

Nailsworth Primary School Safeguarding requirements for Regular Users of the Nailsworth Recreation Centre (NRC)/Nailsworth Primary School.

Please confirm the following and provide the relevant documents, as requested below, either by scanning and emailing to admin@nailsworth.gloucs.sch.uk, or posting to Nailsworth CofE Primary School, FAO Sarah Edwards, Nympsfield Road, Nailsworth GL6 0ET

1. Organisation /Business Name.

2. Name, Address and Email address for correspondence.

3. Primary and secondary contact names, and Landline and /or mobile contacts for both people.

The primary contact should be the person normally present at the NRC/Primary School in charge of the hire.

4. Public Liability Insurance. Please provide a copy of your Policy document.

Enclosed: Yes/No If not, please give reasons.

5. Disclosure & Barring Service certification (Required where the class/event/activity could involve people aged 18 and under, even if with their parent or guardian, and/or vulnerable adults, where the same users are involved more than twice in any 30 days).

Please provide the following details from the DBS Certificate for each person your organisation provides to lead or support the activity:

Name on Certificate / Certificate Number / Date of Issue / Name of Employer / Your signed confirmation that the DBS Certificate holds no records

Enclosed: Yes/No If not, please give reasons.

6. Confirmation of the relevant accreditation you and/or your organisation has to a national body.

Please provide a copy. Enclosed: Yes/No If not, please give reasons.

7. Safeguarding Policies and Procedures. Please provide copies of any safeguarding policies agreed by your organisation, including Prevent Duty. Enclosed: Yes/No If not, please give reasons.

8. Covid-19. Please provide a copy of your Covid-19 Risk Assessment for the activity of the letting.

Enclosed: Yes/No If not, please give reasons.

8. Your Name, signature and date.