



Essex After School Clubs

Safeguarding Children Policy

Safeguarding and Welfare Requirements: Child Protection

Safeguarding Children and Child Protection

(EYFS Requirement 3:4-The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.)

Staff at Essex After School Clubs will work with children, parents and the community to support the rights and safety of children. We carry out the following procedures to ensure we take all necessary steps to safeguard and promote the welfare of children at the Club.

We will designate a Safeguarding Officer. This officer will have the suitable training and will be responsible for liaising with the Social Care and Health Safeguarding Team, Ofsted and with other agencies as deemed appropriate. *(EYFS Requirement: 3.5-A practitioner must be designated to take lead responsibility for safeguarding children in every setting.)*

The club's safeguarding children and child protection procedures have been written following guidance from the Local Safeguarding Children Board and procedures laid out in "What to do if you're worried a child is being abused" (HMG, 2006).

Staff Support and Training

The Club is committed to ensuring that it meets its responsibilities in respect of child protection by giving its staff training and support.

(EYFS Requirement: 3.6-Providers must train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues.)

The Club will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have enhanced Disclosure and Barring Service Checks (DBS). *(EYFS Requirement 3:10-Registered providers must obtain an enhanced criminal records check in respect of every person aged 16 and over who works directly with children.)*
- All staff are required to complete a suitability and disqualification form annually. *(EYFS Requirement: 3.9-Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.)*
- All staff and volunteers are given a copy of the safeguarding policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training in safeguarding children issues and are provided with any relevant information concerning these issues.
- All staff are aware of the main indicators of abuse. *(EYFS Requirement 3:6-Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely*

and appropriate way.)

- All staff are aware of the statutory requirements in regards to disclosure or discovery of child abuse and the procedure for doing so.
- The club will take appropriate actions in relation to the findings of any investigation into any allegations of abuse.
- Volunteers do not work unsupervised.
- We have procedures for recording the details of visitors to the setting. (*EYFS Requirement 3:62-Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.*)

Early Help intervention and support

Early help is about identifying the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future.

Early Help Assessment (EHA)

The Early Help Assessment has replaced the Common Assessment Framework (CAF). The new assessment is designed to help professionals from various agencies, such as teachers, family support workers, setting managers/child minders, health workers and GPs to make an accurate record of the needs of a child, young person or family. They are then able to put together an appropriate action plan.

The Early Help Team can be contacted on:

Early Help Team
01708 434714 earlyhelp@haverling.gov.uk

Recognising and responding to suspicions of abuse

We acknowledge that abuse can take different forms – physical, emotional, and sexual as well as neglect.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes as 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 are 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, clothing, shelter 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 a child.

Guidance on recognising signs & symptoms of can be found in Working Together to Safeguard Children 2015

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. Much like Female Genital Mutilation (FGM), Breast Ironing is a harmful cultural practice and is child abuse. Professionals working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing. Similarly to Female Genital Mutilation (FGM), breast ironing is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures.

Procedure-*(EYFS Requirement 3:4-providers must have and implement a policy, and procedures, to safeguard children.)*

- Where such evidence is apparent, the staff member makes a dated record of the details of the concern (on the log form kept in the safeguarding folder) and discusses what to do with the Club Manager and Safeguarding Officer. This information is stored in the child's personal file and a log made in the incident book (date, child's name and then refer to child's file).
- For advice and to refer concerns we contact the local authority Triage Multi Agency Safeguarding Hub (MASH) & Assessment Team: 01708 433 222 and cooperate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures

All managers will be expected to know how to access edition 5 of the London Child Protection Procedures at <http://www.londoncp.co.uk/>.

All members of staff will know how to respond to a child who discloses abuse. (*EYFS Requirement: 3.4-Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children.*) It is vital that our actions do not abuse the child further or prejudice further enquiries, for example:

- Stay calm, listen to the child, if you are shocked by what is being said try not to show it.
- Do not promise confidentiality, you can however promise privacy, reassure the child they have done the right thing, explain who you will have to tell and why.
- If a child is making a disclosure the pace should be dictated by the child, do not ask leading questions for example, 'what did they do next?' It is our role to listen not to investigate. Use open questions such as 'is there anything else you wish to tell me'.
- Accept what they are telling you, do not make judgements.
- Reassure the child that they have done the right thing in telling you. Do acknowledge how hard it was for them to tell you.
- Don't criticise the perpetrator, this may be someone they love.
- Tell them what you will do next and with whom the information will be shared
- Pass this information on immediately to your Designated Person or Deputy Designated Person in his/her absence.
- Make a written record that forms an objective record of the observation or disclosure that includes:
 - ❖ The date and time of the observation or the disclosure;
 - ❖ The exact words spoken by the child as far as possible;
 - ❖ The name of the person to whom the concern was reported, with date and

- time; and
- ❖ The names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

All staff may raise concerns directly with Children's Social Care.

After a child has disclosed abuse the designated person should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Children's Social Care to discuss putting safety measures into effect. *(EYFS Requirement: 3.7-If providers have concerns about children's safety and welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.)* The following is vital:

- Report all information immediately, on the same working day, to the Designated Safeguarding Lead, or in their absence to the Safeguarding Deputy.
- The conduct of staff when in a 1:1 situation with a child is managed in a way that would not lead any reasonable person to question their motives or intentions. All staff must ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to children. All staff must be aware of the schools 'Whistleblowing Policy' and how to access it.
- All parents/carers are made aware of the possibilities of staff members actions with regard to child protection procedures.
- All parents, as part of the child induction process, will be made aware of the Child Protection Policy which is in the parents pack and also displayed on the notice board.

Staff should **always** discuss any concerns with the Club Manager who is the designated safeguarding officer. If deemed appropriate the Club Manager could also, without necessarily identifying the child in question, discuss their concerns with senior colleagues in another agency in order to develop an understanding of the child's needs and circumstances.

Informing parents

Parents should be the first point of contact and permission will need to be obtained prior to making a referral. If a referral is being made and you are unsure about whether to advise the parent / carer please consult with Children's Social Care.

If a referral is to be made to the local authority social care department, we act within Havering Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Making a referral to the local authority social care team

When a decision has been made to make a referral, the following procedures must be followed with the support of the designated safeguarding officer:

- Contact the Havering Social Care Triage Multi Agency Safeguarding Hub (MASH) & Assessment Team immediately and keep a log of the phone calls including times and the name of the person spoken to.
- Complete a Multi Agency Referral Form within 24 hours and fax it to MASH and Assessment Team On: 01708 433 375.

Triage Multi Agency Safeguarding Hub (MASH) & Assessment Team:

01708 433 222

Adult's behaviour which might be signs of abuse and neglect

It is important that staff are vigilant of inappropriate adult behaviour displayed by members of staff e.g; inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. *(EYFS Requirement: 3.6-Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This includes, inappropriate behavior displayed by other members of staff, or any other person working with children.)*

Where such evidence is apparent, staff should follow the club's Whistleblowing procedure without fail.

Allegations Against Staff

We follow the guidance of the Local safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting has abused a child.

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should NOT:

- ❖ Investigate or ask leading questions if seeking clarification;
- ❖ Make assumptions or offer alternative explanations;
- ❖ Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

They SHOULD:

- ❖ Make a written record of the information (where possible in the child/adults own words, including the time, date and place of incident/s, persons present and what was said;
- ❖ Sign and date the written record;

- ❖ Immediately report the matter to the Club Manager and / or Company Director.

The Manager or Company director should **NOT** investigate the matter or interview the member of staff, child or potential witnesses. They should:

- ❖ Obtain the written details of the allegation, signed and dated by the person receiving the information (not the child or adult making the allegation);
- ❖ Approve and date the written details;
- ❖ Record any information about times, dates and location of incident/s and names of any potential witnesses.

The Manager or Company Director should report this allegation immediately to the **Local Authority Designated Officer** within **Havering's Social Care Team** who will carry out the investigation. *(EYFS Requirement 3:5-The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB.)*

Havering Local Authority Designated Officer (LADO)
Telephone: 01708 431653
Email: Lado@havering.gov.uk

If an allegation is received outside normal office hours we will contact Havering Children's Social Care out of hours team on 01708 433 999.

We will cooperate entirely with any investigation carried out by children's social care.

Where the Club management team and Havering Social Care team agree it is appropriate the member of staff will be suspended for the duration of the investigation.

Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse allegations that have taken place on the premises or during visits or outings.

(EYFS Requirement: 3.8-Registered providers must inform Ofsted or their childminder agency of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises.)

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adult's Barred List.

(EYFS Requirement: 3.13-Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.)

Safe Caring

All Club staff understand the safeguarding children policy and procedures and receive appropriate guidance in its principals of safe caring.

- The amount of time a member of staff is left alone with a child will be kept to a minimum. The door of the room should be kept open and another member of staff should be informed of the situation.
- If a child makes inappropriate physical contact with a member of staff, student or volunteer this must be written in the incident book.
- Staff must never carry out personal tasks for children that they are able to do themselves. If the child is not able to complete the task itself another member of staff should witness the event. Staff should not accompany children to the toilet unless there is a particular need. Staff must be aware that personal tasks and similar activities can be misconstrued.
- Staff must be aware of how and where they touch children. Unnecessary or inappropriate contact will be avoided at all times.
- The layout of the room / play area allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

The Prevent Duty 2015

The Counter-Terrorism and Security Act 2015 puts a statutory Duty on Childcare Providers to prevent people from being drawn into terrorism. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Extremism is defined as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

At Essex After School Clubs, part of our Safeguarding responsibilities involves supporting staff to be able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Although there is no single way to identify a child or young person who is likely to be susceptible to a terrorist ideology, staff will:

- Be alert to changes in children's behaviour
- Understand that the individual may be in need of help or protection
- Understand that the individual may seek to hide their views
- Staff need to use their professional judgement and follow existing Safeguarding Procedures.

If staff are concerned about a child then they should report it to the Designated Safeguarding Officer who will follow the Clubs child protection procedures.

Staff training and risk assessment

Essex After School Club staff will receive information and training on the Prevent Duty and a risk assessment has been carried out to identify risk within our area and the systems in place to minimise risk and identify vulnerable children.

Lone Working

There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put in place to control risks.

- Staff must ensure that other members of staff are aware that you are working alone
- Have walkie talkie at all times
- Stay within the minimum adult:child ratios at all times