

# Safe After School

Keeping children and young people safe – guidance for anyone who runs, works or volunteers at an out-of-school setting



## Out-of-school setting

An out-of-school setting is any institution, club or activity that provides tuition, training and/or instruction for children and young people when their parents are not there to supervise.

### Examples of out-of-school settings include:

- Supplementary schools
- Extra-curricular out-of-school settings, eg. ballet, music, drama or sports classes
- Scouts, Guides and cadets
- Youth centres
- Language schools
- Religious organisations that offer education about their faith
- Tutors.

*(It does not include schools, colleges, or childcare for children under 8.)*



## Keeping children and young people safe is everybody's responsibility

If you let your building to an out-of-school setting, you need to make sure they are a good provider and have all the relevant checks in place. For more information, email: [SafeguardingEdu@manchester.gov.uk](mailto:SafeguardingEdu@manchester.gov.uk)

If you own, run, work or volunteer at an out-of-school setting, you'll naturally want to make sure the children and young people in your care are safe. There are simple things you can do to make sure that the environment and staff do not put the children in any danger. Aside from making sure that children are safe while at their out-of-school setting, it's also important that anyone who works with children knows the signs that they are being hurt or neglected. People working with children should always know what to do if they are worried about a child. This is known as 'safeguarding'. Safeguarding is everybody's business.

You can find out more about safeguarding children at: [manchestersafeguardingpartnership.co.uk](http://manchestersafeguardingpartnership.co.uk)

Manchester City Council is responsible for promoting the safety and wellbeing of all children in the city. We can offer you expert advice and free training, and we can visit you to make sure all reasonable steps have been taken. Visits will usually be arranged beforehand, but occasionally we may visit you unannounced.

## Checklist for a safe and well-run out-of-school setting

**Have policies and procedures in place about safeguarding, first aid, and health and safety.**

For help with this, email [SafeguardingEdu@manchester.gov.uk](mailto:SafeguardingEdu@manchester.gov.uk)

**Have all completed our Safeguarding training, and have at least one member of staff who is a Designated Safeguarding Lead**

(someone who has advanced training in safeguarding).

**Have a policy to help prevent fire.**

We make sure all staff, children and young people know what to do, how to leave the building, and where to congregate in the event of a fire. All fire exits are accessible with nothing blocking them, and we run practice drills.

**Complete risk assessments.**

We identify things that could cause injury or illness (hazards), decide how likely it is that someone could be harmed and how seriously this would be (the risk), then take action to eliminate or control the risk. For more information, visit [www.hse.gov.uk](http://www.hse.gov.uk)

**Are aware of any current national or global issues that might impact on the children and young people.**

We follow the latest Government advice and have plans in place to minimise any risks.

**Have a complaints policy,** so complaints are dealt with quickly and consistently.

**Have a Safer Recruitment policy,** to make sure staff and volunteers are the right people for the job and pose no threat to the children and young people.

Find out more about safer recruitment at: <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

**Have carried out recent DBS checks for staff and volunteers.**

The Disclosure and Barring Service helps employers check the criminal record of anyone applying for a role. You can find out more at: [gov.uk/dbs](http://gov.uk/dbs) or email [SafeguardingEdu@manchester.gov.uk](mailto:SafeguardingEdu@manchester.gov.uk)



### **Keep a register,**

and have the children's and young people's emergency contact details and their medical information, and know what to do with it.

### **Keep any information about staff, and the children and young people who use the service, safe and secure.**

If we have paper copies of information, it is locked away, with only the appropriate people given access. Where information is kept digitally, it is password protected, and we have virus protection on our computers.

For more about keeping data safe and what to do if there is a breach, visit the Information Commissioner's Office website: <https://ico.org.uk>

### **Take precautions if any children use computers while in our care.**

We make sure that internet filtering is used so they don't see inappropriate or harmful material, eg. pornography, fake news, racist or extremist views, or have harmful online interactions, eg. using chat rooms where adults can pose as young adults. We also monitor their internet use. (For more information about keeping children safe online, visit: [www.nspcc.org.uk/keeping-children-safe/online-safety](http://www.nspcc.org.uk/keeping-children-safe/online-safety))

### **Have appropriate insurance.**

### **Think carefully about what we share on social media, asking the children and young people (and their parents) for consent to take and share their images.**

### **Take reasonable steps to make sure our service is accessible to all.**

If you need help or advice to make your service accessible to children and young people with disabilities, visit [www.manchester.gov.uk/sendlocaloffer](http://www.manchester.gov.uk/sendlocaloffer)

### **Answer parents' and carers' questions.**

We are happy to show them paperwork when requested (eg. our risk assessments or health and safety policy), and allow parents and carers to sit in on one of their child's sessions, where possible, if they ask to do so.

*If you have questions, or are struggling to put any of this into place, the Safeguarding in Education Team can help you. They can give you advice over the phone or face to face, by arrangement. They can also tell you about training that would be suitable for you, either in a classroom or online.*

Contact our friendly Safeguarding in Education Team to sign up for support and regular updates at:

**[SafeguardingEdu@manchester.gov.uk](mailto:SafeguardingEdu@manchester.gov.uk)**

You can also visit: **[www.manchestersafeguardingpartnership.co.uk/children-young-people/cyp-family-friends](http://www.manchestersafeguardingpartnership.co.uk/children-young-people/cyp-family-friends)**

**[www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings](http://www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings)**

or write to us:

**Safeguarding in Education Team,  
Hulme District Office,  
323 Stretford Road,  
Hulme, M15 4UW**