

SAFEGUARDING CHILDREN

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

DESIGNATED OFFICERS:

**Manager
Deputy Manager**

Local authority designated officer (LADO) Eve Hailwood on 0115 8764148

Any new safeguarding concern regarding a child or young person should be made direct to Nottinghamshire's MASH on 0300 5008090 or can be submitted online at www.nottinghamshire.gov.uk/MASH

These Officers will have suitable experience, training and expertise, and will be responsible for liaising with Children's Social Care, the Area Child Protection Committee and Ofsted during any child protection matter.

The Club's child protection procedures comply with all relevant legislation and other guidance or advice from the Area Child Protection Committees (LSCB's bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi-agency forum set up to agree how the different services and professional groups should co-operate to safeguard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.).

The Club is committed to reviewing its Child Protection policy and procedures annually or after a Child Protection case. The policy and its procedures will be shared with parents/carers during their child's settling in period.

References to "member of staff or staff" should be interpreted as meaning all staff, including members of the Management Committee, permanent staff, volunteers, and students on work placement, contractors and their employees.

RECOGNISING CHILD ABUSE:

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will be encouraged to take child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse, neglect or bullying. Members of staff that have not yet had Child Protection Training will be given guidance by the Manager / Deputy Manager.

PHYSICAL ABUSE:

This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

SEXUAL ABUSE:

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

EMOTIONAL ABUSE:

Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

NEGLECT:

Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

BULLYING: See our separate Bullying Policy

STAFF SUPPORT AND TRAINING:

The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training for staff. Therefore, the Club will ensure that:

- All staff are carefully recruited, checking complete employment history, two verified references and we will apply for an "Enhanced" up to date Criminal Record Bureau

check, now known as DBS (Disclosure and Barring Service). For long term staff, we will aim to apply for a new check every 3 years.

- All staff will be given a copy of the Child Protection policy and guidelines, during their induction, and have its implications explained to them.
- All staff will be encouraged to undertake regular training in child protection issues and are provided with any relevant information and guidance.
- All staff will be provided with supervision and management support to aid with their responsibilities in relation to child protection, and their requirement to maintain a caring and safe relationship with the children.
- All staff will be made aware of their statutory requirements in respect of a concern, disclosure or discovery of child abuse and the procedure for doing so.
- Any member of staff under investigation for the alleged abuse of a child will not be allowed to work at the club while the allegations are investigated and be subject to the provisions of the Staff Disciplinary Policy.
- The Club will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with it's duties to protect the safety of children and uphold fair processes for staff.

DEALING WITH ALLEGATIONS:

The Club is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. The Club's staff will not carry out any investigation into a suspected child abuse incident. On discovering an allegation of abuse, the Child Protection Officer will gather all relevant information and will immediately refer the case to the local statutory child protection agencies.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the designated person, immediately.
- Staff will be encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to then report this.
- Full written records of all reported/suspected incidents will be kept. Information recorded will include full details of the alleged incident or concern; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The Club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Designated Person will be responsible for ensuring that written records are dated, signed and kept confidentially.

- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and reassured.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will follow our staff guidelines including:-:

1. Listen carefully to all the child has to say.
2. Allow the child to speak in their own time.
3. Make no observable judgement.
4. Reassure the child that they were right to tell you but never make any promises.
5. Ensure the child is safe, comfortable and not left on their own at any point.
6. Report directly to the Designated person, who will firstly
7. Take any necessary action to protect the child
8. To immediately seek medical attention if required.
9. Ask the member of staff/s to complete all relevant forms conforming to our guidelines.

STAFF ACCUSED:

These procedures should be followed when there is an allegation or concern that a member of staff has:-

- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable.

Any allegation or concern that arises about a member of staff outside his/her work environment that may present a risk to children at his/her work, should also be dealt with in accordance with these procedures

All allegations made by a child against a member of staff will be fully recorded, including any actions taken, on a "Cause for Concern Form". In the event of there being an adult witness to an incident, they will complete their own form.

If an allegation of abuse is made against the Designated Person, the Human Resource Officer or Chair Person of the Management Committee will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

ROLES AND RESPONSABILITIES:

All allegations will be reported to one of the Designated Safeguarding Person's

After being informed of an allegation against a member of staff, the designated Person will consult the local authority designated officer

(LADO) on 0115 9773225

SAFE CARE:

All staff must understand the Club's child protection procedures and will have a duty to ask for advice if in any doubt and to undertake any appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff are left alone with a child. Members of staff may supervise children by escorting them to the toilets or back to the classrooms to collect belongings but must inform another member of staff that they are doing so.

If a child makes inappropriate physical contact with a member of staff, this will be recorded fully on a "Cause for Concern Form".

- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a SPECIFIC need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.

No member of staff will be asked to carry out a duty that could put them in the position of being accused. If a child needs personal care of any description, then two members of staff will be there at all times.

MOBILE PHONES:

Please see separate policy.

VISITS AND OUTINGS:

On all trips and outings a ratio of one adult to four children will be maintained at all times. Play workers will always remain in groups of at least two.

No child / children will ever be left alone with a bus driver, tour guide etc.

(Refer to Visits and Outings policy)

MEDICAL CARE:

If a child requires medical attention, a member of staff with a first-aid qualification will be assigned to stay with the child.

Under NO circumstances will the child be left alone, not even with medical staff. i.e. doctors, nurses ambulance crew etc.

This rule may only be broken in very extreme circumstances and only when it is in the best interest of the child: or when their parent/carer arrives to take over responsibility for the child.

REFERRING ALLEGATIONS TO CHILD PROTECTION AGENCIES:

If the Designated Person has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local Children's Social Care department.
- The Designated Person will communicate as much information about the allegation and related incidents.
- At all times, the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
- The Club will assist the Children's Social Care and the police, as far as it is able, during any investigation into abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed that a child protection referral has been made or of any allegations of abuse against a member of staff, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

The Chairperson of the committee will inform the Secretary of State if an employee or volunteer be found guilty of abuse.

Names will be referred to the Secretary of State when:-

- A member of the team has been dismissed on the grounds of misconduct which harmed or placed a child at risk of harm.
- The team member resigned or retired in circumstances such that they would have been dismissed on such grounds had they not resigned/retired.
- A member of the team has been suspended, while a decision is made regarding the dismissal of the individual.

All information will be forwarded to:-

Children's Safeguarding Operations Unit

**Department of Education and Skills
Ground Floor E
Mowden Hall
Staindrop Road
Darlington
County Durham
DL3 9BG**

**Tel 01325 392030
E-mail - poca@dfes.gsi.gov.uk**

Children's Safeguarding Board 0115 9773935

If after all these procedures have been followed, you are not satisfied with the actions taken by the designated persons, you have an individual duty to report your concerns to Children's Social Care.