

Daisy Club Out of School Club

Safeguarding Children Policy

Daisy Club Out of school club is committed to building a 'Culture of Safety' in which the children in our care are protected from abuse and harm.

Daisy Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Daisy Club's child protection procedures comply with all relevant legislation and with guidance issued by the Salford Safeguarding Children Board (SSCB) and we have regard to the Working together to Safeguard children document.

The Club's designated Child Protection Officer (CPO) is Kerry Zammit. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, the SSCB and Ofsted).

This document is written in accordance with the Salford safeguarding children board policy and working together to safeguard children 2015.

This is the safeguarding children's policy for Daisy Club breakfast, afterschool and holiday club.

This is followed by all members of staff/ volunteers and promoted through working practices. This ensures that actions of staff / volunteers are transparent and safeguard and promote the welfare of children and young people.

At Daisy Club we must ensure that:

- The welfare of the all children in our care paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and / or sexual identity have the right to protection of abuse.
- No child is left alone with staff or volunteers in a one to one situation without being in eye and hearing distance to others.
- All suspicions and allegations of abuse will be taken seriously and responded to appropriately.
- All staff /volunteers working within Daisy Club have the responsibility to report concerns to the named children's Officers where they will refer to flow charts situated in the manager's office, if for any reason the named officers are not in, all staff know to follow the steps on it for guidance.
- Keeping children safe from harm requires people who work with children to share information.
- Staff / volunteers are not trained to deal with situations of abuse nor decide if abuse has occurred. Those people in positions of responsibility within Daisy Club will work in accordance with the interests of children and young people and follow the policy outlined below.
- A copy of What to do about a child being abuses (march 2015 document is situated in managers office)
- A copy of The Prevent Duty is situated in the mangers office

Immediate action to ensure safety.

In all cases it is vital to take whatever action is needed to safeguard the child or young person.

Immediate action may be necessary at any stage of involvement with children and families.

- If emergency medical attention is required this can be secured by calling an Ambulance (call 999)

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- If a child is in immediate danger contact the Police (call 999) as they alone have the power to remove a child immediately if protection is necessary, via police protection order.

It may be sometimes 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 be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk through about what you are doing and give choices where possible i.e. nappy changing adults should always remain in view of colleagues or do so in a room with the door open.

If we are concerned about a child in our care we will follow the Working together to Safeguard children Flow chart -flow charts situated on the wall in the managers office.

Confidentiality

All records made in relation to a referral must be kept confidentially and in a secure place. Information regarding child protection concerns should be shared on a need to know basis. However the sharing of information is vital for safeguarding children therefore the issue of confidentiality is secondary to a child's needs for protection.

Disclosure barring service came into effect 2012, all new employees and volunteers require a DBS before undertaking employment. All staff that currently hold CRB's will eventually be changed to DBS as and when necessary. All Staff at the Daisy club hold a DBS check and have all been on an induction process before working directly with the children.

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Female Genital Mutilation (FGM)**
Female genital mutilation (FGM) is the partial or total removal of external female genitalia for Non-medical reasons. It's also illegal to take a British national or permanent resident abroad for FGM or to help someone trying to do this. Protection comes from the FGM Act 2003 which makes it illegal practice in the UK.
- **Domestic Abuse**

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30% of domestic abuse in families starts in pregnancy and at least 75% of incidents are witnessed by children. Children can 'witness' domestic abuse in many different ways. For example, they may get **caught in the middle** of an incident in an effort to make the violence stop. They may be in the room next door and **hear the abuse** or see their **mother's physical injuries** following an incident of violence.

- **Parental Substance Misuse**

Research indicates that parental drug and/or alcohol use has significant, damaging and long lasting consequences for children. A child a day under one dies in England and one million children in the UK live with drug users.

Foetal Alcohol Syndrome - Neonatal withdrawal (www.fasaware.co.uk) tend to occur 24-72 hours after delivery, all babies of substance using mothers will be subject to a withdrawal scoring sheet.

- **Child Sexual Exploitation**

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Grooming is when a predator develops a friendship with the child, creating a bond, preparing them for sexual assault.

- **E-Safety**

It is important to protect children using the internet this includes emails, social media sites and game sites. Ensure you have security setting on sites that children should not access, include E-safety in your policy. In your setting have computers/ipads/laptops in open places where everyone can see what is being viewed and speak to the children about E-safety

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- Inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway logging exactly what the child has said with a date and time of disclosure. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

What to do if you are worried about a child

The club's CPO would first discuss our concerns with the child's parents, with exceptions of sexual abuse, FGM, forced marriage, fabricated illness, organised abuse and not in the best interests of the child, if we are still concerned after speaking to the parents or you have not discussed with parents contact Duty and Assessment Team (DAT) on 0161 603 4500 who will give you advice and guidance. The incident or disclosure from the child will be logged exactly word for word what the child has said, date, time .

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

Procedures should be used in respect of all cases where it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, 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 he or she may pose a risk of harm to children
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- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
 - The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
 - Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
 - All staff complete regular ongoing suitability person checks and fully understand Disqualification by Association
 - If appropriate the Club will make a referral to the Disclosure and Barring Service.

Local Authority designated officer - LADO- Patsy Malloy 0161-603-4350

- **Whistle blowing**

Whistle blowing is when a person exposes misconduct, dishonesty or illegal activity.

There may be times when those working with young children will want to report to senior members of the team or Ofsted, concerns about practices and procedures of others for the safeguarding of children and young people

Promoting awareness among staff

The Club promotes awareness of child abuse issues through its staff training and recruitment process
The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse.
- The safeguarding File is kept in the Managers office.
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

It may be sometimes 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 be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk through about what you are doing and give choices where possible i.e. changing a child if wet or soiled - an adults should always remain in view of colleagues or do so in a room with the door open.

Use of mobile phones and cameras

The Daisy club has a mobile phone to contact parents with fees and updates on the club. Photographs will only be taken on the clubs camera with parents' permission and used for club website and evidence. Neither staff nor children may use their OWN mobile phones to take photographs at the Club. All personal mobiles belonging to staff should be locked away in the staff office.

The use of mobile phones and similar devices could expose children and young people in our care to potential risk and could distract people from full supervision and interaction with the children and young people thus providing an unprofessional image to visitors.

- Only Daisy mobile is to be used in the club to contact parents regarding fees ect. Use of personal mobiles or similar devices whilst on duty within the childcare environment or in any area of the childcare setting is strictly forbidden.
- Personal mobile phones should not be used to communicate with parents and service users on club business
- Visitors to the setting, including parents/carers, will be asked to turn off mobile phones.

We accept that people have the right to visit sites in their own time, and using their own personal computers, however inappropriate use of these sites by employees can expose the setting, and its users to risks to themselves and others.

The club do **not** have use an any wifi , we use tablets and I pads at the club but only have apps on. No access to the internet.

Visiting social networking sites in staff own time, these rules should be followed by all.

- Do not have any children, their parents or carers as friends on social networking sites
- Do not mention your place of work or those that you work with within this site.
- Make no derogatory comments regarding Daisy Club, colleagues and families that we work with.
- Under no circumstances should the children we care for be mentioned.

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- No photographs taken within the setting or of staff should be used on any social networking site.

Use of computer systems, internet and emails

The internet is NOT currently available within Daisy Club setting.

Whilst the internet can be a useful tool, inappropriate use will result in disciplinary action. Examples of misuse include;

- * Sending or receiving, downloading or disseminating material that causes insult, offence or harasses others.
- * Accessing pornographic, racist or other inappropriate or unlawful material.
- * Engaging in online chat rooms or gambling.
- * Downloading or disseminating copyright materials.
- * Forwarding electronic chain letters or similar materials.
- * Transmitting unauthorized confidential information regarding the club or the families we work with.
- * Downloading or playing computer games.
- * Copying or downloading unauthorised software.

Social networking sites.

Please be aware that even if you should not mention any of the above, your suitability may be questioned, if parents/carers see that the person caring for a child has inappropriate material on their networking site.

Confidentiality / Contact numbers

All records made in relation to a referral must be kept confidentially and in a secure place. Information to child protection concerns should be shared on a need to know basis. However the sharing of information is vital for safeguarding children therefore the issue of confidentiality is secondary to a child's needs for protection.

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CAF forms to be filled in when necessary, for help on doing this Daisy Club

- **Contacts**
- Duty and Assessment Team (DAT) - 0161 603-4500
- Local Authority Designated Officer (LADO) - 0161 603 4350 Patsy Malloy
- Starting Life Well - 0161 909 6508 – Gillian Froggart

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Safeguarding children is everyone’s duty

It is better that something is reported and it proves unfounded rather than something that is not reported and it proves that the child was at risk, training for all staff to ensure they are able to recognize the signs and signals of possible abuse and they are aware of the guidelines.

If in doubt please consult with the named safeguarding officers for Daisy Club Kerry Zammit

This policy was adopted by:Kerry Zammit	Date:03/09/2018
To be reviewed:03/09/2018	Signed: KERRY ZAMMIT

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8]* and *Suitable People [3.9-3.13]*.