Safeguarding Guidance for Out-of-School Settings

What are Out-of-School settings.
Overview
☐ Applies to extracurricular activities, tuition, and clubs for children outside school hours
☐ Covers best practices for safeguarding and promoting child welfare
☐ Key areas covered:
☐ Safeguarding and child protection policies and procedures
☐ Ensuring the suitability of staff members and volunteers
☐ Having proper health and safety policies and risk assessments
☐ Clear governance structure and accountability
☐ Other relevant considerations like data protection

Safeguarding Measures.
☐ Have a child protection policy outlining procedures
☐ Handling different types of abuse
☐ Reporting concerns and making referrals
☐ Designate safeguarding lead to handle concerns
☐ Staff and volunteer training
☐ Child protection, risks like exploitation
☐ First aid, health, and safety
☐ Parental consent forms with emergency contacts and medical info
☐ Store securely following data protection rules
☐ Staff vetting, including DBS, identity, and reference checks

Staff and Volunteers
☐ Pre-employment checks - ID, references, DBS, right to work
☐ Ongoing reviews after appointment
☐ Performance, and training needs
☐ Protect children from unsafe staff
☐ Allegations procedures, suspensions, referrals
☐ Ensure staff understand whistleblowing and complaints policies

Health and Safety
☐ Appoint a person responsible for first aid provision
☐ Have fire safety procedures and evacuation plan
☐ Obtain parental emergency contacts and medical information
☐ Assess and reduce risks
☐ Policies, risk assessments, regular reviews

Other Considerations
☐ Verify safeguarding measures if using school or local authority premises
☐ Have policies to identify and manage issues like radicalization
☐ Get parental consent for photographs, videos, overnight stays
☐ Follow data protection rules and food safety requirements
☐ Ensure accessibility and support for children with SEND