

It is fantastic that children and young people can access lots of different organisations, clubs and activities. This can help provide them with opportunities to gain social and life skills, as well as most importantly have fun!

Everyone who provides activities should do as much as possible to create and maintain a fun and safe environment for the children taking part.

Parents and carers have a crucial role when choosing the clubs and organisations for their children to attend. It is really important that they are happy that everything is as safe as possible for their child or children.

This leaflet gives advice to help your organisation get everything right in terms of safety for children, so that they can have fun and have wonderful new experiences.

Do you have a safeguarding children policy?

A good organisation will always have a robust child protection and safeguarding children policy. You should always welcome questions from parents/carers about what the policy means and how it helps keep their children safe. The safeguarding/child protection policy will make it clear to all what they and you will do if you have concerns about a child.

Is there a code of behaviour for adults helping and children?

Organisations should give clear guidance to acceptable behaviour when working with children and also how children are expected to behave when attending your club or activity.

Are your staff and volunteers suitable to work with children?

What measures do you take to ensure adults are suitable to work with children? Staff and volunteers should have a DBS (Disclosure and Barring Service) criminal records check. You should have good safer recruitment processes and staff training.

Do you have a health and safety policy?

This would mean also having a first aid qualified staff member, access to a first aid box and using suitable premises. Good health and safety practices also include things such as having a register at the start and end of sessions, signing children in and out, recording emergency contact details, risk assessments and having adequate insurance.



What are the arrangements when children go on outings?

For every outing, no matter how long or short, parents should be informed of the arrangements, including staffing levels and transport there and back. Their consent should be obtained before each one off event or at the beginning of a regular series of outings. Careful consideration needs to be given to child protection and safety arrangements.

Are you a member of the Safer Programme?

This means you should have attended Safer Programme training and have received the latest recommendations for policies and procedures from the Government and Norfolk Safeguarding Children Board.

Do you have a Safer Certificate?

This means the Safer Programme have checked all of the above points and found that they are all of a required high standard. This is a really good way for an organisation to demonstrate they have really thought about children's health, wellbeing and safety.

Important –

What should I do if I am worried?

If you have any concerns about the welfare of a child please contact Children's Services on **0344 800 8020** or the Police on **101**

If there is an immediate threat of danger please phone **999**

If you are concerned about an adult who works/volunteers with a child please phone the Local Authority Designated Officer on **01603 223473**

For details on how to make a referral to the LADO please go to www.norfolkscb.org



Supporting you to work with young people

Momentum (Norfolk) is supporting organisations and groups that work with children and young people to achieve the Ambition Quality mark. Gaining this national kite mark will show that a group is safe, accessible and inclusive. Your work with Safer will help your group to achieve Ambition Quality. www.momentumnorfolk.org.uk or call **01603 672333**.



Ambition Quality is a national kitemark to recognise and accredit good quality, safe youth provision. For more details please contact Momentum (Norfolk).

How can a club or organisation find out more about the Safer Programme?

If you, or any organisation, would like to know more about the Safer Programme, please visit www.norfolkscb.org under the Safer Programme section or feel free to telephone us on **01603 228966**. We're here to help you get safeguarding children right.

How do clubs or organisations get their policies and procedures checked?

This can be done via the Safer Programme Coordinator on the details above.

How do clubs or organisations get their child protection/safeguarding children training?

This can be through the Safer Programme. Some organisations may run their own but this must be accredited through the Local Safeguarding Children Board. If in doubt please check with the Safer Programme.

Remember, a child's safety and wellbeing should be any organisation's priority.



Keeping children safe in clubs and activities



Advice on how to help keep children safe when using clubs and activities