

## Keeping safe when choosing a community activity or service

When accessing activities and services that are provided in the community, as parents and carers you are advised to make certain checks to make sure that the provision is safe and appropriate for your family's needs.

The checklist below is a guide that sets out what to look for and questions to ask when choosing a good activity or service for any children, young people or vulnerable adults you care for.

Parents or carers can meet with providers either before or during sessions to ensure the setting is well-managed	
The building and facilities are accessible for the person you care for (for example, parking, ramps or changing facilities)	
The environment appears safe (for example, a well-maintained building with a clear exit route in case of emergencies, and a first-aid kit available) – the provider knows what to do in the event of a fire or emergency	
Health and safety has been considered – large providers should have a written policy; small and lone providers do not need to have a written policy but should be aware of the risks and how to reduce them	
A parental consent form, which asks for medical information and emergency contact details, is needed before a child attends for the first time	
The provider keeps information about people secure - electronic data should be encrypted and password protected; paper data should be secured with a lock	
An appointed person is responsible for first aid	
There is an appointed designated safeguarding lead	
A child-protection or safeguarding policy can be given to parents or carers on request – this should say how people can report concerns and how the provider will make parents or carers aware of them	
An internet safety policy is in place and monitored	
If a provider has many staff or volunteers, their roles and responsibilities are clear	
All staff and volunteers have relevant training to deal with child protection and safeguarding issues (for example, abuse and neglect)	
Staff and volunteers have completed relevant qualifications and checks (for example, pre-employment references and DBS checks)	
Staff members and volunteers have relevant training to deal with SEND (for example, communication and sensory needs)	
Staff and volunteers can meet relevant medical needs (for example, allergies and medication)	
Staff and volunteers can meet relevant personal care needs (for example, feeding and using the toilet)	
A complaints process is in place	
If the provider claims to be a charity, it has valid registered charity status – <u>the Charity Commission</u> has a register for all charities which are registered in England and Wales	

You can find the 'Keeping Children Safe during Community Activities, After-School Clubs and Tuition' code of practice and parental guidance at [gov.uk](http://gov.uk).