



Loughton School

Commissioning of Services

1. Introduction

At times Loughton School, may need to commission services, where provision is directly to children or when contractors are on site whilst children are present.

These may include:

- Before and after school clubs
- Sports Coaching
- Catering
- Cleaning
- Maintenance
- Alternative Education
- Training
- Consultancy
- Speech Therapy/Educational psychologists
- Agency workers
- Work Placements
- Specific Taught sessions for children
- Any other service provided by external providers

2. Contract specifications

The school will ensure that contracts specify:

- Whether they are on site when children are on site
- Requirements for DBS and references (if working directly with children)
- Requirement for child protection training
- Understanding that any concerns must be reported to Designated Safeguarding Lead (DSL)
- Organisation has followed Safer Recruitment Procedures
- Organisation has appropriate safeguarding policies & procedures
- Organisation signs to say these are in place
- Organisation agrees to random checks being undertaken
- Organisation are aware that DSL undertakes or commissions regular audits and agreement to be compliant with this

3. Breaches in Contract

Any breaches may result in individuals being asked to leave the school premises, contract being suspended or removed and individuals being referred to the Local Area Designated Officer (LADO) and/or Disclosure & Barring Service.

4 Work Placements

When students under the age of 16 years are placed in the school for a work placement. Loughton School will ensure the following are in place.

- A conversation takes place with the placing school, regarding the child's suitability to be placed within the school, this includes a full disclosure of any issues that may impact on the student's ability to work with children.
- A signed risk assessment from the placing school is received on the placement's suitability.
- The placing school supports and checks on the child in placement.
- Loughton School ensures that the child is always accompanied and supervised.
- Loughton School ensures that the child understand the child protection policy, code of conduct and behaviour policy.

Loughton reports back any concerns to the originating school

5 Supply Staff

The school relies on the supply agency to undertake the same checks for any supply staff sent to the school.

In the event, that Loughton School becomes concerned about a supply teacher they will cease to use the supply teacher, refer them to the Supply Agency and to the LADO. Ensuring that a full investigation takes place.

6 Retention of Information

Information about staff, placements and supply staff will be retained for 6 years. Any safeguarding concerns or allegations that have been made and passed onto the LADO will be retained until retirement age or plus 10 years (whichever is later) in the event of a substantiated or unsubstantiated allegation. This ensures that any subsequent investigations can be followed up. Information is stored securely and is subject to GDPR.