



# Child Protection & Safeguarding Children Policy & Procedure

Designated Professional for Child Protection:

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## 1. INTRODUCTION

### Purpose of a Safeguarding/Child Protection Policy

To inform staff, parents and volunteers about the club's responsibilities for safeguarding children.

To enable everyone to have a clear understanding of how these responsibilities should be carried out.

- The welfare of the child is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

### Definition of a child/young person:

A child is anyone who has not yet reached their eighteenth birthday or in the case of a disabled young person or one with learning difficulties under twenty five.

'Children' therefore means children and young people throughout.

### Hertfordshire Safeguarding Children Board Child Protection Procedures

XYZ After School Club follows the procedures established by the Hertfordshire Safeguarding Children Board- a guide to Hertfordshire procedure and practice for all professional staff who work with children.

**RECOGNISE, RESPOND, REFER**

**THIS POSTER IS ON DISPLAY AT ALL XYZ SETTINGS – IT GIVES CLEAR STEP-BY-STEP GUIDANCE IF YOU HAVE ANY CONCERNS REARGING A CHILD'S SAFETY.**

### Club Staff & Volunteers

All club staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have regular contact with children.

They should be aware of the important role the club has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

### Mission Statement

Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

Ensure children know that there are adults in the club whom they can approach if they are worried.

Include opportunities for children to develop the skills they need to recognise and stay safe from abuse.

## 2. STATUTORY FRAMEWORK

In order to protect children from harm Springers After School Club will act in accordance with the following legislation and guidance:

The Children Act (2004)

Education Act (2002), section 175

Hertfordshire Safeguarding Children Board Child Protection Procedures (updated March 2018)

DfE Working Together to Safeguard Children April 2018/July 2018

'What to Do if You are Worried about a Child is being abused' (Advice for Practitioners) March 2015

Statutory Framework for EYFS April 2017

Keeping Children Safe in Education Sept 2018

DfES guidance 'Working Together to Safeguard Children' (April 2018) states that:

' Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Thus the Club is expected to ensure it has appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfE guidance Safeguarding Children and Safer Recruitment in Education (2006) places the following responsibilities on all clubs:-

- The Club should be aware of procedures established by the Hertfordshire Safeguarding Children Board
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicion
- Club should have procedures (of which all staff are aware) for handling suspected cases of abuse of children, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- A Designated Senior Person should have responsibility for coordinating action within the club and liaising with other agencies
- Staff with designated responsibility for Child Protection should receive appropriate training

**All staff should be aware of guidance given in 'what to do if you are worried a child is being abused' – document on office notice board/ with Safeguarding Policy.**

## 3. THE DESIGNATED SENIOR PERSON and LEAD PRACTITIONER

The Designated Senior Person (DSP) for Child Protection in XYZ After School Club is:

**Sarah Hogg**(or in her absence, the Club Manager) 07799 855850

It is the role of the Designated Senior Person for Child Protection to:-

- Ensure that the club operates within the legislative framework and recommended guidance
- Ensure that all staff and volunteers are aware of the Hertfordshire Safeguarding Children Board Child Protection Procedures
- Ensure that appropriate training and support is provided to all staff
- Develop effective working relationships with other agencies and services
- Decide whether to take further action about specific concerns (e.g. refer to Children, clubs and Families)
- Liaise with CSF social care teams over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- Submit reports to, and ensure the club's attendance at Child Protection Conferences if required
- Ensure that the club effectively monitors children about whom there are concerns
- Provide guidance to parents, children and staff about obtaining suitable support

- **SAFE GUARDING CHAMPION:** There is a new requirement for providers to designate a safe guarding champion who has particular responsibility for ensuring the welfare and safety of children (this includes providing support and guidance in relation to child protection matters to other staff, attending child protection training. The Safe Guarding Champion will be an appointed Manager.

#### **4. CLUB PROCEDURES**

If any member of staff is concerned about a child he or she must:

- Inform safe guarding champion and/or Designated Senior Person
- The member of staff must record information regarding the concerns on the same day.
- The recording must be a clear, precise, factual account of the observations.
- The Designated Senior Person will decide whether the concerns should be referred to Children, and Families.
- If it is decided to make a referral to Children and Families this will be done with prior discussion with the parents, unless to do so would place the child at further risk of harm.
- Particular attention will be paid to the attendance and development of any child about whom the club has concerns, or who has been identified as being the subject of a child protection plan (formerly referred to as the Child Protection Register) and a written record will be kept.
- If a pupil who is/or has been the subject of a child protection plan changes club, the Designated Senior Person will inform the social worker responsible for the case and transfer the appropriate records to the Designated Senior Person at the receiving club, in a secure manner, and separate from the child's academic file.

#### Good Practice Guidelines

*'All staff should be encouraged to demonstrate exemplary behavior in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.'*

#### **Good practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/disabled young people equally, and with respect and dignity.
- Always putting the welfare of each child first.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Keeping up to date with the common core skills for working with children and young people.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of children (all of which are prohibited)
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

### **Practices never to be sanctioned**

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- avoid spending time alone with children away from others
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the children involved.

### **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the Designated Safeguarding Person and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a young person
- if he/she seems distressed in any manner
- if a young person misunderstands or misinterprets something you have done.

## **5. WHEN TO BE CONCERNED**

There following is a list of abuse types that this and related policies & procedures addresses:

**Physical**

**Emotional**

**Sexual**

**Neglect**

**Female Genital Mutilation**

**Radicalisation (Prevent Duty see Anti -Radicalisation Policy)**

**Peer –on-Peer abuse (See Anti-bullying Policy)**

All staff and volunteers should be concerned about a child if he or she:

- Has any injury which is not typical of the bumps and scrapes normally associated with accidental injury.
- Regularly has unexplained injuries.
- Frequently has injuries (even when apparently reasonable explanations are given).
- Gives confused or conflicting explanations about how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour which is unusually explicit and /or inappropriate to his or her age/stage of development.
- Discloses an experience in which he or she may have been significantly harmed.

- References viewing/playing inappropriate computer games and or films
- Any other cause to believe that a child may be suffering harm.

## **6. DEALING WITH A DISCLOSURE**

If a child discloses that he or 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
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Children clubs and Families
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass information to the Designated Senior Person without delay

### **SUPPORT**

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff / volunteer should, therefore, consider seeking support for him / herself and discuss this with the Designated Senior Person.

## **7. CONFIDENTIALITY**

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in clubs.

- All staff in clubs have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children and Families and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

## **8. RECORD KEEPING**

When a child has made a disclosure, the member of staff/volunteer should:

- Use the Cause for Concern Record (example attached). Blanks in blanks file.
- Make brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- 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 bruising or other injury
- Record statements and observations rather than interpretations or assumptions
- All records need to be given to the Designated Senior Person promptly. No copies should be retained by the member of staff or volunteer (pro-forma available on the Hertfordshire Grid for Learning and in appendix attached to this policy)

## **9. ALLEGATIONS INVOLVING STAFF/VOLUNTEERS**

- If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform the DSP
- If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child at the club, or elsewhere, they must immediately inform the DSP.
- They should also make a record of the concerns including a note of anyone else who witnessed the incident/alleged incident. If the concerns are about the DSP, refer to the deputy DSP

- The DSP will not investigate the allegation itself, or take written or detailed statements, but he/she will assess whether it is necessary to refer to Children clubs and Families in consultation with the Local Authority Designated Officer (07920 283106 or 07995 288271)/ Children, Schools & Families (including out of hours)
- If the DSP decides that the allegation warrants further action through Child Protection Procedures he/she must immediately make a referral to CSF Client Services (tel 01438 737511).

Under these circumstances the member of staff against whom an allegation has been made should not be informed of said allegation until future action is agreed with the Social Work Team Manager. It may be necessary to discuss appropriate steps to ensure other children are not at risk.

If it is decided that it is not necessary to refer to Children clubs and Families the DSP will consider whether there needs to be an internal investigation.

For further information see:

## **Hertfordshire Safeguarding Children Board Child Protection Procedures: Section 10**

### **10 MOBILE PHONES & CAMERAS**

- All children in possession of a mobile phone OR CAMERA EQUIPPED DEVIVE will be expected to hand it to a member of staff for safe-keeping
- It will be returned to the child at pick-up time.
- STAFF do not use personal mobile phones whilst at the club except in the case of making/receiving emergency calls
- **If a member of staff needs to use their phone, they must inform the manager, and make/take call away from children.**
- **We also request parents/carers refrain from using their phone whilst on the premises.**

### **11 Recruitment and Training of Staff and Volunteers**

Refer to XYZ After School Club – Safe Recruitment Policy

### **12 PREVENT DUTY – New Sept 2015**

Ofsted-registered out of school clubs need to be able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation falls under any childcare setting's wider safeguarding duty. **Please refer to XYZ After School Club – Anti-Radicalisation Policy**

### **13 FGM – New April 2017**

Female Genital Mutilation is recognised as a specific type of abuse. Signs of abuse may include any reason to suspect neglect or abuse outside the setting, e.g. in the child's home, or concerns that a girl may have been subject to or is at risk of FGM.

Signed:

Adopted: Sept 2009

Reviewed: June 2010 (mobile phone policy added) Jan 2011, Oct 2011, Sept 2012, Dec 2013 – (addition of Recruitment of Staff to Policy)  
 Nov 2014 ,Nov 2015 (Prevent Duty added)  
 Sept 16 – ‘ & Camera’ added to mobile phone policy  
 April 2017 – FGM added to types of abuse  
 March 2018 – updated issues of referenced documentation  
 Sept 2018 – Change to Designated Safeguarding Officer  
 March 2019 – inclusion of reference to viewing inappropriate media