



Department
for Education

7 steps towards running a safe club, activity or tuition class for children



Start on the path to running a safer club, study group or activity for children by completing these 7 easy steps:



- I have assessed **health and safety risks** and taken steps to reduce the risk
- I have a **fire safety** and evacuation plan
- I have more than one **emergency contact number** for each child
- I have completed **safeguarding training** and am aware of the specific safeguarding issues that can put children at risk of harm
- I know **referral routes** for when I have a concern that a child is at risk
- I do appropriate **pre and post-employment checks** on staff and volunteers
- I have adopted **good governance**

Completing these steps will help you keep the children in your care safe, but they are just the beginning. To make sure you are following best practice, read the government's new guidance 'Keeping Children Safe during After School Clubs, Community Activities and Tuition'.