

WOOLENWICK BLAST CLUB **SAFEGUARDING CHILDREN POLICY**

Our Club believes that all children have the right to be completely secure from both the fear and reality of abuse and we are committed by protecting all the children in our care from harm.

Aims:

Our aims are to carry out this policy by promoting children's right to be strong, resilient and listened to by:

- Creating an environment in our setting that encourages children to develop a positive self image eg ethnicity, languages and their religious beliefs;
- Encouraging children to develop a sense of autonomy and independence;
- Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Helping children to establish and sustain satisfying relationships within their families, with peers and other adults;

The key commitments of our policy for safeguarding children are:

The Club is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Staffing and Volunteering:

- Our designated persons in Blast Club are Jacky Baynham, Sharon Eagland and Naomi Taylor (holiday club) who co-ordinate child protection issues;
- Manager has been trained on CPOMs so that information can be passed to relevant Junior school staff and vice versa;
- We provide adequate and appropriate staffing resources to meet the needs of the children;
- Enhanced DBS checks are carried out before a member of staff can commence. In unforeseen circumstances staff may be required to work earlier, closely supervised, if staff shortages due to illness etc.
- Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information;
- Volunteers do not work unsupervised;
- Visitors must sign in and sign out and will not be left unsupervised.

The Club is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in "What to do if you are worried a child is being abused" publication.

Responding to suspicions of abuse:

- We acknowledge that abuse can take different forms – physical, emotional, sexual and neglect;
- When children are suffering from any sign of abuse, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play;
- When such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the designated person or Manager. This information is placed in the child's file;
- Staff take care not to influence the outcome either through the way they speak to children or by asking questions.

ALLEGATIONS AGAINST STAFF:

This procedure covers all concerns where a staff member has:

- Behaved in a way that has harmed, or may have harmed a child, or;
- Possibly committed a criminal offence against or related to a child, or;
- Behaved towards a child/children in a way that indicated 'unsuitability' to work with children;

Our Designated Senior Person for Child Protection in school is: Michelle Kingston, Deputy Headteacher.

The Deputy Designated Senior Persons for Child Protection in the school are: Jackie Birch and Joanne Marshall.

Safeguarding Support: Gary Hawkins.

Local Authority Designated Officer (LADO) contact number 01992 555420.

Designated Senior Managers (DSM) for Blast Club are: Jacky Baynham, Sharon Eagland and Naomi Taylor (holiday club).

Procedure:

- A written record of the allegation will be taken and must detail time, date, where alleged incident took place, what was said and witnesses. This should then be signed and dated;
- The DSM must inform the LADO immediately when an allegation is made;
- An Initial Evaluation is carried out;
- DSM to discuss with LADO if appropriate for staff member to be suspended;
- The DSM will fully co-operate with the LADO;
- DSM to inform member of staff of allegation after talking to LADO;
- DSM to inform parent/carer of allegation and keep them up-to-date;
- Operate a thorough Disciplinary process when needed (see policy);
- The DSM to keep LADO updated on outcome of disciplinary;
- Ensure a conclusion is reached;
- Ofsted are informed of any such allegations;

The Club is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults.

Training:

- Staff undertake relevant training to ensure that they are able to recognise the possible indicators of abuse;
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Safe caring:

- Staff, students or volunteers must not be left alone with a child, even with the door of the room open;
- Staff will never carry out a personal task that children can do for themselves – verbal notification is sufficient. Where it is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has particular needs, staff should not accompany children to the toilet. Staff are aware that this and other similar activities could be mis-construed.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding.

Dealing with a Disclosure:

If a child discloses that he/she has been abused in some way, the member of staff/volunteer should:

- Listen to what is being said without displaying shock or disbelief;
- Accept what is being said allowing child to talk freely;
- Reassure the child, but not make promises which it might not be possible to keep;
- Never promise a child that they will not tell anyone – as this may ultimately not be in the best interests of the child;
- Reassure him/her that what has happened is not his/her fault;
- Stress that it was the right thing to tell;
- Listen, only asking questions when necessary to clarify;
- Not criticise the alleged perpetrator;
- Explain what has to be done next and who has to be told;
- Make a written record;
- Pass the information to the Designated Senior Person without delay.

Recording suspicions of abuse and disclosure:

Making a referral:

Where practitioners are unsure whether the social care threshold has been met (i.e. where the safeguarding needs may be unclear) consultation with the Targeted Advice Service (TAS) on 01438 737511 will provide advice and guidance. If the practitioner or designated person has clear concerns about the safety of a child then they would make a referral by ringing Customer Service Centre on 0300 123 4043 to report your concern (see flow chart attached).

Record keeping by member of staff/volunteer:

- Record as soon as possible after the conversation on a record of concern sheet when possible (pro-forma available on the Hertfordshire Grid for Learning);
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child;
- Draw a diagram to indicate the position of any injuries;
- Record statements and observations rather than interpretations or assumptions;
- Do not destroy the original records in case they are needed by a court.

These records are signed and dated and kept in the child's file.

Informing parents:

- Parents are normally the first point of contact;
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Area Safeguarding Children Committee does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality:

- All suspicions and investigations are kept confidential and are shared only with those who need to know. Any information is shared under the guidance of the Area Safeguarding Children Committee.
- We cannot maintain confidentiality if there is a suspicion of abuse.

Support to Families:

- The Club believes in building trust and supportive relationships with families, staff and volunteers;
- The Club makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns;
- The Club continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse;
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure but only if appropriate under the guidance of the Area Safeguarding Children Committee.

EXTREMISM AND RADICALISATION (Prevent Duty)

The Club has a legal duty to protect children from the risk of radicalisation and being drawn into extremism. Some of the reasons why a child might be vulnerable:

- feeling alienated or alone
- seeking a sense of identity or individuality
- mental health issues such as depression
- desire for adventure
- associating with others who hold extremist beliefs.

Signs that a child might be at risk of radicalisation:

Changes in behaviour; withdrawn or aggressive;
Justifying terrorist attacks and violence;
Online viewing of violent extremist material;
Possessing/sharing violent extremist materials.

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a logging a concern form, and refer the matter to the DSP.

Logging an incident

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the logging a concern form as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern.
- Date and time at which the record was made.
- Name and date of birth of the child involved.
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the DSP who will decide on the appropriate course of action. DSPs for school are: Michelle Kingston, Jackie Birch and Jo Marshall.

LEGISLATION:

The Children Act 1989

The Children Act 2004 (Every Child Matters)

The Protection of Children Act 1999

Data Protection Act 1998

Sexual Offences Act 2003

Section 26, The Counter Terrorism and Security Act 2015 (Prevent duty)

Female Genital Mutilation Act 2003 (Section 74 ,Serious Crime Act 2015)

Keeping Children Safe in Education (DfE, September 2016)

Working Together to Safeguard Children (DfE 2015)

MOBILE PHONES/CAMERA

The Club has a mobile phone which is used by all staff members and a way of parents to contact the club. Personal mobile phones are kept in our staff cupboard. Staff will only use their mobile phones when on an outing as a way of contacting another member of staff in an emergency.

The club has a camera which is used to take photos of the activities the children are participating in. Permission is sought from parent/carer allowing photos of their child to be taken. No photos will be taken of a child if parent/carer has not given permission. Once photos have been printed they are then deleted and not stored on a computer (Data Protection Act 1998).

Signed by:.....
CLUB MANAGER