



Maplefields Academy

A Specialist Social, Emotional & Mental Health Academy

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Wednesday 11th July 2023

Dear Community User

Please find attached Premises and Lettings Policy for Maplefields Academy 2023 / 2024. The policy reflects some recent safeguarding updates made to Keeping Children Safe in Education (KCSIE). The updated policy has terms and conditions of hire and our new prices of hire which will come into force from September 2023.

The new safeguarding updates to KCSIE will require all community users to sign our Safeguarding Responsibility Checklist as before but I would like to draw your attention to the recent change in procedure which states;

"It is the responsibility of the community user to ensure that any group leader/session coordinator/coach has received adequate safeguarding training. If the community user receives an allegation relating to an incident where an individual or organisation has been using the academies facilities for running an activity for children they must inform the academy and board of trustees. The academy and board of trustees in line with KCSIE will follow the academies safeguarding policies and procedures and inform the local authority designated officer (LADO)."

On completion of your booking form and signed safeguarding form we will also require a copy of your current DBS which will be held on file.

We would like to thank you for choosing Maplefields Academy as the venue for your club and we hope that your business continues in September.

Yours Sincerely,

Paul Lamb
Deputy Headteacher

