



Safeguarding Protocols for Third Party staff
(After School Club
Breakfast Club)

Staff working in After school club (Funpack) and Breakfast club (Premier Sport) may have a safeguarding concern about a pupil at Babraham School. If they do, the following procedure must be adhered to:

- Third-party staff must complete the Local Authority's 'Cause for Concern' (CfC) document
- This must be passed to one of the DSL's in school and for low-level concerns, discussed with a DSL at the earliest opportunity. If a DSL is not available, an email will suffice and the CfC form can be handed to a DSL at a later date
- However, for all other concerns, Third-Party staff must complete the CfC form and speak to a DSL immediately
- The CfC form, once completed, must be scanned and uploaded to CPOMs, as an attachment, by the DSL
- The DSL and Third-Party DSL will meet with parents to resolve the concern and log actions on CPOMs
- The DSL will continue to liaise with the Third-Party staff as needed, until an outcome of the concern has been reached.
- The DSL will monitor the pupil who is the subject of the concern and check-in with the Third-Party staff, to ensure there are no further concerns about the pupil.

Third Party DSL signature: _____ Date: _____

Babraham DSL signature: _____ Date: _____

Link to ASC Safeguarding policy:

https://thenursery.babraham.org.uk/application/files/4617/7384/6755/Safeguarding_and_Child_Protection_Policy_September_2025.pdf