

Keeping children safe during clubs, tuition, and activities (Check List)

What are Out-of-School settings?

- Provide activities outside normal school hours
 - Offer tuition, training, and instruction without parental supervision
 - Examples:
 - Extracurricular activities like music, sports
 - Religious instruction
 - Youth clubs
 - Private tutoring
 - Not regulated like schools, colleges, or childcare providers
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Why is Safeguarding Important

- Children view these settings as safe, trusting providers
 - Need policies and procedures to reduce risk of harm
 - Providers should know:
 - Different risks and issues
 - How to handle safeguarding concerns
 - When and how to make referrals
 - Following best practices keeps kids safe
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Safeguarding Measures.

- Child protection policy
 - Details on keeping kids safe
 - Handling different types of abuse and neglect
 - Designated safeguarding lead
 - Single point of contact for concerns
 - Staff and volunteer training
 - Child protection, first aid, other risks
 - Health and safety procedures
 - Risk assessments, accident reporting
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- Emergency contact info for each child
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Steps for Safer Settings.

- Write child protection policy and procedures
 - Report and referral procedures
 - Code of conduct
 - Appoint a designated safeguarding lead
 - Main safeguarding contact
 - Undertake safeguarding training
 - Initial and refresher training
 - Know referral routes for concerns
 - Children's services, LADO, police
 - Do background checks on staff/volunteers
 - Identity, references, DBS checks
 - Assess and reduce health and safety risks
 - First aid, fire safety, and equipment checks
 - Get emergency contacts for each child
 - Medical and other needs
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Handling Disclosures

- Listen carefully and take notes
 - Reassure the child, avoid leading questions
 - Follow policies to report internally and externally
 - Inform DSL, make referrals
 - Contact children's services, LADO, police if needed
 - If the child is at risk of immediate harm
 - Refer staff/volunteers to DBS if allegations against them -Suspend individual pending investigation
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