



Safe After School

Safety Advice for parents and carers

This guidance is for parents and carers to help keep their children safe in different types of after-school activities and settings.



We all know that private tutors, clubs and classes offer great ways for children and young people to develop their skills and confidence.

However, there can be occasions when those of a position of trust sadly abuse children and young people. As a parent/carer it is important that you take measures to ensure your children are protected and safe.

This document will help you understand the safeguards that every provider should have in place and explains what to look out for, what to ask and what to do if you have any concerns.

Many after-school activities are **unregulated**, individuals may not be legally required to have background checks or qualifications.

Private Tutors

Unregulated in the UK: No legal requirement for DBS checks or qualifications.

How to Find a Tutor

Ask Other Parents for Recommendations

Tutors can be found by word of mouth and other parents may make recommendations, however it is always advisable for parents to undertake their own safeguarding checks beforehand.

Ask for Recommendations from Your Child's School

Teachers or school administrators may know qualified tutors or offer after-school support programs. Some tutors may also be Ofsted registered.

Contact Tutoring Agencies

Reputable agencies like The Tutors' Association in the UK vet their tutors and ensure they meet professional standards. [The Tutor's Association](#)

💡 Things to Consider When Employing a Private Tutor

1. Is this person qualified to teach the subject?

Ask to see their qualifications or certificates.

2. Do they have experience working with young people?

Are they a trained teacher or have relevant experience?

3. Do they have a current DBS (Disclosure and Barring Service) certificate?

This is essential for working with children in the UK.

4. Can they provide references from previous tutees?

Follow up on these references to verify their credibility.

5. Have you checked their CV and contacted their referees?

Always verify their background and experience.

6. Can they prove their identity?

Ask for ID such as a birth certificate or driving licence.

7. Are they a member of a professional body?

Membership in organisations such as [The Tutors' Association](#) adds credibility.

8. Will your child be learning at their home?

If so, can you visit the home or stay to observe the session? Tutor sessions should always be supervised by an adult

📍 Where Should Private Tuition Take Place?

- **Be clear about the location and who will be present.**

For example, you may agree that tutoring only happens in your home with doors open. Tutoring should **never** take place in a bedroom. A parent/carer should always be present in the house when tutoring takes place

- **Ensure access to the teaching area.**

Whether at your home or the tutor's, you should be able to enter the space and observe or listen if you wish.

- **When considering using online tutoring,**

You should always arrange sessions - not your child.

This ensures proper communication and safety boundaries. It may be useful to refer to the following document: [Tutor Trust Safeguarding Guidance](#)

Make Sure Your Child Knows:

A tutor is a teacher, not a friend.

- Tutors should always behave in a professional way.

No sharing of personal information.

- This includes private messages, photos, or videos.

No secret meetings or chats.

- Tutors must never meet or talk outside of sessions without your approval.

They can always talk to you.

- If your child is asked to keep a secret or something feels strange, scary, or upsetting—they should tell you right away.

Who to Contact if Concerned

- **NSPCC:** 0808 800 5000 or help@nspcc.org.uk
- **Local Authorities Children's Services;**

Wiltshire Integrated Front Door (IFD) - 0300 4560108 - Out of Hours 0300 456 0100 - Integratedfrontdoor@wiltshire.gov.uk

Children and Families, Contact Swindon - 01793 464646 - Emergency Duty Service (EDS) 01793 436699 - contactchildrenandfamilies@swindon.gov.uk

- **Local Authorities Designated Officer (LADO)**

Wiltshire LADO - 0300 456 0108 Option 6 - LADO@wiltshire.gov.uk

Swindon LADO - 01793 463854 - LADO@swindon.gov.uk

- **Police:** 101 or 999 in emergencies
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Out-of-School Clubs

There is non-statutory guidance by the DFE for providers of community activities, tuition or after-school clubs for children which includes advice on safeguarding. This can be found on the following link: [After-school clubs, community activities, and tuition - safeguarding guidance for providers](#)

Those running activities have a duty of care to create a safe and encouraging environment. Any individual who is running or support an out of school activity is in a position of trust.

- Do you know who is helping out?
- Are children safe in their care?
- How will your child be protected?

How Do I Find an Out-of-School Club?

- **Ask other parents for recommendations.**

Local parents often know the best clubs and activities.

- **Ask for recommendations from your child's school.**

Schools may have partnerships or know trusted local providers.

- **Check adverts or search online**

Look for clubs with good reviews and clear contact information.

- **Look for affiliation with a governing body.**

As they should have clear safeguarding policies and practice

-  **Meet the club teacher before sessions begin.**

You and your child should meet them to ask questions and feel confident about the environment.

Things to Look for When Choosing an Out-of-School Club

Clear safeguarding policies and procedures

These should be accessible and easy to understand.

A designated safeguarding officer

Someone responsible for child protection within the club.

DBS-checked and trained staff

All staff should have up-to-date background checks and relevant training.

Health and safety policies

These should cover emergency procedures, first aid, and safe practices.

Clear procedures for raising concerns

You should know how to report any issues about a child's safety.

Regular risk assessments

Activities should be reviewed for safety, and assessments kept current.

Is the club Ofsted registered?

Registration can indicate a higher standard of care and accountability.

Are policies available online?

Ideally, the club's website should clearly display its policies and procedures.

Legal Framework

- **Statutory Guidance:** *Working Together to Safeguard Children* [Working together to safeguard children - GOV.UK](#) and *Keeping Children Safe in Education* [Keeping children Safe in Education](#)

- **Sexual Offences Act 2003:** Adults in positions of trust (e.g., coaches, religious leaders) must not engage in sexual activity with under-18s.
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Knowing How to Report Concerns

Know who to contact first

- Start by speaking with the club's **designated safeguarding officer**.
 - The club should clearly provide their contact details.

Understand the escalation process

- If the concern is serious or unresolved, it should be referred to the club's **governing body or management committee**.

External referrals for serious concerns

- In more serious cases, concerns may be passed on to **Local Authorities Children's Services**:

Wiltshire Integrated Front Door (IFD) - 0300 4560108 - Out of Hours 0300 456 0100 -
Integratedfrontdoor@wiltshire.gov.uk

Children and Families, Contact Swindon - 01793 464646 - Emergency Duty Service
(EDS) 01793 436699 - contactchildrenandfamilies@swindon.gov.uk

the **police**, or other relevant safeguarding agencies by the club or association

You should feel confident and supported

- Clubs and organisations should make their **reporting procedures clear and accessible** to all parents and carers.
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Make Sure Your Child Knows:

All staff should behave professionally.

- They are there to teach and support, not to be personal friends.

No sharing of personal information.

- This includes private messages, photos, or videos—by staff or children.

No secret meetings or off-platform chats.

- They must never meet or talk outside of sessions in person or online, without your approval.

They can always talk to you.

- If someone asks them to keep a secret, or if anything feels strange, scary, or upsetting—they should tell you right away.
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Who to Contact If You Are Concerned About a Member of Staff

- **Report to the club's Designated Safeguarding Officer (DSO)**

This is your first point of contact within the club.

- **NSPCC:** 0808 800 5000 or help@nspcc.org.uk

- **Check the club's governing body (if affiliated)**

Follow the reporting procedures on their official website (e.g. Football Association, British Gymnastics).

- **If the club is a registered charity**

You can raise concerns with the **Charity Commission** via GOV.UK – Complain about a charity.

- **Local Authorities Children's Services;**

Wiltshire Integrated Front Door (IFD) - 0300 4560108 - Out of Hours 0300 456 0100 -
Integratedfrontdoor@wiltshire.gov.uk

Swindon Multi-Agency Safeguarding Hub (MASH) - 01793 464646 - Emergency Duty
Service (EDS) 01793 436699 - contactchildrenandfamilies@swindon.gov.uk

- **Local Authorities Designated Officer (LADO)**

Wiltshire LADO - 0300 456 0108 Option 6 - LADO@wiltshire.gov.uk

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