



Chapter One

Chapter One UK Safeguarding Agreement

This Safeguarding Agreement sets out the responsibilities of Chapter One and the Partner School in relation to safeguarding and child protection. Both parties acknowledge that safeguarding is of the highest priority and agree to work collaboratively to promote the welfare and safety of all children.

We have a designated email address for all safeguarding communications: safeguarding@chapterone.org

1. Responsibilities of Chapter One

Chapter One agrees that it shall:

1.1 Ensure that all staff and Online Reading Volunteers have undergone appropriate pre-engagement checks, including Enhanced DBS checks with Barred List and prohibition from teaching checks (for those working directly with children), prior to commencing their role.

1.2 Ensure that all staff and Online Reading Volunteers receive appropriate safeguarding and child protection training prior to commencing their role within the programme.

1.3 Require all staff and Online Reading Volunteers to complete annual safeguarding refresher training to maintain up-to-date knowledge and compliance with current guidance.

1.4 Deliver ongoing safeguarding briefings, including half-termly safeguarding sessions for volunteers, to reinforce safeguarding expectations and address emerging risks.

1.5 Ensure that all staff working in schools, including Online Reading Volunteers, have read and understood Part 1 of *Keeping Children Safe in Education (KCSIE)* and confirm this as part of onboarding and ongoing compliance.

1.6 Maintain accurate and secure safeguarding records and ensure that all concerns are logged on Chapter One's safeguarding system (CPOMS).

1.7 Report any safeguarding concern to the Partner School within 24 hours of the concern being raised with Chapter One, with the expectation that concerns will ordinarily be shared within a few hours, where reasonably practicable.

1.8 Undertake appropriate follow-up and escalation where no response is received from the Partner School within a reasonable timeframe, or where Chapter One reasonably considers the response to be inadequate.

1.9 Comply with the Partner School's Safeguarding and Child Protection Policy and Procedures, including all reporting protocols - this includes ELIs reading the school's Safeguarding Policy.

1.10 Maintain appropriate public liability insurance covering all staff and volunteers.

1.11 Ensure all staff and volunteers comply with the Partner School's Health and Safety Policies and Procedures when on school premises, and with Chapter One's Lone Working Policy at all times.

1.12 Make available its Child Protection and Safeguarding Policy via its [website](http://www.chapterone.org.uk) or www.chapterone.org.uk

1.13 Provide the Partner School with a Letter of Assurance confirming that all staff visiting the school and all volunteers assigned to the school have completed the required safeguarding checks and training. This letter will be reviewed and updated at least annually, or sooner where there are material changes.

1.14 Ensure that, on their first visit of each academic year, Chapter One staff attending the Partner School present a Letter of Assurance, evidence of their Enhanced DBS check, photo identification, and Chapter One identification, to support the Partner School in maintaining its Single Central Record (SCR).

1.15 Ensure that all Chapter One staff wear Chapter One identification badges at all times while on the Partner School site, in addition to any school-specific identification or lanyards as required.

1.16 Provide the Partner School with a relevant risk assessment for Chapter One's programme delivery and activities, including the control measures in place to support the safeguarding and safety of children, staff and volunteers. Risk assessments will be reviewed and updated as required.

2. Responsibilities of the Partner School

The Partner School agrees that it shall:

- 2.1** Provide Chapter One with a copy of its Safeguarding and Child Protection Policy, including procedures for reporting concerns.
 - 2.2** Provide up-to-date contact details for the school's Designated Safeguarding Lead (DSL) and any deputies, who shall act as the primary point of contact for safeguarding matters.
 - 2.3** Ensure that Chapter One staff and volunteers are informed of site-specific safeguarding procedures, including how to report concerns within the school context.
 - 2.4** Respond to safeguarding concerns raised by Chapter One within 24 hours, acknowledging receipt and confirming that appropriate action has been taken or is underway.
 - 2.5** Inform the Chapter One Safeguarding Team immediately of any safeguarding concern relating to a Chapter One staff member or volunteer via safeguarding@chapterone.org.
 - 2.6** Work collaboratively with Chapter One to ensure that all safeguarding concerns are appropriately managed, recorded and followed up.
 - 2.7** Inform Chapter One without delay of any changes to the school's Designated Safeguarding Lead (DSL) or deputy DSLs, and provide updated contact details accordingly.
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3. General

- 3.1** Both parties agree to act at all times in accordance with current safeguarding legislation and statutory guidance, including *Keeping Children Safe in Education*.
- 3.2** Both parties agree to maintain a culture of openness, transparency and timely communication in relation to safeguarding matters.
- 3.3** This agreement forms part of the wider partnership arrangements between Chapter One and the Partner School.