

# Staying Safe at Out of Hours Activities



## Choosing Clubs and Activities

### Research the Club Or Activity

- Is the Club recommended by others?
- Does the Club have a website; is it affiliated to an umbrella organisation?
- Are there policies in place for safety and child protection?
- Are the Club Leaders happy to answer all your questions?
- Is there an introductory session to see how your child settles?

### Disclaimer:-

It is strongly recommended that all parents/carers check details with providers to ensure that the service they provide meets their individual requirements in terms of quality, safety, appropriateness etc. It is also advised that where possible parents/ carers visit the activity and review inspection reports where available.

Whilst every effort has been made to ensure the accuracy of the information provided, Hinchingsbrooke School cannot accept responsibility or liability for any errors which may have occurred. Neither can Hinchingsbrooke School be held responsible for any losses which you incur, whether financial or otherwise, from partaking in or relying upon any such information, resources or provision.

### Things to Ask & Check

#### Qualifications

- Are the coaches qualified to teach the activity and have the appropriate CRB check to work with children?
- Do they have insurance liability cover?
- Does the club encourage equality of opportunity, e.g. are girls and boys given the same opportunity, do they accommodate special needs and different abilities?

#### Safety

- Are there adequate numbers of adults supervising and running the activity safely and to a high standard?
- Are the activities risk assessed and are accident and emergency procedures in place and communicated?
- Is there qualified first aid provision on site and access to first aid equipment?
- Do the activity leaders have emergency contact details for you the parent / carer and do they ask for details of special needs and medical information for your child?
- Does the club have a child protection officer and a process for dealing with any concerns about children's safety & welfare?

#### Behaviour

- Do coaches / leaders provide clear explanations, demonstrations and guidance? Are they able to manage behaviour and safety appropriately?
- Are children encouraged to improve or are they criticized for the mistakes they make?
- Do adults / leaders have a professional relationship with the children?
- Do leaders arrive on time and utilise the full session appropriately?
- Do adults behave and dress appropriately? Is the language they use appropriate?

***If you have any concerns about the quality of the activity you should discuss this with your provider at the earliest opportunity.  
If you have any concerns about the safety or welfare of children you should notify the following people:-The host school,  
Children's Social Care Contact Centre - 0345 045 5203,  
The Police Public Protection Unit - 0345 456 4564***



INVESTORS  
IN PEOPLE

