

## Questions you may wish to ask an OOSS provider

- do you have a safeguarding policy?
- do all staff/volunteers have valid DBS (Disclosure and Barring Service) certificates?
- are you required to sign any consent forms, provide emergency contacts or supply relevant medical info?
- are the premises safe, for example are fire evacuation notices displayed?
- is there a trained first aid officer present while the children are there?

## Questions to ask a potential Tutor

- always interview the tutor and leave with no doubts about them.
- ask to see and contact personal references. Check that their qualification certificates are originals and not copies.
- read their CV— if the tutor is also a teacher, ask for a copy of their DBS check and their Teaching Agency Registration. Contact their headteacher and request a reference.
- arrange to hold a brief taster session so you can observe the tutor's interaction with your child.

As a rule, if a provider is reluctant to answer, or cannot answer your questions, or if you are not satisfied with their answers, you may wish to consider sending your child to a different provider.

For more information on Out-of-School Settings and services to support you as a parent or carer, visit [www.bdsafeguarding.org/parents-carers/](http://www.bdsafeguarding.org/parents-carers/)

## What to do if you have concerns

If you have concerns about a private tutor, coach or a setting your child attends, please call the Barking and Dagenham Local Authority Designated Officer on **020 8227 3088** or email [LADO@lbbd.gov.uk](mailto:LADO@lbbd.gov.uk)



If you believe a child is in immediate danger of harm, please call the police on 999.

## Keeping Children Safe in Out-of-School Settings



**Choosing a private tutor, coach or independent after school club or activity.**  
A brief guide on how you can maximise the safety of your child in Out-of-School Settings (OOSS).



### What do OOSS settings do?

Many parents choose to supplement their child's education and development. For some, this means getting a private tutor to help with Maths or English, for others, it can mean an out-of-school setting such as after-school clubs, religious studies or sports activity.

For most children, it's an enriching experience which boosts learning, self-esteem, improving cultural awareness, and enjoyment.

The most important thing is knowing that the out-of-school settings is a safe place for your child and that they are in capable hands when attending and engaging in such activities.



### What is an OOSS?

An Out-of-School setting (OOSS), is an institution /organisation providing tuition, training, instruction, or activities to children without their parents' or carers' supervision.

This does not include schools, academies or colleges registered by the Department for Education (DfE).

Some examples of out-of-school settings:

- Tuition / learning centres or supplementary schools which may be used to support mainstream or home education, such as English and mathematics skills or examination preparation.
- Extracurricular clubs or settings such as sports clubs, music classes, dance classes, martial arts training.
- Open access youth clubs, that offer centre based and detached youth work.
- Religious settings which offer education in their own faith, e.g. Jewish yeshivas and Chedarim, Muslim madrassahs, Hindu OOSS, Sikh OOSS, Christian Sunday schools, etc.
- Uniformed youth organisation, e.g. scouts, brownies, cadets etc.

OOSS may be delivering in a range of venues, from residential settings, larger and more formal settings such as community and youth centres, sports clubs, and places of worship. Fees may or may not be charged, and some settings may be operating on a commercial basis.

### Staying Safe

Prior to signing your child up for a new club, group activity or tutor it is important to find out how the group or tutor operates. If possible, try to visit and observe a standard session with or without your child. This gives you a first-hand look at whether the children seem happy, and a chance to watch how the staff / tutor operate.

All out-of-school settings should, as best practice, have a safeguarding policy and a designated safeguarding lead who oversees the welfare of children attending the group, a health and safety policy and Disclosure and Barring Service checks for staff and volunteers. This may not be the case with tutors, but you should be confident that they understand their safeguarding responsibility.

Regardless of whether a coach or tutor is paid or if they are a volunteer, they should always act professionally and in a similar way you would expect a school teacher to act.

A well-run and trustworthy setting / tutor will welcome questions about their activities and policies. They'll know they have a responsibility to give this kind of information to anyone who leaves a child in their care.

