



Guidance for parents and carers on selecting a suitable individual or organisation to provide activities or childcare for their child.

Keeping children safe is parents and carers top priority this guidance provides some information and tips when looking for activities and care for children.

Safeguarding:

Consider whether the organisation or individual has a safeguarding document that outlines their commitment to keeping children in their care safe. They should also advise you on how you can access this document and who to talk to should you be concerned about the organisations or individual practice. It is appropriate to question whether staff and volunteers have undertaken safeguarding training.

It is important your child knows who to speak to about any concern they may have.

Code of behaviour/conduct:

Consider whether the organisation/individual has a document outlining behaviour expectations of staff and volunteers.

Professional boundaries:

Consider what boundaries or guidelines does the organisation/individual have in relation to staff or volunteers socialising

with users of the provision. Consider what boundaries are in place with regards to communicating with children or carers on social media (for example Facebook, Instagram).

Staff and volunteers:

Consider whether there are any qualifications or training needed (as part of the role) and have these requirements been met. Consider whether the organisation or individual is regulated by an external agency e.g. Ofsted or CQC (Care Quality Commission) or whether the organisation or individual is accredited. If the accreditation is up to date, this is positive in respect of the provider/individual maintaining standards and expectations.

Any childcare provision where you leave your child must be registered with a regulated body e.g Ofsted. For further information please visit Norfolk's Family Information Service:

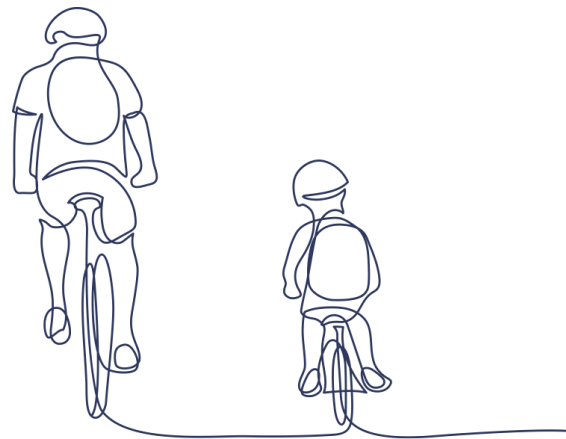
[Family Information Service - Norfolk County Council](#)

Safer Recruitment:

Does the provider have a robust recruitment process which includes interviews and reference checks. Consider whether the role requires an enhanced DBS (Disclosure and Barring Service) check and if this has been carried out.

Health and Safety:

Consider the company's first aid policy and whether there is someone qualified in first aid/whether a first aid box is available. If it is a provider you are entrusting with your child, consider their policies around administering medication and personal care (if necessary). If your child is taking part in an activity/being cared for by a person in a position of trust, consider the adult to child ratios, and whether these meet the required regulatory standards (if applicable).



Key terms:

*A DBS looks at whether the person has any criminal history that could impact on their ability to safely care for children.

*Regulated means overseen and managed by an overarching agency.

*Accredited means- have a qualification or status which is officially recognised.

*Position of trust: where someone has significant authority over a child.



Safeguarding

Check if the provider has a safeguarding policy and how you can access it.

Ask who to contact with concerns and whether staff/volunteers have safeguarding training.

Ensure your child knows who to speak to if they feel unsafe.

Code of Behaviour

Ask if there's a document outlining expected behaviour for staff and volunteers.

Professional Boundaries

Understand rules around staff socialising with children or families.

Check policies on communication via social media (e.g. Facebook, Instagram).

Staff and Volunteers

Confirm required qualifications and training are met.

Check if the provider is regulated (e.g. Ofsted, CQC) or accredited.

Childcare providers must be registered with a regulatory body (e.g. Ofsted).

► Visit: Norfolk's Family Information Service

Safer Recruitment

Ask about recruitment processes, including interviews and reference checks.

Confirm if enhanced DBS checks are completed.

Health and Safety

Check for a first aid policy and trained staff.

Review policies on medication and personal care.

Ensure adult-to-child ratios meet legal standards.

Key Terms

DBS: Checks for criminal history relevant to child safety.

Regulated: Overseen by an official agency.

Accredited: Holds a recognised qualification or status.

Position of Trust: A role with significant authority over a child.