How can I ensure my child is safe if the classes are in a private house?

We wouldn't recommend classes in your own or a tutor's private house. However, if you do decide on this, it would be good to get two references for the instructor/tutor. You should be able to watch a session and ensure that you are happy with the environment, being mindful of any other adults or children in the house.

Check that your child is happy and comfortable where they are. Ideally, parents/carers should be within earshot of where the lesson is taking place. This includes remote learning.

My child has Special Educational Needs and/or a disability (SEND). What steps will you take to accommodate this?

All providers should make reasonable adjustments to accommodate a child or young person with SEND. For further information visit **www.manchester.gov.uk/sendlocaloffer**

My child needs help with medication/ personal care. Can you help with this?

You should talk through the help your child would need to see whether they can be accommodated.

Is the setting aware of any current national or global issues that might impact on my child?

Will the setting know what to do if there are any national or global issues that might impact on children, eg. the COVID-19 pandemic? They should be following the latest Government advice and have plans in place to minimise any risks.

Do you have filtering and monitoring systems in place on your computers?

Your provider should have age-appropriate systems in place. They should filter out:

- inappropriate or harmful material, eg. pornography, fake news, racist, radical and extremist views
- harmful online interactions with other users, eg. commercial advertising, and chatrooms where adults can pose as children or young adults.

What is your policy for children and young people using mobile phones?

There should be information about consent for taking photos and videos, and uploading to the internet/social media (for both children/young people and providers).

Where do I go for help and advice?

The provider should have a named person in the out-of-school setting who you can speak to if you have any concerns or need further information on anything.

Do you keep my child's information secure? Who can see it?

The provider should be able to explain how they store paper and electronic copies of files. Paper copies should be secured with a lock that only certain people can open; electronic copies should be encrypted and password protected. They should also obtain permission to take and display photos and videos of your child, including on social media.

For further information email **SafeguardingEdu@manchester.gov.uk**

You can also visit:

www.manchestersafeguardingpartnership.co.uk/children-young-people/cyp-family-friends/

www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings

Out-of-school setting

This 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. It does not include schools, colleges or childcare for children under 8.

Examples of out-of-school settings include:

- Supplementary schools that teach arts, culture, heritage, languages etc
- Ballet, music, drama or sports classes
- Scouts, Guides and cadets
- Youth centres
- Language classes
- Religious organisations that offer education about their faith
- Private tuition, either in a house or at a centre.

Taking your child to an out-of-school setting or activity has many benefits. They'll develop new skills and hobbies, build their self-esteem and knowledge, and have the opportunity to make friends. There are all sorts of great things going on in Manchester. For some ideas, visit **hsm.manchester.gov.uk** where you can search 'Things to Do' for a range of clubs and activities, and **www.mcractive.com** for local sports.

Child safety in out-of-school settings

There is no regulation around certain types of activities with children and young people.

As a parent or carer, you play an important role in protecting your child. Before sending them to an out-of-school setting, you need to check that it is a safe environment. A well-run and trustworthy setting will be happy to answer questions. If a provider is reluctant to answer, you may consider sending your child somewhere else.

Choosing an out-of-school setting, tutor or coach for your child? Here are some questions you could ask:

Can I watch a session?
You should be allowed to watch an initial session to see how it is run and ensure you are comfortable with it.

Is there a safeguarding and child protection policy (including online and digital safety)? If so, can I have a copy?
The provider should be able to show this to you on request.

Do they have a procedure to make sure that only authorised people collect children and young people?

Do you have a named person who I can speak to if I have any questions?
The provider should be able to name a person you can speak to for any help or advice; this person should not be a governor or trustee. It is good practice to have a Designated Safeguarding Lead (DSL) who has taken advanced safeguarding training and a refresher course every two years.

What training, eg. safeguarding/first aid, have the rest of the staff and volunteers had and when was it?
Staff, including volunteers, should have been trained in safeguarding, and take a refresher course every two years. They should also be trained in health and safety, know who the first aider is, and what the emergency procedures are. Providers should be able to tell you the training that staff have had.

Is there a Health and Safety policy, including fire policy? If so, can I see it?
There should be a policy in place. You can also look at the environment and check that the area is free of hazards. Check there is a secure entry and exit point.

What are the emergency procedures? How will my child know what to do in an emergency?
There should be procedures in place in case of an emergency, including clearly marked fire exits. Providers should explain to children and young people what they should do in an emergency and carry out practice runs.

Is there a written code of conduct for staff and volunteers? If so, can I see it?
It is good practice for providers to have a policy on how staff and volunteers conduct themselves at the activity.

Is there any safety information available via your website, or a leaflet?
Providers should be able to let you know where you can obtain the safety information.

Have staff and volunteers had DBS checks? If so, how recent were they?
The Disclosure and Barring Service (DBS) issues criminal record certificates to help the employer decide whether a staff member or volunteer is suitable. DBS checks are not always required by law; however, getting a check done is good practice. People who are self-employed may not be able to obtain a DBS check, so you may need to talk to those who use the out-of-school setting or activity to satisfy yourself that the provider is suitable.