

Checklist of safeguarding arrangements

As a provider, you and your staff and volunteers have a duty of care toward the children who attend. This means that by law you must take reasonable steps to ensure the safety of the children and to protect them from harm.

The steps you take will differ depending on your provision's specific characteristics. For example:

- size
- the type of activity or tuition you offer
- physical location
- hours of operation

The list below details the arrangements you should have in place regardless of the type or size of provision. It provides a starting point that can be used by anyone to reduce the risk of harm to children in your setting.

Ensure that all staff⁹ and volunteers understand and comply with the safeguarding arrangements you put in place and review your policies, procedures and training on an ongoing basis.



9 For the purpose of this code, “staff” should be interpreted very widely to mean a paid employee or unpaid worker or volunteer engaged by an out-of-school setting provider.

Safeguarding and child protection

You should:

- have an effective **safeguarding and child protection policy** in place
- have a **staff behaviour policy** (sometimes called a code of conduct)
- be aware of and have **training** on the specific safeguarding issues (including online) that can put children at risk of harm
- have clear **procedures on what to do if there are concerns** about a staff member, volunteer or another adult who may pose a risk of harm to children
- appoint a **designated safeguarding lead (DSL)**,¹⁰ who has undertaken safeguarding and child protection training (including online)
- provide parents or carers with a **named individual** (such as the DSL or another named member of staff) so they can raise safeguarding concerns
- if you're a lone provider, give parents or carers the **contact details of your local authority's children's services** or the NSPCC helpline number
- know the **local referral route** into children's social care
- report any allegations of harm** to a child to both your local authority designated officer (LADO)¹¹ and the police as soon as reasonably practicable
- know if the **legal duty to refer** to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

¹⁰ Sometimes referred to as the Safeguarding Lead or Welfare Officer.

¹¹ Referred to as the LADO or Designated Officer.

Suitability of staff and volunteers

You should:

- make sure staff and volunteers have had **relevant pre-employment checks**, for example:
 - DBS check
 - verification of identity
 - references
 - right to work
- have **regular performance reviews** in place to check the suitability and training requirements of staff and volunteers after their appointment

Governance

You should have:

- a clear **complaints procedure**
- an effective **whistleblowing policy**
- a clear **staff behaviour policy** (code of conduct)
- a clear **line of accountability** for safeguarding which runs throughout your organisation, including at the most senior level
- a clear **record of the safeguarding training** provided to staff and the schedule of refresher training

Health and safety

You must

- consider the **suitability and safety of the setting** for employees, children and young persons, taking steps to **reduce any risks identified**
- have a **fire safety and evacuation plan**
- have **paediatric first aid training** where children aged 5 and under are attending the provision (unless you're exempt from registration with Ofsted)

You should also:

- have **first aid training** and a **first aid kit** to hand as well as awareness of what to do in an emergency where children aged over 5 are attending
- have more than one **emergency contact number** for each child
- make sure you **know of any medical concerns** or allergies



