

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

How can we 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.

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 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



Momentum (Norfolk) is supporting groups that work with children and young people to achieve the Ambition Quality mark. If the group that your child attends has got this national kite mark you can be assured that the group is safe, accessible and inclusive and will have met the Safer standards.

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).

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 you are happy that everything is as safe as possible for your child or children. Even if the organisation seems professional, you should not make any assumptions about the way it is run until you have checked it yourself. If you have any doubts, you must act.

This leaflet gives advice to help you ask the right questions about child safety arrangements in the club or activity.

Does the organisation have a safeguarding children policy?

A good organisation will always make you aware of this at the start of your child's involvement. They will always welcome questions about what the policy means and how it helps keep children safe. The safeguarding/child protection policy will explain their commitment to safeguarding children and tell you what they will do if they have concerns about a child.

Is there a code of behaviour for adults and children?

Organisations should give clear guidance regarding acceptable behaviour when working with children and also how they expect the children to behave.

Are the staff and volunteers suitable to work with children?

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

Does the organisation 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, you should be informed of the arrangements, including staffing levels and transport there and back. Your consent should be obtained before each one off event or at the beginning of a regular series of outings.

Is the organisation a member of the Safer Programme?

This usually means that they have attended Safer Programme training and have received the latest recommendations for policies and procedures.

Does the organisation 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 of a club to demonstrate they have really thought about children's health, wellbeing and safety.

What should you be wary of when choosing a club or activity?

- Poor or no communication about procedures and if you ask about safeguarding you receive a negative response or no answer.
- Children and young people leave or stop attending a club or activity for no apparent reason.
- As a parent or carer you are discouraged from becoming involved in a club or activity.
- Individual workers or volunteers are showing children favouritism.
- Inappropriate physical contact with adult workers/volunteers is not addressed appropriately by the club/organisation.
- Children or young people are invited to spend time alone with staff or volunteers. This also includes visiting their home.