

4<sup>th</sup> March 2019

Dear Parents/Carers

### Re: Out of School Settings

Out-of-school settings provide an important service for children and families, offering enriching activities in many subjects including arts, language, music, sport and religion.

While the majority do so in a safe environment, there are some settings which do not. Birmingham City Council want to ensure that out-of-school settings are a safe place for children to attend without the risk of harmful practices, including unsafe premises, unsuitable staff, inappropriate forms of punishment and discipline, and exposure to harmful extremist views. At Bournville School the safety of children is our first priority, and we would like to pass on to parents and carers the guidance given by Birmingham City Council to help you to choose appropriate Out of School Settings for your children.

### What is an Out of School Setting?

An Out Of School Setting is any institution which provides tuition, training, instruction, or activities to children without their parents' or carers' supervision, and that is not a school, college or nursery, registered childminder etc.

### What questions should I ask?

Examples of questions you could ask are:

- Have staff and volunteers undertaken DBS checks? How recent were the checks?
- Will any adults besides the instructor be present at the venue while my child is there? If so, will they be there on a regular basis?
- What training have staff had?
- May I have a copy of your child protection policy?
- Who is your designated safeguarding lead (DSL) and what training have they had? How recent was this training?
- My child has Special Educational Needs and / or a disability (SEND). What steps will you take to accommodate this?
- My child needs help with: using the toilet; changing; feeding; their medication, etc. How will these personal care needs be addressed?
- How are you securely storing the information you hold on my child? Who has access to it and are you giving it to anyone else?
- Is my child allowed to access the internet unsupervised? Do you have filtering and monitoring systems in place? What are they?

Yours faithfully

Mr J Dovey  
Assistant Headteacher  
Designated Safeguarding Lead