



Preferred Partners Policy

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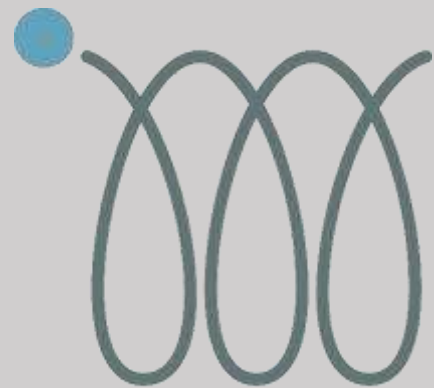
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1. Introduction

Grace Foundation (GF) is committed to ensuring that all guests and external partners delivering aspects of our programme uphold the highest standards of safeguarding, professionalism, and compliance. This policy sets out the expectations and responsibilities of Preferred Partners who contribute to GF's activities within schools.

All external providers delivering educational content, workshops, interventions, or assemblies must adhere to the same safeguarding, risk management, and operational policies as GF staff.

2. Purpose and Scope

This policy applies to all external partners, guest speakers, workshop providers, theatre companies, youth organisations, and charities invited to deliver sessions as part of GF ethos programmes.

It is designed to:

- Ensure all external partners follow the safeguarding procedures of the hosting school as well as GF's safeguarding policies.
- Provide clear guidelines for engaging with students in an appropriate, safe, and professional manner.
- Ensure that all partners have obtained their own enhanced DBS check and right-to-work clearance before working in a school.
- Outline expectations for conduct, confidentiality, risk management, and health & safety compliance.

This policy does not apply to:

- GF employees.
- Long-term contracted service providers working under a separate formal agreement.

3. Responsibilities

3.1 Grace Foundation Responsibilities

- Provide guidance on safeguarding, confidentiality, and expected conduct.
- Ensure that all Preferred Partners understand and comply with school safeguarding and risk assessment procedures.
- Maintain a Preferred Providers List and regularly review external partners.

3.2 Preferred Partner Responsibilities

All Preferred Partners must:

- Follow the safeguarding procedures of the host school and Grace Foundation's Safeguarding Policy.
- Obtain and provide their own enhanced DBS check and right-to-work clearance.
- Be responsible for their own insurance and liability coverage.
- Provide risk assessments and any necessary paperwork required by the school.
- Adhere to professional conduct standards at all times.
- Maintain student confidentiality and handle any sensitive information appropriately.

4. Safeguarding Compliance

All Preferred Partners must:

- Follow the safeguarding policies and procedures of the host school at all times.
- Report all safeguarding concerns immediately to the school's designated safeguarding lead (DSL).
- Ensure that all team members delivering sessions have an up-to-date enhanced DBS check and right-to-work clearance.

Failure to comply with safeguarding requirements will result in immediate removal from GF's Preferred Providers List and potential further action by the school or relevant authorities.

If a visitor does not have DBS clearance, the school must be notified in advance. Each school will then determine clearance and access arrangements based on its policies and procedures. This will also consider the school's capacity to supervise visitors who do not have the relevant checks in place.

5. Health & Safety Compliance

Preferred Partners are responsible for ensuring they comply with all health & safety procedures of the host school.

This includes familiarising themselves with:

- Fire safety protocols (evacuation routes, assembly points, alarm procedures).
- First aid procedures (location of first aiders and how to report medical incidents).
- Accident and incident reporting processes.
- Emergency lockdown procedures.
- Safeguarding and emergency contacts.
- Conducting their own risk assessments in advance of sessions.

- Using only pre-approved school spaces for their activities.
- Ensuring that all materials and equipment used in sessions meet safety standards.
- Following the school's supervision and behaviour management policies.

It is the responsibility of the Preferred Partner to ask for and understand these procedures before delivering any sessions. If in doubt, they should consult with their GF contact or the designated school staff member.

6. Booking & Operational Procedures

6.1 Approval & Risk Assessment

- All external organisations or individuals must be pre-approved by GF before delivering sessions.
- Risk assessments must be completed and submitted in advance of any session.

6.2 Session Delivery & Conduct

To maintain consistency and uphold our standards, the following guidelines apply:

- Punctuality – partners must arrive on time and deliver sessions as agreed.
- Appropriate Content – all content must be age-appropriate and align with Grace Foundation's ethos and values.
- Balanced Approach – Preferred Partners must not promote personal, political, or religious views in a way that conflicts with national curriculum and Ofsted requirements. Visitors sharing a Christian perspective must do so in line with our Christian Ethos Policy, ensuring their contributions encourage reflection and discussion while supporting students' learning.
- Observation & Feedback – schools and Grace Foundation staff have the right to observe sessions and provide feedback.
- Any keys, passes, equipment, or resources must be returned after completion of activities or partnership.
- Partners must not share passwords or allow unauthorised access to any IT systems.

7. Confidentiality & Data Protection

Preferred Partners may be exposed to sensitive information about students, including safeguarding concerns. All partners must:

- Treat all information as confidential.
- Follow GDPR regulations when handling student data.
- Not share student names, details, or personal circumstances outside the delivery setting.

8. Termination & Review

- GF reserves the right to remove any partner from the Preferred Providers List if they fail to meet compliance standards.
- This policy will be reviewed every three years to ensure ongoing effectiveness.

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