



Kingston and Richmond
Safeguarding Children Partnership

Keeping Children Safe for Out of School Settings (Non-Statutory) Self Assessment Tool (Basic Requirements for All Providers)

Prerequisites of completing this checklist: (bit.ly/DfEOOSSGuidanceOctober2020)

- Providers should read and understand this guidance before completing this checklist.

Health and Safety

- Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified
- Should have first aid training and/ or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)
- Must have a fire safety and evacuation plan
- Should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies

Safeguarding and Child Protection

- Must have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members
- Should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
- Should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children
- Should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
- Should provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number
- Should have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care

Suitability of Staff and Volunteers

- Should ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if an umbrella body or the organisation contracting your services can apply for a DBS check on your behalf
- Should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

Governance

- Should have a clear complaints procedure
- Should have an effective whistleblowing policy



Keeping Children Safe for Out of School Settings (Non-Statutory) Self Assessment Tool (Large Providers)

Health and Safety

- A written health and safety policy, including a risk assessment section
- An appointed person and/or at least one staff member who has first aid training a fire safety and evacuation plan
- Trained all staff members on health and safety
- Created a GDPR-compliant registration form for the children in your care, including essential contact information and medical details
- Taken a register at the start of each session

Safeguarding and Child Protection

- Have a written child protection policy and written procedures in place
- Are aware of the specific safeguarding issues that can put children at risk of harm and undertake appropriate training (e.g. abuse and neglect, peer-on-peer abuse, etc)
- Have appointed a suitably trained DSL
- Have made staff and volunteers aware of what to do if they have concerns about a colleague who may pose a risk of harm to children have ensured that all staff and volunteers know the referral route into local authority children's social care

Suitability of Staff and Volunteers

- Have taken appropriate steps during the recruitment of new staff and volunteers to ensure they are suitable
- Have determined whether your setting makes you a regulated activity provider
- Have undertaken the appropriate checks on staff and volunteers (for example, DBS, pre-employment, etc)
- Regularly review the performance and suitability of staff and volunteers after appointment

Governance

- Registered your setting as a charity (if appropriate)
- Registered your setting with HMRC (if appropriate)
- Set up a management committee
- A clear and effective complaints policy
- A clear and effective whistleblowing policy



Keeping Children Safe for Out of School Settings (Non-Statutory) Self Assessment Tool (Small Providers)

Health and Safety

- Considered health and safety and taken steps to reduce risks
- An appointed person and/or at least one staff member who has first aid training
- A fire safety and evacuation plan
- Trained all staff members on health and safety
- More than one emergency contact number for each child (where possible) and knowledge of any medical concerns (held in compliance with GDPR)
- Taken a register at the start of each session

Safeguarding and Child Protection

- Have a written child protection policy and written procedures in place
- Are aware of the specific safeguarding issues that can put children at risk of harm and undertake appropriate training
- Have appointed a suitably trained DSL
- Have made staff and volunteers aware of what to do if they have concerns about a colleague who may pose a risk of harm to children
- Have ensured that all staff and volunteers know the referral route into children's social care

Suitability of Staff and Volunteers

- Have taken appropriate steps during the recruitment of new staff and volunteers to ensure they are suitable
- Have determined whether or not your setting makes you a regulated activity provider
- Have undertaken the appropriate checks on staff and volunteers (for example, DBS, pre-employment, etc)
- Regularly review the performance and suitability of staff and volunteers after appointment

Governance

- Registered your setting as a charity (if appropriate)
- Registered your setting with HMRC (if appropriate)
- Set up a management committee
- A clear and effective complaints policy
- A clear and effective whistleblowing policy



Keeping Children Safe for Out of School Settings (Non-Statutory) Self Assessment Tool (Lone Providers)

Health and Safety

- Considered health and safety and taken steps to reduce risks
- First aid training, or at a minimum a first aid kit and awareness of what to do in an emergency
- A fire safety and evacuation plan
- More than one emergency contact number for each child (where possible) and knowledge of any medical concerns (held in compliance with GDPR)
- Taken a register at the start of each session.

Safeguarding and Child Protection

- Have a written child protection policy in place and can verbally detail the steps you will take to protect children in your care
- Are aware of the specific safeguarding issues that can put children at risk of harm and undertake appropriate training
- Know what to do if they have concerns about a colleague or other adult who may pose a risk of harm to children
- Know how to contact your DSL or, if you are the DSL, the referral route into children's social care.

Suitability of Staff and Volunteers

- Have checked whether an umbrella body or the employer who is contracting your services can apply for a DBS check on your behalf.

Governance

- Understand how to declare income gained from your setting on your tax return (if self-employed)
- Have a clear and effective complaints policy
- Have a clear and effective whistleblowing policy