



The Lion Works School

Use of external providers and professionals' policy

Written by:	Bruno Davis	Date:	20/09/2021
Last reviewed:	19/09/2022	Review date:	01/09/2023

1. Rationale

This policy exists to provide a framework by which The Lion Works School can utilise the expertise of external agencies and professionals whilst maintaining standardised practises and best practise in safeguarding, attainment and progress. This Policy complies with Keeping Children Safe in Education 2022 as well as General Data Protection Regulation.

2. Who this policy is for

This policy is for the school leadership, external providers, regulatory agencies and other stake holders to identify how and when to utilise the expertise of third parties. Third parties could include: mentoring workers, youth workers, speech and language therapists, educational psychologists, therapists, self-employed teachers and youth workers.

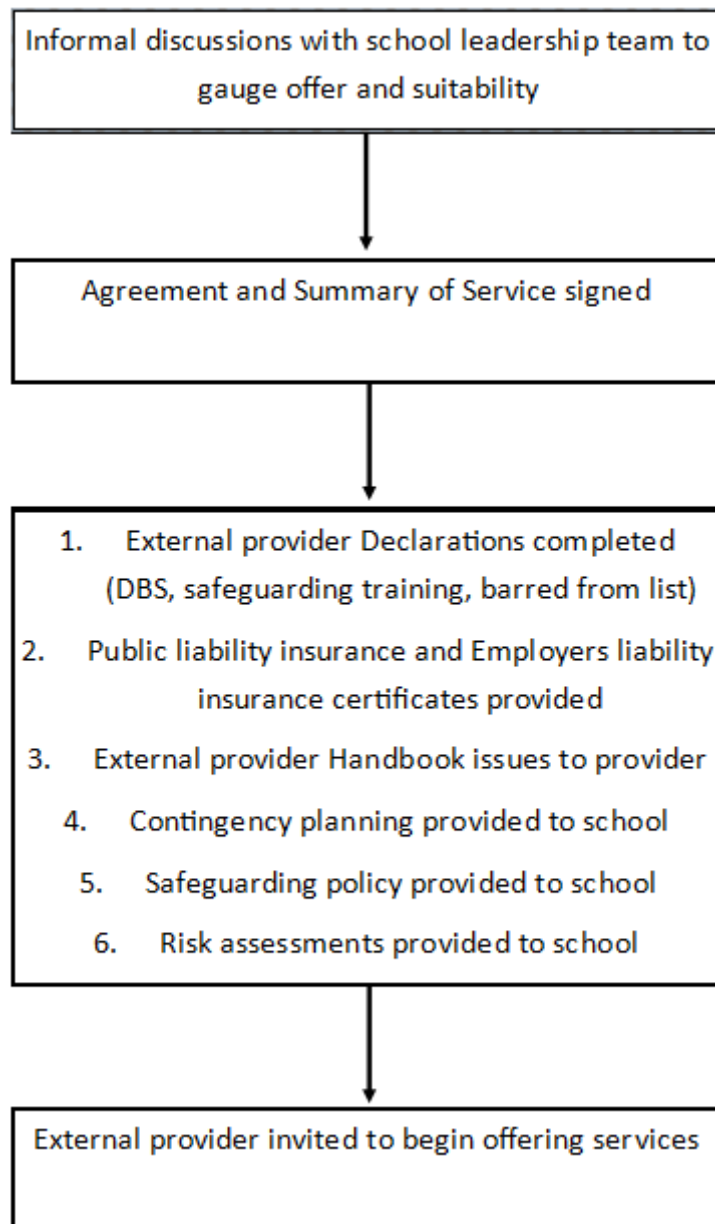
If third parties work for a regulated agency then aspects of this policy may not be applicable.

3. What activities this policy covers

This policy covers both onsite and offsite working, working practises to support our teaching and support team, or independently delivered activities and engagement. This policy sets out how the school will keep young people and external providers safe whilst utilising the skills that may be required from external professionals to deliver programmes of engagement and study.

4. Diligence processes before third party engagement

Before third parties are engaged by The Lion Works School, the school will conduct an effective diligence process in order to ensure the suitability of the organisation and/or persons being contracted to provide additional services to school students. The multi-step process is detailed below:



DBS requirements – all staff and contractors must have an enhanced DBS certificate. This must have been completed within the last 24 months. It is preferable for all contractors and staff to be on the live update service. This will be confirmed annually.

Safeguarding training – all staff and contractors must have completed a safeguarding course within the last 12 months at level 2 or higher.

External provider handbook – this will be issued by the school to the contractor.

Public liability and Employer liability insurance – public liability insurance and employer liability insurance must cover a minimum of £5 million per policy. If the contractors are self-employed then they may not require employers' liability insurance.

Contingency planning for continuation of service – providers are required to have a policy on the continuation of service and contingency planning for emergencies.

Provider safeguarding policy – this must be provided to and approved by the school.

5. Planning

All sessions must be planned in advance and planning submitted to the school by 8am on the Monday of the week in which the session is commencing. Planning is required to be completed to sufficient depth in line with the external providers handbook.

6. Reporting

Providers will be required to report according to a pre-specified schedule. The content of the reports may be designed by the contractor/provider or may be on school designated templates. The measures relating to engagement and performance will be approved by school and will set following discussions with provider. Reports will be stored on the school system in-line with the school's policies.

7. Transporting students

If providers are transporting students then they are required to have insurance that allows for business usage. This must be provided to the school who will keep a copy on the school system. Drivers will also be subject to check's via the DVLA to ensure their licence and conviction details are up to date.



Appendix 1 – Annual Staff DBS Checks and safeguarding declaration (complete and highlight as appropriate)

Provider name:							
Date of declaration				Declarer's role			
Safeguarding policy provided		Y	N	Contingency plan provided		Y	N
PL insurance provided		Y	N	EL insurance provided		Y	N
Other accreditations		•		Location of work		Onsite	Offsite
Risk assessments provided		•					
Staff provided to The Lion Work school							
Name	<i>John Smith</i>	Enhanced DBS cert date	<i>XX.XX.XXXX</i>	Barred from list check date	<i>XX.XX.XXXX</i>	Safeguarding training date	<i>XX.XX.XXXX</i>
Name		Enhanced DBS cert date		Barred from list check date		Safeguarding training date	
Name		Enhanced DBS cert date		Barred from list check date		Safeguarding training date	
Name		Enhanced DBS cert date		Barred from list check date		Safeguarding training date	
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Name		Enhanced DBS cert date		Barred from list check date		Safeguarding training date	
Name		Enhanced DBS cert date		Barred from list check date		Safeguarding training date	
Vehicles used for transporting TLWS students							
Reg		Make		Insurance cert provided	Y	N	Driver license check date <i>XX.XX.XXXX</i>
Reg		Make		Insurance cert provided			Driver license check date
<i>Internal use only</i>							
Date		Checked by		Approved?	Y	N	Notes



Contractors' contingency planning

Provider name		Date	
Person completing		Role	
Description of regular services provided			
Teaching services			
Coaching services			
Onsite services			
Offsite services <i>Include all locations used</i>			
Description of contingency measures (please describe your contingencies for the following situations)			
Staff sickness			
Trigger			
Response			
Loss of Access to specific site			
Trigger			
Response			
Vehicle breakdown			
Trigger			
Response			
Loss of utilities at specific site			
Trigger			
Response			
Other			
Trigger			
Response			
Other			
Trigger			
Response			

