

## Question to ask a club or extracurricular group leader

Do you have a safeguarding policy?

Who do I contact if I have concerns?

Are staff trained? Do they have DBS checks?

Is this group linked to a professional body or recognised organisation?

Is there a trained first aid officer present while the children are there?

What is the staff-student ratio?

Are you required to sign any consent forms, provide emergency contacts or supply relevant medical info?

Is there a written and signed code of conduct for staff?

## Questions to ask a potential tutor

Always interview the tutor and leave with no doubts about them

Ask to see and contact personal references. Check that their qualification certificates are originals and not copies

Read their CV—Ask about career gaps and request evidence if they have an explanation of one.

If the tutor is also a teacher, ask for a copy of their DBS check and their Teaching Agency Registration

If the tutor currently works at a school, contact the headteacher and request a reference. If they had previously worked at a school but no longer do so, contact their last headteacher.

Arrange to hold a brief taster session so you can observe the tutor's interaction with your child.

## Keeping your child safe

### Environment

Ensure the environment is open, safe and suitable to meet the needs of your child. For example, ensuring adequate toilet facilities are available. Children not individually isolated, and that the environment is not hazardous in any way.

### Observation

If attending a group activity, where possible and appropriate stay to observe your child during the activity or ask a trusted person to do so on your behalf. Children working with a tutor should do so in an open environment where they can be seen or heard at all times.

### Travel

Your child should never travel alone with the coach, group leader or tutor—be sure to accompany them to and from the venue or location.

### Communication

There is never any reason for the child to be contacted directly by the tutor or coach—all contact should be through either your details or from a website which provides the same information to all involved.

### Safeguarding in action

The professional or volunteer should be aware of safeguarding expectations and have no problem with you following this guide. Never feel that you act unreasonably and do not accept any arrangement which makes you uncomfortable.



## Keep Your Child Safe in Out of School Settings

A brief guide on how you can maximise the safety of your child during extra curricular activities

**Barking & Dagenham**

## Thinking of signing your child up to an extra-curricular activity such as additional tuition, sports or social club?

Many parents choose to supplement their child's education and development. For some this means getting a private tutor to help with Maths or English, for others, it can mean an after school club, religious studies or weekend sports activity.

For most children, it is an enriching experience which boosts learning, self-esteem and enjoyment.

The most important thing is knowing that your child is in safe, capable hands throughout this process.

**This leaflet will aim to provide you with some tips and points to consider when choosing tutors or an out of school group activity for your child.**



## Choosing a group activity, club or tutor

Prior to signing your child up for a new club, group activity or tutor it is important to find out how the group or tutor operates. If possible, try to visit and observe a standard session with or without your child. This gives you a first-hand look at whether the children seem happy, and a chance to watch how the staff / tutor operate.

All organisations providing extra-curricular activities should, as best practice, have a safeguarding policy and a designated safeguarding lead who oversees the welfare of children attending the group. This may not be the case with tutors but you should be confident that they understand their safeguarding responsibility.

Regardless of whether a coach or tutor is paid or if they are a volunteer, they should always act professionally and in similar way you would expect a school teacher to act.

## For more information & contact details

visit the BDSCP website

[www.bdsafeguarding.org](http://www.bdsafeguarding.org)

## Your child says something inappropriate happened—what do you do?

**Reassure your child** - It's important that your child doesn't feel that it's their fault and that they are listened to.

**Assess the concern** - It may be that the coach or tutor engaged in poor practice rather than something abusive. Pull your child from the service until you can seek advice.

**Seek advice** - This could be the management company of those running the service or the regional governing body if you feel uncomfortable speaking to their manager.

**Contact the LADO** - If the allegation is serious, it is best to report it to the Local Authority Designated Officer (LADO). For more information on the role of the LADO and how to make contact please look at the Barking and Dagenham Safeguarding Children Board website on the Parent and Carer page.

**Contact the Police** - if you feel that a criminal offence has been committed on 101 or 999

**Barking &  
Dagenham**