



Safeguarding Policy

Our club believes that every child has the right to be free from the fear and reality of abuse in all its forms. We are committed to ensuring this is the case for children in our care by protecting them from harm. This policy will be regularly reviewed and will be made available to all parents during a child's settling period and thereafter on request.

- The Designated Safeguarding Lead (DSL) of our staff is **Kathryn Raine**. This person has undergone training to enhance their experience and expertise in this area and will be responsible for liaising with the necessary agencies (social services, Ofsted, City of York Safeguarding Children Partnership, etc) should the need arise. The deputy DSO is **Julie Barker**.
- The club's procedures are compliant with current legislation and City of York Safeguarding Children Partnership (CYSCP) good practice. The Children's Front Door provides professionals and members of the public with advice, information and support about services for children and young people who are vulnerable and at risk. The Front Door Service can be contacted on 01904 551900 or via email at childrensfrontdoor@york.gov.uk The out of hours number is 01609 780780
- The club is committed to the provision of training and support for staff to ensure it meets all its responsibilities regarding child protection. Therefore, the club will ensure that:
 - All staff, paid or voluntary, are recruited diligently with verified references and Enhanced Disclosure and Barring Service checks.
 - A separate Policy is held explaining recruitment procedures
 - All staff are provided with a copy of the Safeguarding policy during induction and its implications are fully explained to them.
 - Staff have free access to regular training, supervision, information and guidance regarding child protection.
 - All staff are required to sit online Safeguarding training annually. All Committee members are required to sit the training every three years.



- Staff are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding children, childcare and safe relationships with children.
- Staff are required to disclose any information that may affect their suitability to work with children on an annual basis as well as at their Annual Appraisal and at every supervision. However, if a member of staff needs to inform the Manager of anything that may affect their suitability to work with children, they should inform the Manager or Co-chair as soon as possible; they should not wait for their next supervision or annual form. The Manager or Co-chair will then follow the relevant procedures to deal with this information.

Recognising Indicators for Concern

- Staff are made aware of the main indicators of child abuse and also their statutory obligation to follow the set procedures should child abuse be discovered or suspected. The club manager will also be informed without delay. When dealing with disclosures, concerns or allegations, staff will act in accordance with policy and good practice:
 - The child will be fully listened to non-judgementally, comforted and reassured.
 - The member of staff will ask open questions and allow the child to talk about the issue in his/her own words.
 - Ensure the child is not left alone and feels safe and comfortable.
 - The member of staff will never guarantee not to tell a third party of any disclosures.
- If the manager or DSL has grounds for believing a child has been, or is in danger of being, subject to abuse, the following procedure will be activated:
 - Contact will be made with the front door service at the earliest possible time. If a child is not in immediate danger the manager will speak to the parent about their concerns. However, this will not take place if the manager believes the child is in immediate danger or if they suspect sexual abuse has taken place



- The manager or DSL will communicate as many details as possible about the alleged incident as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of the child concerned will take precedence and staff will support and/or work with parents and carers as far as they are legally able.
- The club will assist social services and the police as far as possible with any investigation of abuse or neglect, either verbally or written.
- All alleged instances of abuse will be taken seriously whether they are on the premises or during a visit or outing.
- The club is committed to the protection of staff and takes its responsibilities for upholding fair processes for them and the children very seriously:
 - Time when members of staff are left alone with a child will be kept to a minimum and if such instances arise, the door of the room should be open, and another member of staff informed.
 - If a child makes contact deemed inappropriate with a staff member, such an incident will be recorded in the Incident Book.
 - Staff will not carry out a personal task for a child capable of doing it for him/herself and if such an instance is necessary, a second member of staff will be in attendance at all times.
 - Staff will not have unnecessary physical contact with a child and will be mindful of an individual's age and emotional understanding. Staff should always take the lead from children as to what physical contact, such as cuddles, makes individual children feel secure and supported.
- Should an instance arise whereby a member of staff has an allegation of misconduct made against him/her, the club will not carry out an investigation itself, but will act swiftly and decisively:
 - The incident will be reported to the police, social services and Ofsted, and the Local Authority Designated Officer (LADO) the same working day. Currently York's LADO are Leigh Moore, Debra Lane, Emma Coates phone number 01904 551783. The incident should be reported to the LADO using a LADO referral form and they should be emailed using secure email (e.g. gcsx, pnn, cjsm, nhs.net etc.) to lado@york.gov.uk. If you do not have



the use of secure email you should call the numbers above to make a referral.

- The member of staff will be suspended with immediate effect, pending the outcome of a full investigation.
- Allegations will be fully recorded in the Incident Book with the signed confirmation of any witnesses.
- These records will include details of all parties involved; any explanations or evidence provided by parties involved or other relevant staff; dates, times and locations.
- When collating records, extreme care will be taken to record facts accurately as well as to distinguish between fact and opinion.
- The manager and DSL will ensure records are accurate and confidential and also dated and signed.
- If the manager is the subject of the allegation, the chair of the committee should be informed and then assume responsibility.

Abuse of a child can take a variety of forms: physical, sexual, emotional and instances of neglect. Staff should be made aware of the Department of Health's publication 'What to do if you're worried a child is being abused' (2015), available to download from

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/D-FES-04320-2006>.

Once the investigation has been concluded and it is decided that the individual can return to work; the manager should take steps to ensure that they receive any support that they need. For example, a phased return may be appropriate, or they may require support from a mentor. The manager should also consider how best to manage the contact between the individual and their accuser or the accuser's family.

Peer abuse

Staff should also be aware that children can also abuse their peers, and this should be treated as seriously as abuse by an adult. There is no clear boundary between bullying, sexual experimentation and abuse so staff members should use their professional judgement or contact the 'Front Door' service for advice.

A child's behaviour may be seen as abusive if:



- There is a large difference in power between the children, for example in age, size, ability or development
- The perpetrator has repeatedly tried to harm one or more other children
- There are concerns about the intention of the alleged perpetrator

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

Radicalisation and channel process

- The club is dedicated to protecting children and families from radicalisation and extremism in line with the Counter Terrorism and Security Act 2015 and the Prevent duty 2015.
- Staff will be aware to look for:
 - Changes in family behaviour
 - Changes in children's behaviour, e.g. aggression towards others, social withdrawal
 - Comments made by a child which may cause concern, e.g. talking about what their mum or dad have said, talking about fighting for 'the cause'
 - Comments made by family members, e.g. about certain faiths, beliefs and cultures
 - Any other signs that family members may be showing extremism, e.g. any significant changes in children's attendance
 - Use of extreme right-wing symbols
 - Sudden and obsessive interest in topical terrorist related news stories
- If a member of staff is worried about a child, family member or member of staff they should report this concern to the manager. If the concern is related to the manager, they should then speak to the chair of the committee.
- Once a concern is raised the manager should contact Jane Mowat, Head of Community Safety, on 01904 555742 or 07984496352 or via email jane.mowat@york.gov.uk
- If the child is not in immediate danger the manager should call 101 and speak to the Police Channel Officers; DC Carolyn Hardman or DC Julie Whitehouse. They can also be contacted via email; Carolyn.hardman@northyorkshire.pnn.police.uk or



Julie.whitehouse@northyorkshire.pnn.police.uk. If the child is in immediate danger, then the manager should call 999 and in both cases follow the advice of the police.

- All staff will promote tolerance and acceptance of other's beliefs and cultures through communication, resources and activities.

Female genital mutilation

Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but when there is no medical reason for this to be done. It takes place in some cultures and communities, especially those from Africa, the Middle East and Asia and religious, social or cultural reasons are given for the procedure. However, it is a form of child abuse and should be dealt with as such. Girls aren't always aware that the procedure is about to happen, but they may discuss with staff topics which would give cause for concern. These can include:

- A long holiday abroad or going 'home' to visit family
- An older relative or 'cutter' visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative has been cut.

If FGM has already taken place, symptoms can include:

- Difficulty walking, standing or sitting
- Spending longer than normal in the bathroom or toilet
- Appearing withdrawn, anxious or depressed
- Unusual behaviour after an absence from school or college
- Reluctance to undergo normal medical exams
- Asking for help but not being explicit about the problem due to embarrassment or fear

If staff are worried a child is in immediate danger of being taken out of the country to undergo FGM or in immediate danger of being subjected to FGM at home, they should contact the police on 999.

If a child is not in immediate danger but staff are concerned about FGM they should follow the same procedure as other safeguarding concerns and contact the 'Front Door' service.



Mobile phones and cameras

Poppleton Road out of school club recognises that our staff will have mobile phones, however during working hours the use of personal mobile phones is not permitted. Phones must be kept switched off and kept in handbags or the basket provided. This also applies to wearable technology, for example "Apple watch" and other wearable devices which can send and receive pictures, videos, texts and messages. Any wearable technology should also be kept in the kitchen or kept in a bag.

Staff will be able to give the club's telephone numbers to people who may need to contact them in the event of an emergency during working hours. Staff will be permitted to use their mobile phones during their breaks if they go off site or to an area where no children are present or permitted.

Parents and carers are also requested to refrain from using their mobile phones in the club. This is to ensure that parents are protected from unfounded accusations and children are protected from unwanted pictures or videos.

There are circumstances where club staff may need to have their own mobile phones for work purposes such as during day trips and those staff members who are looking after children in the basement. In these cases, risk assessments will be undertaken.

This policy also applies to children's games consoles which may have camera features. Therefore, children are asked not to bring any electronic device which has a camera application into the club.

The club mobile phone does have a camera feature, but this is not used. The phone is kept in the kitchen and if staff need to use the club mobile this should be done away from the children whenever possible. In some circumstances the phone may need to be used while the children are present, for example on day trips or in emergency situations. Whenever possible a risk assessment will be undertaken.

Parental consent will be sought before photographs are taken. This consent is found on the children's registration forms and will determine whether parents agree for their child/children to be photographed for:



- Observation purposes (in terms of EYFS)
- Publicity purposes
- The club's website
- Their child to be observed by students as part of their academic studies

When there is a specific need or event which will require pictures, specific consent will be sought. It will detail how the pictures will be used and who will see the pictures. If the pictures or videos are being edited by a third party a member of staff or a member of the committee will be present; whenever this is possible, to ensure that the images are edited and then deleted.

Staff will not bring personal cameras into the club; the club has its own camera available for use which is stored safely and securely in the club safe.

The club uses a camera feature on a Kindle Fire as part of the recording process to enable staff to observe children's development and capture any special significant moments for the children's learning journals.

Photos are printed from the Kindle via the club laptop. This will be done every two weeks by the manager and the photos will then be deleted from the Kindle and laptop. If the manager is absent this will be carried out by the deputy manager.

The Club has a Facebook page to share activities and the snack menu with parents, no pictures of children will be uploaded onto this page at any time. The only pictures on the page will be of completed activities or staff members who have given consent.

Updated November 2019

Signed

(Club Manager)