



Department  
for Education

# **Keeping Children Safe**

## **during Sports Clubs and other Extra-Curricular Activities:**

Guidance for  
Providers Running  
Out-of-School  
Settings



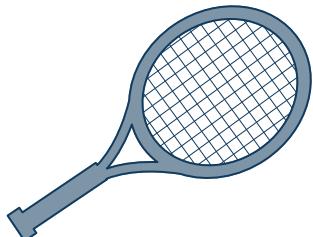
# **What is an Out-of-School-Setting (OOSS)?**

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 training or activities outside normal school hours, such as on the evenings or weekends.

We all have a responsibility to help keep children safe.  
**Organisations and clubs working with children and young people should have safeguarding policies in place to reduce the risk of harm when they are in their care.**

Whether you are the coach of a children's football team, a dance teacher or the director of a drama club, 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'**



## **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 persons 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?**

**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.**

As part of your health and safety policy, you should carry out a risk assessment of the venue of your activity or club. For instance, if you are hiring out a community hall for a children's soccer club, you will want to ensure that there is access to drinking water, fire escapes, and check that there are no trip hazards, amongst other things, that could put children at risk.

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 and/ or your staff 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 OOSS look like?**

It's important to consider possible 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 taking part in a club or activity.



## **Example Scenario**

Ellen is a dance teacher who runs evening and weekend ballet classes for children. She 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.

She 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 provider. Ellen employs an assistant to help her supervise the children during the class, so she identifies herself as a small provider based on the definition in the guidance (i.e. has 4 or fewer members of staff).

Reading through the relevant subheadings for small providers in Section 1-4 of the guidance, Ellen realises that she already has many of the basic requirements in place but takes the opportunity to do a risk assessment of her setting, train her assistant in health and safety and ensure she has up-to-date contact details for safeguarding referral routes into her local authority.

## **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
- Do appropriate pre and post-employment checks on staff and volunteers
- Have a clear complaints policy



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>

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



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



