



Department
for Education



Keeping children safe during clubs, tuition and activities

Summary leaflet for providers
running out-of-school settings





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Designed by [Design102](#).

What is an Out-of-School-Setting (OOSS)?

OOSS are organisations or individuals that provide tuition, training, instruction or activities to children in England without their parents' or carers' supervision, but are not:

- schools
- colleges
- registered education settings providing alternative provision
- 16-19 academies
- providers caring for children that are registered with Ofsted or a childminder agency.

OOSS generally provide tuition, training, instruction, or activities outside normal school hours, such as in the evenings or at weekends.

Examples of typical out-of-school settings include extracurricular activities such as music and sport tuition, supplementary religious settings, and open access youth providers.

Why is safeguarding in OOSS important?

We all have a responsibility to help keep children safe.

Children often view out-of-school settings as safe spaces, and staff and volunteers as trusted adults they can talk to about issues that are worrying them. And so it is important you know how to keep children safe while they are attending your activity or class, and what you should do if a child tells you that they are at risk of harm outside your setting.

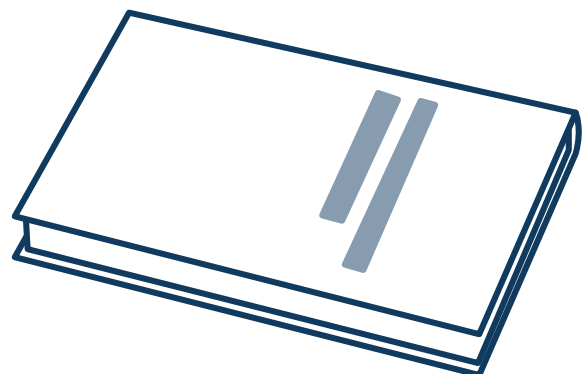
All organisations and individuals working with children and young people should have safeguarding policies in place to reduce the risk of harm when they are in their care.

To help you ensure you are following best practice when it comes to keeping children safe, you should read the guidance on **Keeping children safe in out-of-school settings: code of practice**.

What safeguarding measures should be in place?

All staff and volunteers working with children should be aware of the different risks and safeguarding issues that can exist within out-of-school-settings and how to deal with them.

The **Keeping children safe in out-of-school settings: code of practice** guidance outlines in detail the policies and procedures you should have in place, such as health and safety policies, child protection procedures, and safer recruitment processes.



7 steps towards running a safer setting for children

Start on the path to running a safer setting by following these 7 easy steps:

- 1.** Write a child protection policy and have procedures in place to deal with safeguarding concerns.
- 2.** Appoint a person who has lead responsibility for safeguarding children in the setting (a designated safeguarding lead).¹
- 3.** Undertake appropriate safeguarding training.
- 4.** Know the referral routes to use when you have a concern.
- 5.** Do appropriate pre and post-recruitment checks on any staff and volunteers you have, such as identity and DBS checks.
- 6.** Assess the health and safety risks and take steps to reduce them.
- 7.** Have more than one emergency contact number for each child.

You should share your policies with parents and carers and give them the opportunity to ask questions.



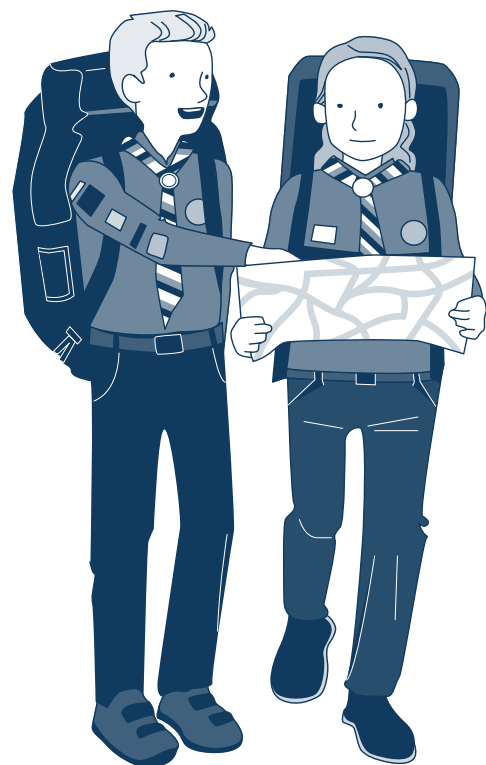
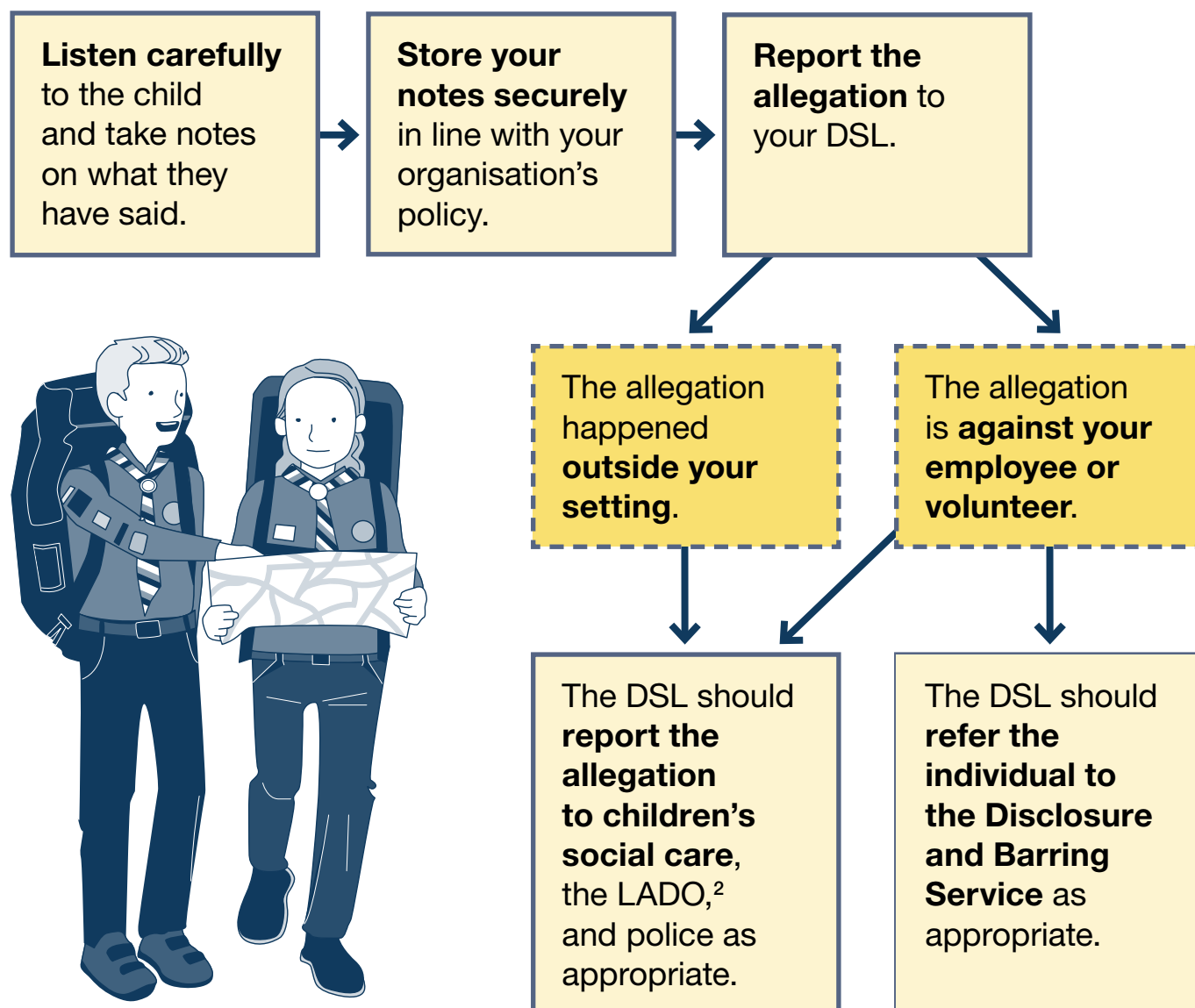
¹ Also referred to as a DSL. Lone providers will be this person.

What to do if a child tells you they are being harmed

If a child in your setting discloses to you that they have been abused or that they feel at risk of harm, you should follow your safeguarding policies and procedures immediately.



If a child is at risk of immediate harm, call the police on 999.



2 Local Authority Designated Officer.

Contact Details

Local authority

(including children’s social care and LADO).

You can find the details via your **local authority’s website** ([gov.uk/find-local-council](https://www.gov.uk/find-local-council)), by looking for their “child safeguarding” or “child protection services” page.

Police

999 (Emergency) or 101 (Non-emergency).

If you are reading a print version of this document, you can find the digital version which includes web links to other useful resources at www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings

DBS referrals

Submit a barring referral at submit-a-barring-referral.service.gov.uk/start.

NSPCC

0808 800 5000.

