



Department
for Education

Keeping Children Safe

during Community Activities, After-School Clubs and Tuition:

Guidance for Lone Providers
or Volunteers Running
Out-of-School Settings



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, 16-19 academies, or 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, although some OOSS are run part-time during school hours to help meet the needs of those in-home education.

We all have a responsibility to help keep children safe. **Individuals working with children and young people should have safeguarding policies in place to reduce the risk of harm.**

Whether you are a self-employed private tutor or volunteer once a week to coach your child's football team, it is important to know what your safeguarding responsibilities are. To help you ensure you are following best practice when it comes to keeping children safe, the Government has released guidance on **'Keeping Children Safe during Community Activities, After-School Clubs and Tuition'**.

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 <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice-and-parental-guidance>

What is the 'Keeping Children Safe during Community Activities, After-School Clubs and Tuition' guidance?

This new government guidance can help you run a safe setting. It lays out a minimum level of practice to reduce the risk of harm to children in clubs or community-led activities

The guidance can be used if you have not yet put safeguarding and child protection measures in place, as well as to check that existing procedures are consistent with best practice.

The guidance is separated into four sections with basic requirements for large providers, small providers and volunteers or lone providers laid out at the beginning of each so you only need to read the subheadings relevant to your setting.

All providers, without exception, should also refer to the current **guidance on protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak.**

You can find the **'Keeping Children Safe during Community Activities, After-School Clubs and Tuition'** code of practice and parental guidance at [gov.uk](https://www.gov.uk).



Who is the guidance for?

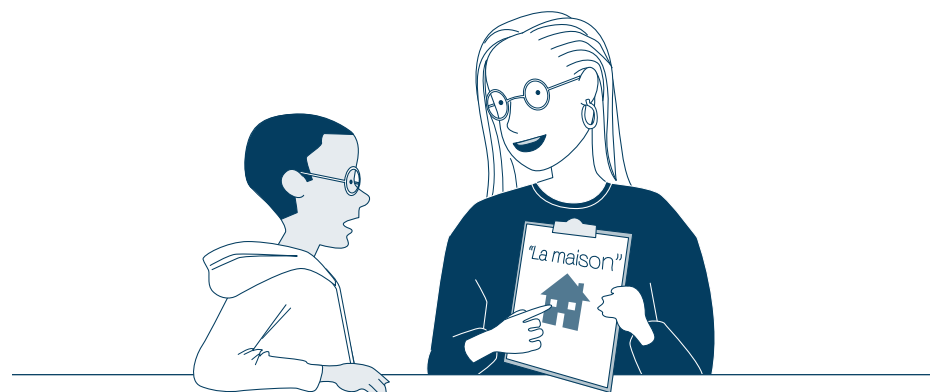
Everyone working with children should be aware of the different risks and safeguarding issues that can exist within out-of-school-settings. If you are self-employed or a lone volunteer then it is even more important that you know how to keep the children in your care safe and what to do in case of an emergency or safeguarding concern.

As part of your health and safety policy, you should carry out a risk assessment of the venue of your activity, club or class. For instance, if you teach piano to children a few times a week in your own home, you will still want to take reasonable steps to make the environment safe for children. This could mean taking steps to reduce the risk of fire, for instance, such as not burning candles during sessions.

You should also be aware of the various safeguarding issues that can put children at risk of harm and how to deal with them. For example, you should know the signs of abuse and neglect and the proper referral routes if you believe a child is at risk.

What does keeping children safe in out-of-school settings look like?

It's important to consider the risks and safeguarding issues and to develop policies and procedures which will help reduce the risk of harm to children in your setting. The example on the next page shows how the guidance can be used to help keep children safe while they are participating in a club, class or activity.



Example Scenario

Jerome is a self-employed tutor and has three students aged 11-13 who he teaches French to three times a week. He has read that new guidance has been released on how to reduce the risk of harm to children when they attend out-of-school settings.

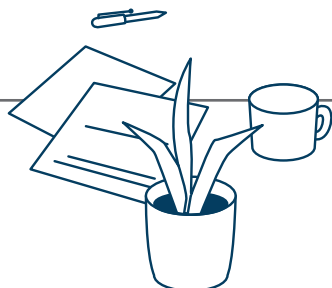
He finds the guidance document on gov.uk and sees that the beginning of each section includes basic requirements that should be fulfilled depending on the type of OOSS provider. Jerome is not employed by a tuition centre and does not have any employees or volunteers, so he identifies himself as a lone provider based on the definition in the guidance.

Reading through the relevant subheadings for lone providers in Section 1-4 of the guidance, Jerome realises that he already has many of the basic requirements in place but he is missing a written child protection policy. Following the guidelines in the relevant section in the guidance, Jerome writes a two-page child protection policy and distributes it to the parents of his students. One of the parents is particularly impressed by Jerome's commitment to safeguarding and recommends his services to some of her friends who have recently been looking for a reliable tutor for their children.

7 steps towards running a safe club or activity for children

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

- Assess health and safety risks and take steps to reduce the risks
- Have a fire safety and evacuation plan
- Have more than one emergency contact number for each child
- Be aware of specific safeguarding issues that can put children at risk of harm and undertake appropriate training
- Know referral routes for when you have a concern
- Undertake appropriate checks for working with children (e.g. DBS)
- Have a clear complaints policy



Remember: These basic safeguarding practices should be supported by effective leadership, training and a culture of vigilance around children's welfare in your setting.

i

Find the full guidance for OOSS providers on 'Keeping Children Safe during Community Activities, After-School Clubs and Tuition' at [gov.uk](https://www.gov.uk).

