

Adopted: April 2018

Reviewed: Oct 2019

Review: Oct 2020



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
- 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 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 LADO and/or Disclosure & Barring Service.

4. Retention of Information

Information will be retained for 25 years to ensure that any subsequent investigations can be followed up. Information is stored securely and subject to GDPR.