



SAFEGUARDING AND COMPLIANCE STATEMENT

External Facilitator Provision & Service Agreement

Company Name	Response Creative Education
Registered Office/Address	Folkestone, Kent, UK
Contact	[Insert Email Address] [Insert Phone Number]

Purpose & Scope

This document outlines the safeguarding, compliance, and safer recruitment standards maintained by Response Creative Education. It serves as a formal declaration for Headteachers, Designated Safeguarding Leads (DSLs), and school administration teams hiring our external facilitation services for primary and secondary student workshops.

Enhanced Disclosure and Barring Service (DBS) & SCR Compliance

Requirement: All facilitators deployed to schools by Response Creative Education undergo an Enhanced DBS Check with a check of the Children's Barred List, in strict compliance with the UK government's Keeping Children Safe in Education (KCSIE) statutory guidance.

Verification: Facilitators carry their original physical Enhanced DBS certificate and valid photo ID (Passport or UK Driving Licence) to every school booking. School administration teams are permitted to view and record these details upon arrival for their Single Central Record (SCR).

DBS Update Service: Where applicable, facilitators are registered with the DBS Update Service to allow real-time status checks.

Safer Recruitment & Vetting Checks

Before working with students in educational settings, all Response Creative Education personnel undergo rigorous vetting, including:

- Verification of identity and the right to work in the UK.
- A minimum of two professional references, including their most recent employer.
- Verification of relevant professional qualifications and training.

Safeguarding & Child Protection Policy

Training: All facilitators complete annual Safeguarding and Child Protection training (Level 2 or equivalent), ensuring they understand how to identify signs of abuse, neglect, radicalisation, online grooming, or child-on-child abuse appropriate to both primary and secondary age groups.

Reporting Procedure: Facilitators operate under the strict rule that they cannot promise confidentiality to a child. If a student makes a disclosure during a workshop, the facilitator will:

- Listen without judgment and reassure the student.
- Document the disclosure accurately using the student's own words.
- **Immediately report the matter directly to the school's Designated Safeguarding Lead (DSL)** or standard school contact before leaving the premises.

Facilitator Code of Conduct

All Response Creative Education facilitators must strictly adhere to professional boundaries:

Professional Boundaries: Facilitators will maintain an instructional, professional relationship with students at all times.



Contact Information: Facilitators are strictly prohibited from sharing personal phone numbers, emails, or personal social media handles with students.

Digital Communication: Facilitators will not interact with or follow students on any digital platforms.

Language and Conduct: Facilitators will model respectful, inclusive, and appropriate language, aligning with the school's ethos.

Classroom Management & Supervision

Supervision Ratio: As external visitors, our facilitators deliver educational content but must not be left in sole supervision of students.

Staff Presence: A designated school staff member (teacher or teaching assistant) must remain in the classroom or workshop space at all times to maintain behavior management, assist with age-appropriate sensitive topics, and fulfill the school's duty of care.

Insurance & Liabilities

Public Liability Insurance: Response Creative Education maintains comprehensive Public Liability Insurance up to **£5,000,000** specifically covering external educational facilitation and training inside school premises.

Indemnity: A copy of our insurance schedule can be provided electronically upon request.

Digital Safety & Data Protection (GDPR)

Screen-Free Compliance: In alignment with our curriculum promoting life away from digital screens, facilitators do not photograph, film, or record audio of students unless explicit, prior written consent is granted by the school and parents for specific marketing purposes.

Data Privacy: Any school or student data handled during the booking process is managed in accordance with the UK GDPR and the Data Protection Act 2018.

Declaration of Compliance

I confirm that Response Creative Education meets all statutory vetting and safety requirements required for external providers working within UK educational settings.

Signed:	[Web Builder: Insert Signature Graphic Here]
Position:	Founder / Managing Director, Response Creative Education
Date of Last Review:	September 2026