

YOU WOULDN'T

ALLOW YOUR CHILD TO BE
HIT IN SCHOOL



GIVE YOUR CREDIT CARD
TO A **STRANGER...**



GET ON A TRAIN **WITHOUT**
CHECKING THE DESTINATION



CROSS THE ROAD
WITHOUT CHECKING



You know that keeping children
safe is your top priority.

So make sure that they know too.

Practical advice for non-regulated clubs, personal tutors
and activity or teaching centres that work with children
and young people.

ASK
THE
RIGHT
QUESTIONS **?**

This leaflet will help you to:

- Protect yourself and your business
- Understand your duty to safeguard children and young people
- Develop safeguarding policies and procedures
- Implement safer recruitment practices
- Identify training needs
- Deal with a concern
- Know where to go for help and advice



Safe after school campaign

What is it about?

Safe After school campaign is about making sure that:

- children are safe in out of school provision
- parents are aware of potential risks to their children and know how to minimise these risks
- providers know how to create safe environments, both for themselves and for the children that they work with.

Why do we need the campaign?

Ask the right questions

As a provider, you may be asked some or all of these questions. The information provided in this booklet will help you to make sure that you have everything in place. You know that keeping children safe is your priority make sure that parents and carers know that too.



Questions you might get asked

Is there a policy on safeguarding children?

All clubs and organisations that work with children and young people should have a clear policy in place, available to parents and carers on request. The policy should include: the roles and responsibilities of various members of the organisation, the name of the person responsible for safeguarding and child protection; details of how they will respond and refer concerns about children. The Policy may also include information about the organisation's/club's approach to bullying, recruitment and behaviour management.

NSPCC:
Writing a Safeguarding Policy

Sample Safeguarding/child protection policy statement

Are recruitment and selection procedures for both paid staff and volunteers designed to screen out and discourage those who are not suitable from joining your club/organisation?

You need to be sure that all staff and volunteers who have direct contact with children are suitable.

Safer recruitment checklist

DBS eligibility guidance

How to manage your charity's volunteers

Are staff and volunteers appropriately trained?

Taking care of children and young people is a huge responsibility and it is important that staff are well trained, supported and have the necessary skills and experience to work with children.

All staff and volunteers should have up to date safeguarding training. Specialist coaches and teachers should normally be accredited by nationally recognised bodies such as the Football Association, British Judo Association, National Association of Teachers of Dancing, National Association of Music Teaching Professionals etc.

CPSU: Advice about choosing the right training

What emergency procedures are in place?

Make sure that the premises satisfy fire regulations and that a member of staff within the club or organisation is a qualified first aider. Ask about the procedure for reporting and responding to any injuries or accidents. Inform the coach of any disabilities/medical conditions/medication taken by your child and keep them up to date if this changes. Ensure that the club/organisation has your emergency contact details. If your child needs help with using the toilet, feeding or medication, ask about the procedures for personal care needs.

Is there a written code of conduct?

There should be a written code of conduct or behaviour that clearly explains what is expected from everyone. Coaches and instructors can sometimes be stern to maintain group discipline or excitable to motivate children to stretch their performance. Children may be a little anxious of the challenges at times but should never be upset nor become fearful of the coach or the activity. Paid or volunteer, all coaches and instructors should act professionally and in a similar way you would expect from school teachers. Any unacceptable behaviour should be challenged and dealt with in a professional manner by the organisation.

Sample code of conduct: parents and carers

Sample code of conduct: staff and volunteers

Sample code of conduct: children and young people

Concerns, complaints and allegations?

In order to ensure that you develop an open culture where children and staff feel able to express any concerns, it's important that your organisation has a procedure for dealing with complaints from a child, worker, volunteer, parent or carer.

Employers, Directors and managers should attend allegations management training to ensure clear processes are in place.

You also need to make sure that you have the right insurance in place. This will depend on the type of activity that you provide. (See page 12 for more information).

Appendix 1

Safe practice in recruitment

Safer practice in recruitment means that the safety and welfare of the child is paramount at every stage of the process. It starts with detailed planning of the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

Key elements within this process include:

- ensuring the job description for all posts/roles makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies
- obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post
- verifying the successful applicant's identity
- verifying that they have the Right to Work in the UK where employed)
- verifying the successful applicant's qualifications
- checking his or her previous employment history and experience
- carrying out an Enhanced Disclosure and Barring (DBS) Check for roles in 'regulated activity'
- Where adults do not have a specific role working with children, but are likely to be in contact with children during the course of their work, the safer recruitment practices still apply.



Appendix 2

Basic checks provided by DBS (Disclosure and Barring Service)

A basic check is a criminal record check which you can request for yourself

The basic check will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance - in certain circumstances - to wipe the slate clean and start afresh. Under the Act, eligible convictions or cautions become 'spent' after a specified period of time known as the 'rehabilitation period', the length of which varies depending on how the individual was dealt with.

A basic check can be used for any position or purpose.

DBS provides this service if you're living or working in England and Wales.

More information

<https://www.gov.uk/government/news/basic-disclosure-changes>

<https://www.gov.uk/government/publications/basic-checks>

Appendix 3

Running a business from home

If you offer tuition or run a club or teaching centre from your own home you may need permission or separate insurance .

Permissions

To run a business from your home, you may need permission from your:

- mortgage provider or landlord
- **local planning office** - e.g. if you're planning on making major alterations to your home
- - e.g. if you're going to get lots of customers or deliveries, you want to advertise outside your home or if you need a licence to run your business

Insurance

You may need additional **insurance for your business**. You can **find an authorised insurer** on the British Insurance Brokers' Association (BIBA) website.

<https://www.gov.uk/run-business-from-home>

Health and safety

You'll need to manage **health and safety** as you would with any other business.

Appendix 4

Useful Links:

[British Cycling](#)

[British Judo](#)

[England Boxing](#)

[Football Association](#)

[International Dance Teachers' Association](#)

[England & Wales Cricket Board](#)

[England Rugby](#)

[UK Coaching](#)

[Private Tutor Advice](#)

[British Taekwondo](#)

Appendix 5

Other sources of support

Musician's Union

[Safeguarding & Child Protection](#)

In these pages you will find information about how to access training as well as advice about what the safeguarding requirements are in England and Wales, Scotland and Northern Ireland.

Children 1st

[Safeguarding Children in Sport](#)

10 steps to safeguard children in sport. A collection of guidelines, good practice, practical advice, template procedures and policies – all tools which can help keep children safe in sport.

NSPCC

[Child Protection in Sport online course](#)

It's Not Okay Information and resources for people who work with young people or have a duty of care towards a child. If you work with or come into contact with young people, it is your responsibility to make sure that you:

Understand what child sexual exploitation is, can recognise the warning signs and know who to contact and how to report any concerns.