Act 1995
- (f) Care Standards Act 2000
- (g) Data Protection Act 1998

25. Change of Post-holders

25.1 The User agrees to notify the Governors in advance if the person in the role of registered responsibility is to cease to hold that post and to provide the name of the new post holder and to enter into any assignment of this Agreement or a new agreement (at the Governors discretion) to give effect to the change in post-holder.

26. General

26.1 In this Agreement, references to legislation include all amendments, replacements or re-enactments and all regulations and statutory guidance given or made under the legislation.

AGREED by the Parties on the date set out at the start of this Agreement

.....
**Signed by *Jane Pringle* on behalf of the
Chair of Governors of the Sacred Heart School**

.....
**Signed by
Registered Responsible person of ??**

All Staff, Volunteers, Governors and Visitors

- **What am I agreeing to?**

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data etc, are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
This is currently: LGfL StaffMail
- I will only use the approved email system and school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the head teacher.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will follow the school's policy on use of mobile phones/devices at school and only use in staff areas.

- I will only use school approved equipment for any storage, editing or transfer of digital images/videos and ensure I only save photographs and videos of children and staff on the staff-only drive within school.
- I will use the school's Learning Platform in accordance with school protocols.
- I will ensure that any private social networking sites/blogs etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites/tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the Designated Safeguarding Lead (DSL) if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the DSL.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school's on-line safety/digital literacy/ counter extremism curriculum into my teaching.

I agree to abide by all the points above.
I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.
I understand that failure to comply with this agreement could lead to disciplinary action.

Signature _____

Date: ___/___/___

Full Name (printed) _____

Job title / Role _____

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature _____

Date: ___/___/___

Full Name (printed) _____