



## Child Protection Policy and Procedures

### Child Protection Policy and Procedure

This child protection policy and procedure forms part of Ashley Down After School club safeguarding children arrangements.

### Aims

- Our setting considers that the welfare of the child is paramount and it is the duty of members, staff and volunteers under HM Government's Working Together to Safeguard children 2015 to implement this policy, and to ensure that it has in place appropriate procedures to safeguard the well-being of children and young people and protect them from abuse

### Implementation and Monitoring

- The Trustees appoint a Child Protection Officer, Julia Hodgson.

The Play Facilitator, Rakel de Mena, as a senior worker takes the lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. The Designated person must attend an inter-agency child protection training course, to be updated at least every 2 years.

- This Child Protection Officer will receive reports from the Designated Senior of any occasions when there are concerns or issues of Child Protection.
- All staff and volunteers are to undertake child protection training and this to be updated every 3 years. There will be an annual update for all staff to keep practice updated, run by senior staff. The CP policy must be part of the induction for all staff and volunteers.
- The setting will review this policy annually, to ensure it is being implemented
- If the Designated Senior is uncertain about concerns about a child, consultation with Early Help should take place.

## Definition of Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child.

The 1989 Children Act recognises four categories of abuse:

- **Physical Abuse** - actual or likely physical injury to a child, or failure to prevent physical injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- **Sexual Abuse** - actual or likely sexual exploitation of a child or adolescent, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse also includes non-contact activities, such as involving children in looking at or in the production of sexual images.
- **Emotional Abuse** - severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve seeing or hearing the ill-treatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** - the persistent failure to meet a child's basic physical and/or psychological needs, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development, including failure to thrive.

Additionally, there is:

- **Historical Abuse** - There may be occasions when a child will disclose abuse (either sexual or physical) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.
- **Domestic Abuse** - Staff may be working with children experiencing violence at home. Staff will need to treat them sensitively, record their concerns and consider informing Social Services.

## Female Genital Mutilation (FGM)

Female circumcision is illegal in the UK (Female Genital Mutilation Act 2003) and it is an offence to take UK nationals, permanent or habitual UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. All agencies have a statutory responsibility to safeguard children from being abused through FGM. Some signs that MAY indicate a girl is at risk of FGM include:

- Parents requesting an extended leave from school on top of school holidays
- If a girl comes from a country that has high prevalence of FGM
- Mother and other siblings have already undergone FGM
- Child may indicate that they are going for a special event

Consider whether any other indicators exist that suggest FGM may have or has already taken place, for example:

- The child has changed in behaviour after a prolonged absence from the setting
- The child has health problems, particularly bladder or menstrual problems;
- The child has difficulty walking, sitting or standing and may appear to be uncomfortable.

The Children's social care team will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a Medical Assessment takes place.

If you are concerned that a girl is at risk of FGM or believe that FGM has already taken place, this is a child protection issue and must be documented and reported to First Response and/or the police.

For more information on this topic, see the online South West Child Protection Procedures, NSPCC or locally BAWA. Contact details in the appendix.

### **The Prevent Duty**

It is essential that staff members are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Staff will be trained to recognise possible signs. In line with our e-safety policy appropriate controls for digital content will be in place.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. It is important to take action if staff observe behaviour of concern.

Any concerns will be referred through First Response or the police. The concern may then be dealt with through usual safeguarding processes or referred to the Channel process. For information regarding the Channel process an email address is in the appendix along with other contacts.

In addition if you think a child is at risk of extremism you must contact the Counter Extremism Group at email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) or Tel: 020 7340 7264.

### **Confidentiality and Appropriate Disclosure of Information**

- Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.
- All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management and relevant agencies.
- In the event of an investigation it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation. If uncertain If uncertain about what information may be shared, take advice or refer to Bristol's Information Sharing protocol. (Please see Further Information section for a link.)
- Whilst parents / carers have the right to see any records kept on their child. This might not always be appropriate, and should not put the child or yourself at risk.
- It is very important that only those who need to know, actually know, to avoid rumour and gossip that could affect the child, parent / carer and the group.

## **A. Protecting Children and Young Adults**

### **Recognising Abuse**

Recognising abuse is one of the first steps in protecting children and young people. There could be signs or behaviour that makes you feel concerned. All staff should be alert to the following types of behaviour in the children:

- Becoming excessively aggressive, withdrawn or clingy.
- Seeming to be keeping a secret.
- Deterioration in children's well-being
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Unreasonable fear of certain people or places.
- Acting out in an inappropriate way perhaps with adults, other children, toys or objects.
- Children's comments which give cause for concern, e.g.: inconsistent explanations of bruising, injuries or burns.
- Sexually explicit language or actions.

**Staff should be equally vigilant regarding signs relating to disabled children and not automatically assume that any of the above relates to their impairment.**

**Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances.**

**If you are worried, it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and do something about it.**

### **What to do if Abuse is Disclosed**

The Club is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively.

- Stay calm.
- Listen to what the child / young person is actually saying.
- Reassure them that they have done the right thing by telling you.
- Do not ask leading questions. Ensure that any questions asked are open or for clarification, not leading/ closed questions. For example an open question is: Why are you upset? A closed question is: Are you afraid to go home because your Mum will hit you?
- Do not ask the child / young person to repeat what they have they told you, for another worker or Trustee; as if the matter is to be investigated further it will be done so by trained professionals.
- Do not promise the child that this can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Explain that you are obliged to inform other people.
- Reassure the child that the people who will be informed will be sensitive to their needs and will be looking to help protect them. Inform them that it is not in their interests to keep the disclosure confidential and it will have to be passed on to the appropriate agencies.
- Make a note of any conversations with the child, trying to make these as detailed as possible, including when and where the conversations took place. Draw a diagram, if appropriate, to show the position of any bruises or marks the child or young person shows you, trying to indicate the size, shape and colour.
- Record as soon as possible and use the **actual words** used by the child.

- Keep all records factual. Be aware of not making assumptions or interpretations of what the child / young person is telling you. Store all records securely.
- Discuss your concerns with the Designated Senior responsible for child protection. If the allegations implicate the senior worker, the concerns should be discussed with the next tier of line management - the named committee member responsible for child protection (the Child Protection Officer).
- If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven't, they will want to know the reasons why.
- If possible, report this information yourself to an appropriate agency. First Response and OFSTED will need to be informed (see contacts in Appendix A). First Response will assess your call and pass you onto the appropriate agency, this will be Social care if it is a Child Protection issue. Follow up any telephone referral using the BSCB Multi-agency referral form.
- Discuss your concerns with the Play Facilitator responsible for child protection. If the allegations implicate the Play Facilitator, the concerns should be discussed with the next tier of line management - the named committee member responsible for child protection. Appendix A
- The person to whom the disclosure was made should ensure that the child who has disclosed the information is informed about what will happen next, so they can be reassured about what to expect.

### **What to do if Abuse is suspected**

- The playworker should keep monitoring the child's behaviour, making a note of any particular concerns (when, where and what happened).
- Discuss concerns with the play facilitator responsible for child protection. The child's parents / carers should be seen at the earliest opportunity to ascertain if there is a known reason for a change in behaviour (e.g. a change in family make-up, death of family member, pet).
- You should remember that if abuse is taking place, it is often not the parents but other family members or friends who are causing it. Parents are often the last to know.
- Any member of staff or volunteer can contact the relevant agency (as listed in appendix A), to discuss any concerns they have and seek guidance before actually reporting any child protection issues. It is appropriate to seek support

from the nominated person/s in the organisation, as to how to deal with situations and confirm appropriate action to take.

- If you are still concerned about the welfare of the child / young person, this information must be passed on to the appropriate agency. It is important to remember that if you report concerns, you are not reporting the parents / carers – you are reporting to protect the welfare of the child.
- If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven't, they will want to know the reasons why.
- If First Response has been contacted and they pass you onto Children's' Social Care Referral and Assessment Team (Social Services) has been contacted, Social Care should let you know that they are responding to what you have told them. (Follow up telephone referrals with a written report on the BSCB multi-agency referral form). It is unlikely that you will be told what action has been taken unless it has implications for the After School Club. If you have not heard from the Referral and Assessment Team, it may be appropriate to contact them to ensure that the details you gave them have been taken into consideration and acted upon.

### **What to do if it is an emergency**

If you think a child is in immediate danger you should telephone the police on 999. In all other circumstances you need to refer the matter to First Response and follow the procedure described in section 1. above.

In a medical emergency your first action may need to be one of the following:

- Telephone for an ambulance, or,
- Ask the parent to take the child to the hospital at once, or,
- Take the child yourself

The child is the legal responsibility of the parent/carer and they must be involved as soon as practical, unless to do so would put the child at immediate risk of harm. Having taken the necessary emergency action it is important that you make immediate contact with Social Care.

## **B. Working with Children and Young People**

### **1. Recognising inappropriate behaviour in staff, volunteers and other adults.**

There is no guaranteed way to identify a person who will harm children. However, there are possible warning signs. These may include:

- Paying an excessive amount of attention to a child or groups of children, providing presents, money or having favourites
- Seeking out vulnerable children, eg: disabled children
- Trying to spend time alone with a particular child or group of children on a regular basis
- Making inappropriate sexual comments
- Sharing inappropriate images
- Being vague about where they have worked or when they have been employed
- Encouraging secretiveness

There may be other sources of concern; this is not a conclusive list. If you are concerned about another staff member or volunteer's behaviour you need to pass this on to the Play Facilitator.

## **2. If a Staff Allegation is made or if you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour**

If it appears that a staff member or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children,

Then these **procedures** must be followed:

- Record your concerns and report them to the Play Facilitator.
- The Play Facilitator should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.
- At the earliest opportunity, contact one of the committee members responsible for child protection (see list in Appendix A).
- It may be clear in some cases that an immediate referral must be made to First Response or to the police for investigation. In addition:
- Either the Play Facilitator or the Child Protection Officer must then contact the Local Authority Designated Officer (LADO) **WITHIN 1 WORKING DAY** of receiving the report of an allegation.

**Local Authority Designated Officer (LADO)**

**Telephone: 0117 903 7795 or Work Mobile: 07795 091020**

- The setting should then follow the LADO's advice on how to deal with allegations against staff.
- The setting should take advice from the LADO on how and when to inform the parents of the child.
- OFSTED will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing. (see Appendix A).
- While support will be offered to the staff member involved, the staff and committee will ensure that the agencies concerned are given all assistance in pursuing any investigation. The disciplinary procedure may be implemented.

### **Support to Staff and Volunteers**

Trustees of the CIO will fully support all members of staff in following this procedure. Following an allegation or investigation:

- Staff and volunteers can talk to the child abuse representatives from Trustees of the CIO and any of the appropriate agencies listed in Appendix A.

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

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Disclosure and Barring Service (DBS) checks.
- All staff and volunteers are given a copy of the Child Protection policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and

volunteers are instructed to report the disclosure or discovery of abuse to the Manager.

- The Club will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

## **Safeguarding**

All staff understand the Club's child protection procedures and have had 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, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
- 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 particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- 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.
- All allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.
- Staff and volunteers are required to keep their mobile phones switched off whilst at work at the club (**Photography, Video, Mobile Phone and E- Safety Policy and Procedures**) The club will provide mobile phones for use for club business.
- **Staff** will give good quality care which will help to give the children confidence and encourage them to feel able to speak.

## **Code of Conduct**

All staff, volunteers and trustees within the setting recognise that they need to conduct themselves in an appropriate, open and transparent way to ensure a safer environment for all. One of the ways of ensuring this is by following the setting's policies and procedures, including:

- Child protection policy and procedure
- Safeguarding children overview
- Photography, video, mobile phone and e-safety policy and procedure
- Recruitment and selection policy and procedure
- Whistle-blowing policy and procedure
- Training policy
- Health and Safety policy and procedures
- First Aid policy and procedure
- Fire Safety
- Risk assessments
- Secure premises (in H&S)
- Behaviour Management policy and procedure
- Child registration form information
- Arrival & Departure policy and procedures
- Deployment of staff (in H&S)
- Offsite and Trips policy and procedures
- Working with Disabled children
- Complaints policy and procedures
- Keeping Ofsted up to date with any changes to the registration

In addition staff will use "Guidance for Safer Working Practice for Adults who work with Children and Young People" as a tool to develop setting specific guidance for staff and volunteers.

## **Recruitment of Staff and Volunteers**

We acknowledge that paedophiles and those that pose a threat to children may be attracted to employment that allows them access to children and young people. As part of this policy we will ensure that people working with the children are safe to do so.

- All staff (including the setting's Manager/Leader) and volunteers will be checked by the Disclosure and Barring Service on joining the scheme, to be renewed every 3 years.
- All people connected with the setting must declare all convictions/cautions incurred since DBS disclosure which may affect their suitability to work with children.
- All people connected with the setting must declare their disqualification status and that of other persons living or working in their household.

- Two references will be taken up prior to appointment for new staff and volunteers and a medical reference may also be required.
- The selection and interview procedure of the setting will be adhered to. This must include a full employment history, qualifications, interview and identity checks.
- 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.

### **Implementation and Monitoring**

- Trustees of the CIO will agree a trustee with responsibility for child protection matters at its first meeting following the Annual General Meeting.
- This trustee will receive reports from the Play Facilitator of any occasions when there are concerns or issues of Child Protection.
- Trustees of the CIO will identify a member of staff to take the lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. They must also attend a child protection training course, to be updated every 3 years.
- Trustees of the CIO will review this policy annually, to ensure it is being implemented. Appropriate action will be taken if deemed necessary, through consultation with the agencies listed in Appendix A

### **Whistleblowing**

- We have a separate whistle blowing procedure so serious and or systemic concerns about senior staff or management may be reported to more senior member of staff/management or to an appropriate external organisation if necessary. Allegations about specific staff members should be dealt with in line with the staff allegation section earlier in this document.

## **EYFS Safeguarding and Welfare Requirements – Child Protection**

### **Appendix A – Useful contacts**

#### **1. Trustees of the CIO responsible for Child Protection in Muller Road site and Brunel site**

First officer: Julia Hodgson (Trustee ) 07880986789

#### **2. Play Facilitator/Lead Practitioner responsible for Child Protection in Muller Road site and Brunel Field site**

Name: Raquel de Mena 07909738663

#### **3. Referral Agencies**

- **First Response – 0117 9036444 (all Bristol)**

The place to call if you are concerned about a child or young person or think they need some help. Calls to First Response may result in direct referral to a Social Work Team or to Early Help and/or advice and guidance being given about services to help families.

- **Disabled Children Team** (all Bristol) - Tel: 0117 9038250
- **Out of Office Hours** Tel: 01454 615 165 (Emergency Duty Team)
- **Email** (all Bristol) [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)
- **Police:** Non emergency – Tel: 101 Emergency – Tel: 999

#### **4. For Staff Allegations Contact:**

- **Local Area Designated Officer - Telephone 0117 903 7795, Work mobile: 07795 091020**
- **Registered providers must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.**
- **Ofsted Compliance and Investigation Team (For reporting any Child Protection concerns).-Tel: 0300 123 1231**

#### **5. Support and advice -Further Information**

- South West Child Protection Procedures – provide detailed online information on all aspects of child protection, e.g : Staff allegations – [www.swcpp.org.uk](http://www.swcpp.org.uk)
- “Addendum to the Multi Agency Guidance for Injuries in Non- Mobile babies” <http://bandltd.org.uk/development-support/safeguarding-non-mobile-babies-addendum-early-years-settings-childminders>

- Working Together to Safeguard Children 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- First Response online Request for Help form- (Please note you cannot print off a copy of this form, so keep a record of the information sent) Do not send any child or family details by unsecured email.  
<https://www2.bristol.gov.uk/form/child-or-young-person-request-support-or-report-concern>
- Guidance for safer working practice for those working with children and young people in education settings  
<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf> Sharing information on children. A guide for people working with children, young people and their families (2007)  
<https://www.bristol.gov.uk/documents/20182/33900/Sharing%20information%20on%20children%20guide.pdf/7b734337-d612-4ace-8c41-0e9b73ddb190>
- BSCB "Guidance on the transfer of a child protection safeguarding file to another educational setting"  
<https://www.bristol.gov.uk/documents/20182/33391/Guidance+on+the+Transfer+of+a+Child+Protection+Safeguarding+File+to+another+Educational+Setting/017fb358-6dfb-462e-bab4-5c89be1017d4>
- Prevent Duty Guidance for England and Wales  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)
- NSPCC Whistleblowing hotline – 0800 0280 285
- Bristol Against Violence and Abuse (BAVA) email [bava@bristol.gov.uk](mailto:bava@bristol.gov.uk) or [www.bava.org.uk](http://www.bava.org.uk)
- Police Prevent Team: 0117 945 5539

**DOCUMENT HISTORY**

Reference	Author	Summary of changes	Issued
Issue 1		Original Version	
Issue 2	Raquel de Mena/ Alison Watson	Updated in light of changes in local arrangements	May 2010
Issue 3	Emma Hallett	Formatting and check and correct contact details	29 June 2011
Issue 4	Emma Hallett	Update of LADO contact details and additional of mobile phone practice	
Issue 5	Raquel de Mena	Update of new regulations of EYFS	19 Sept 2012
Issue 6	Raquel de Mena	Reviewed to reflect Muller Road and Brunel Field ASC sites	20 November 2013
Issue 7	Sheila Gould/Raquel de Mena	Reviewed and Updated to reflect FGM and contact details	5 February 2014
Issue 8		Reviewed to reflect changes in new Chair	3 March 2015
Issue 9	Ana Escudero/ Katie Goldsmith	Reviewed to reflect the addition of radicalisation, prevent duty	19 January 2016
Issue 10	Raquel de Mena	Reviewed to reflect the Implementation and Monitoring, extended definition of type of abuse, added the indicators that suggest FGM may have or has already taken place and report agencies	October 2016

*Julia Hodgson*

**Date Approved:** 20/1/17

**Signed:**

**Position:** Trustee

**Name:** Julia Hodgson

**Date for review:** Dec 2017

Ashley Down After School Club CIO

Child Protection Policy

Issue: 10