



Department  
for Education

# Helping to keep children safe



We believe extra-curricular clubs, youth organisations and study groups for children should be safe spaces.

## Ask us about our:

- Health and Safety Policy
- Fire Safety and Evacuation Plan
- Staff and Volunteer Employment Checks
- Parental Consent Form
- Child Protection Policy
- Complaints Policy

We follow current government advice on **'After-school clubs, community activities, and tuition: Safeguarding guidance for providers'**.

Find the latest guidance at [www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice](http://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice)



For questions or concerns about safeguarding

Safeguarding lead:

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Last updated:

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# 7 steps towards running a safer setting for children

Start on the path to running a safer club, study group or activity for children by completing these 7 easy steps:



- I have a child protection policy and safeguarding procedures in place.
- I have appointed a person who has lead responsibility for safeguarding children in the setting (a designated safeguarding lead).
- I have undertaken appropriate safeguarding training.
- I know the referral routes to use when I have a concern.
- I do appropriate pre and post-recruitment checks on staff and volunteers, such as identity and DBS checks.
- I have assessed the health and safety risks and have taken steps to reduce them.
- I have more than one emergency contact number for each child.

Completing these steps will help you keep the children in your care safe, but they are just the beginning. To make sure you are following the best practice, read the latest guidance **'After-school clubs, community activities, and tuition: Safeguarding guidance for providers'** at [www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice](http://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice)