

Extended Services

Providing activities for children and young people

Hampshire County Council's Employer Requirements are set out in the diagram below:

Activity provision	Employer safeguarding requirement ^{*1}	Employer regulation of activity guidance ^{*2}
<p>1 Activity initiated by you, by:</p> <ul style="list-style-type: none"> • your staff or volunteers • other recognised providers 	<p>Your responsibility to initiate pre-employment safeguarding checks or ISA registration .</p>	<p>Your responsibility to confirm that it is an approved activity led by leaders/instructors who meet Hampshire County Council requirements</p>
<p>2 Activity on your site or with your children and young people at any site, requested by a third party (provider), eg a letting or promotion</p>	<p>Your responsibility to confirm that they have completed pre-employment safeguarding checks or ISA registration to the same standard as Hampshire County Council</p> <p>Note: recognised providers on the Outdoor Education, PE and Sport Service database ^{*3} have been pre-checked. However, it remains your responsibility to check the actual persons appointed to you by the provider meet the requirements.</p>	<p>Your responsibility to confirm that it is an approved activity led by leaders/instructors who meet Hampshire County Council requirements</p> <p>Note: recognised providers on the Outdoor Education, PE and Sport Service database have been pre-checked. However, it remains your responsibility to check the actual persons appointed to you by the provider meet the requirements.</p>
<p>3 Signposting (recommending, promoting, sharing...) activity in the wider community</p>	<p>Where there are no checks, there should be no signposting</p>	
	<p>Check that safeguarding is as above – if in place, signposting is possible</p>	<p>Check that activity/provider is approved as above – if in place, signposting is possible</p>
	<p>Essential extra – the signposting must point out that this is not your activity, but that parents/people with parental responsibility must satisfy themselves that this is suitable for them and their child/young person. For example:</p>	
	<p><i>'Although we have taken all reasonable steps to ensure the validity and safety of these activities and/or services, but cannot guarantee their quality. Inclusion of any provider does not imply a recommendation or endorsement by Hampshire County Council. Parents / persons with parental responsibility and/or participants</i></p>	

	<i>should make their own enquiries as to its suitability or purpose.'</i>
4 Public Liability Insurance	<p>All third party providers should have Public Liability Insurance and this needs to be confirmed.</p> <p>HCC requires this to be £10m, unless an agreed risk assessed adjustment is in place. This may reduce the amount from £10m down to £5m as is the case with some small providers. Such agreements should be confirmed with the Extended Services Team.</p> <p>Note: it is possible that some providers may not require even this level of liability but anything below £5m must both go through the Extended Services Team and be agreed by Jeanette Buckman, Legal Assistant – Insurance.</p>

*1 Hampshire County Council requirements are set out in Human Resources Department advice and guidance documentation

*2 Hampshire County Council regulations and guidance relating to Outdoor, PE and Sports Service activities are set out in the following documents:

Safety in physical education and sport

Off-site activities and educational visits

Safety in adventurous activity

*3 The Outdoor, PE and Sports Service database listing 'recognised' providers can be accessed through

<http://www3.hants.gov.uk/education/outdoor-education/hampshire-school-sport-providers.htm>

References:

- The AMA Guidance for Safer Working Practice for Adults who Work with Children and Young People (November 2007);
- The Extended Schools & Safeguarding Children Aide-memoire (issued by Barbara Piddington, August 2007);
- The Community Education Service - Expected Standards for Good Practice in Safeguarding Children and Vulnerable Adults (December 2009);
- The Information Notes on agreed activities and those not covered by insurance, (Outdoor Education, PE and Sport Service, February 2009).
- Safeguarding Practices – working with external organisations and individuals (issued by Education Personnel Services, January 2010)

Copies of these reference documents can be accessed on the ESCO website.