

# CHECKLIST

## Basic requirements to consider for Supplementary Schools

Areas to check	Tick if checked	Additional Notes
----------------	-----------------	------------------

### STAFF

1	All Staff Members CRB checked		
2	All Staff Members undertake Child Safeguarding training		
3	Staff Members undertake Fire Training		
4	First Aid Box(es) onsite and everyone aware where it is		
5	First Aiders in place who have completed Paediatric First Aid Course		
6	Child Protection Officer appointed		
7	Clear procedure in place for dealing with accidents		
8	Regular training for staff on Teaching, delivering lessons and Behaviour Management		
9	Record incidents and accidents and discuss them in order to continue improving the system		
10	Regular Staff meetings to discuss concerns and updates		

### CLASS

1	Attendance register for every class/lesson		
2	Safe, secure and clean with no access to outsiders		
3	Observe lessons in order to make improvements		

### BUILDING

1	Regular Fire Drills taking place		
2	Regular risk assessments carried out and displayed		
3	Necessary insurance in place and certificate displayed		
4	Safe, secure and ideal for the purpose		
5	Visitors Sign-in Book and Visitor badges		

### PARENTS

1	Hold Parents' Days/Evenings		
2	Enable parents to have access to all policies and procedures		

Areas to check	Tick if checked	Additional Notes
----------------	-----------------	------------------

<b>POLICIES &amp; DOCUMENTS</b>		
---------------------------------	--	--

1	Safeguarding Policy		
2	Behaviour Management Policy		
3	Anti-Bullying Policy		
4	Health & Safety Policy		
5	Fire Policy		
6	Data Protection Policy		
7	Complaints Procedure Statement		
8	Staff discipline, conduct and grievance (procedures for addressing)		
9	Statement of procedures for dealing with allegations of abuse against staff		

<b>OFF-SITE</b>		
-----------------	--	--

1	Consent from parents if going off the premises		
2	Off-Site Risk Assessments carried out		

<b>RECRUITING</b>		
-------------------	--	--

1	Central record of recruitment and vetting checks		
2	Staff application forms		
3	Reference forms (2 each for each new staff)		

<b>RECORDING</b>		
------------------	--	--

1	Recording a disclosure from a pupil form (safeguarding)		
2	Recording Behavioural incidents form		
3	Recording Medical incidents form		
4	Recording Bullying incidents form		
5	Recording fire drills		

<b>CPD (Continual Professional Development)</b>		
---	--	--

1	Offsite workshops for all staff		
2	In-house workshops for all staff		
3	Arranging course and qualifications for further progression		