

**HIGH DOWN AFTER SCHOOL CLUB  
DOWN ROAD, PORTISHEAD, BRISTOL BS20 6DY**

**SAFEGUARDING CHILDREN POLICY & PROCEDURE**

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This Policy has been developed in accordance with the principles established by the Children Act 1989 and in line with recent government publications including:

- *"Keeping Children Safe in Education" September 2016*
- *"Working Together to Safeguard Children" March 2015 (online)*
- *Guidance for Safer Working Practice for Adults who work with Children and Young People" (Book)*
- *"Safeguarding Children and Safer Recruitment in Education" DCSF Guidance, January 2007 (online)*
- *North Somerset Safeguarding Procedure*
- *"What to do if you are worried if a child is being abused" March 2015*
- *"The Prevent Duty" June 2015*

**This policy should be read in conjunction with the Lighthouse Schools partnership Safeguarding Policy dated 4<sup>th</sup> January 2017.**

## **Contact Details**

1. Designated Safeguarding Lead (After School Club) – Linda Croshaw, Club Manager and Carol Wallberg , Club Deputy Manager  
Designated Safeguarding Lead (School) – Andreya Cowan, Executive Head Teacher  
Deputy Designated Safeguarding Lead (School) – Sue Parker, Associate Head Teacher
2. Nominated School Governor responsible for safeguarding – Joseph Lee
3. North Somerset’s Single Point of Access (for advice or to refer a concern about a child): 01275 888808  
Emergency Duty Team – out of hours: 01454 615165
4. **LADO** (Local Authority Designated Officer) (for advice or to refer a concern about the behaviour of an adult) 01275 888808 . [Lado@n-somerset.gcsx.gov.uk](mailto:Lado@n-somerset.gcsx.gov.uk)
5. Police Child Protection Team: 0117 945 4320  
Avon & Somerset Constabulary: 0845 456 700  
Emergency: 999/101
6. Ofsted Compliance and Investigation Team (for reporting any Child Protection concerns): 0300 123 1231
7. Support and Advice
  - Childline: 0800 11 11
  - National Association for the Prevention of Cruelty of Children (NSPCC): 0800 800 500

## **POLICY STATEMENT**

High Down Junior School and its governors and High Down After School Club consider it the duty of all staff and volunteers to protect children and young people who they come into contact with from abuse. This is part of our safeguarding children procedure. 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.

To help them understand this duty, members of staff are required to read (and sign to confirm they have read) the following:

- Keeping Children Safe in Education (Government publication September 2016)
- Safer working Practice for Adults who work with Children and Young People (Government publication)
- High Down Schools Staff Handbook including behaviour policy (code of conduct) updated annually in September

Volunteers are required to read (and sign to confirm they have read) High Down Schools Visitor Handbook including the visitors code of conduct.

### **What is abuse?**

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

**Physical Abuse:** Actual or likely physical injury to a child or failure to prevent physical injury.

**Sexual Abuse:** Actual or likely sexual exploitation of a child or adolescent. The child may be dependant or developmentally immature.

**Emotional Abuse:** Severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. All abuse involves some ill treatment.

**Neglect:** The persistent or severe neglect of a child, or failure to protect a child from exposure to any kind of danger, resulting in significant impairment of a child's health or development, including non-organic failure to thrive.

### **Historical Abuse**

There may be occasions when a child will disclose abuse that 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. Children experiencing this may demonstrate many of the symptoms above. Staff will need to treat them sensitively, record their concerns and consider informing Social Services.

## **Recognising Abuse**

Recognising abuse is one of the first steps in protecting children and young people. There could be signs, or behaviours that concern you. Staff should be alert to the following type of behaviour in children:

- Becoming excessively withdrawn or clingy
- Seeming to keep a secret
- Personality changes – becoming insecure
- Unreasonable fear of certain people or places
- Acting out, or in an inappropriate way, scenes or actions with toys or objects
- Unexplained bruising injuries or burns
- Sexually explicit language, actions or drawings

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

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

Where these types of behaviour have been noticed the staff should:

- Monitor the child's behaviour, keeping records of any particular incidents or concerns (where, when and what happened).
- Discuss your concerns with a senior member of staff, who should then discuss any signs or behavioural changes, (e.g. bullying, accidents) that have been observed with the child's parents/carers at the earliest opportunity, to see if there is a reason for this, (e.g. a change in family circumstances, the death of a family member or pet).
- You should remember that if abuse is taking place it may not be the parents, but other family members or friends who are causing the abuse. Parents can be the last to know.
- Any member of staff can contact a relevant local agency (as listed at the beginning of this document) for advice to discuss any concerns that they may have before actually reporting any child protection issues; they may be able to offer guidance and support in how to deal with situations and confirm appropriate action to take. 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, this information must be reported to the North Somerset Social Care Department via the Single Point of Access. We follow North Somerset's Safeguarding Procedure for Childcare Learning and Play Providers when contacting social care with any concerns. It is very important to remember that if you do report concerns you are not reporting the parents/carers – you are protecting the welfare of the child.

- If a referral is made to North Somerset's social care department, we act within the Safeguarding Policy in deciding whether we must inform the child/s parents at the same time
- If the Children's Social Care Referral and Assessment Team have been contacted, they should let you know that they are responding to what you have told them. It is unlikely that you will be told what action has been taken unless it has implications for the 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
- As a result of dealing with disclosure or reporting your concerns, you may feel angry or upset. It is important that you are able to work this through. We fully support all members of staff in following this procedure and if you wish, you should talk to one of the designated/nominated persons for safeguarding listed above

### **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.

When a child discloses abuse, the member of staff should take the following action:

- Stay calm.
- Listen to what the child is actually saying.
- Offer reassurance to the child that they were right to tell you, remain calm at all times.
- Inform the child that the information cannot be kept confidential and will have to be passed onto the appropriate authority. Do NOT promise the child that this can be kept a secret, as a subsequent referral could lead to the child feeling betrayed.
- Use TED (Tell. Explain and Describe)
- Record the conversation, in as much detail as possible. Include when and where the conversation took place. Draw a diagram to show the position of any bruises or marks the child shows you, trying to indicate the size, shape and colour.
- Record as soon as possible and use actual words used by the child.
- Keep all records factual. Be aware of not making assumptions or interpretations of what the child is telling you.
- Do not interrogate the child or push for more information. Ensure that any questions asked are open, not leading closed questions. Do not ask the child to repeat what they have disclosed to another member of staff or school governor
- Discuss your concerns with the most senior member of staff/manager on duty. If the allegations implicate a senior member of After School Club staff, the concerns should be discussed with the Executive Head Teacher or the Associate Head Teacher
- The person to whom the disclosure was made is to ensure that the child who reported the abuse is kept informed about what will happen next, so they can be reassured about what to expect.
- All records should be kept in a secure place and should be confidential. Parents/carers have the right to see any records kept on their child.
- Information should be shared on a need to know basis.

## **If you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour**

We follow the guidance of the North Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.

If it appears that a member of staff 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 Club Manager.
- The Club Manager should take the steps to ensure that during the remainder of the working day that the member of staff is not left in sole charge of the children or any child.
- The Club Manager will contact the Executive Head Teacher or Associate Head Teacher
- The Executive Head Teacher/Associate Head Teacher or in their absence the Club Manager will immediately contact the Local Authority Designated Officer (LADO) Tel 01275 888808, [lado@n-somerset.gcsx.gov.uk](mailto:lado@n-somerset.gcsx.gov.uk) to ask for advice and how to proceed and to give details of the concerns. He or she will also notify OFSTED within 14 days of the accusation.
- The school/club should then follow the advice given on how to deal with the allegations and will cooperate entirely with any investigation carried out by social care in conjunction with the policy.
- Ofsted will be informed of any allegations of abuse against a member of staff or volunteer.
- High Down Junior School's Policy for Managing Allegations of Abuse applies to all After School Club staff and will be followed throughout the investigation and subsequent proceedings
- Confidential records will be kept of the accusation, investigation and subsequent proceedings.
- Any appropriate action to be taken will be in accordance with the severity of the case and the findings of the investigation.

## **Support to Staff and Volunteers**

The school, its governors and the club will fully support all members of staff in following this procedure. Following an allegation or investigation staff and volunteers can talk to the Club Manager, Head Teacher or Deputy Head Teacher and any other appropriate agencies listed at the beginning of this document.

## **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 the 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 appropriate staff, management and relevant agencies.
- Records relating to individual children will be kept for a reasonable period of time (at least three years) after the child has left the After School Club.
- In the event of 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.
- Staff will be informed if outside agencies are required to be involved.
- Sharing confidential information will always be kept to a minimum.
- 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.
- Records will be easily accessible and available for inspection by Office for Standards of education (OFSTED) (with prior agreement by OFSTED, these may be kept off the premises).

Should staff members have the need to discuss any child or personal matters, they must ensure that confidentiality is never breached.

Areas are available for discussions of personal matters should the need arise to ensure privacy at all times.

## **Suitable People**

We ensure, by having effective systems in place, that staff and volunteers looking after children are suitable to fulfil their requirements of their roles.

## **Recruitment of Staff and Volunteers**

We provide adequate and appropriate staffing resources to meet the needs of children.

- Applicants for posts within the club are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau(CRB)/ Disclosure Barring Services(DBS) before posts can be confirmed
- Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children
- All candidates are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the club) both for themselves and for people with whom they live
- At least one member of any interview panel will have attended Safer Recruitment training
- Volunteers do not work unsupervised

- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- All staff are given this policy and North Somerset's Safeguarding Procedure for Childcare, Learning and Play Providers during their induction and the importance will be highlighted to them
- We have procedures for recording the details of visitors to the club
- We take security steps to ensure that we have control over who comes into the club so that no unauthorised person has unsupervised access to the children

### **Staff taking medication/other substances**

No member of staff must be under the influence of alcohol or any other substance which may affect their ability to care for children. We ensure that staff only work directly with children if medical advice confirms that their medication is unlikely to impair that staff member's ability to look after children properly. Any staff medication on the premises must be securely stored, and out of reach of children, at all times

### **Key Person**

Each child in the Early Years Foundation Stage will be assigned a key worker. Their role is to ensure that these children's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with parents/carers.

### **Staffing**

Staffing arrangements will meet the needs of all children and ensure their safety. Children are adequately supervised and staff deployed to ensure children's needs are met. Children are within sight and hearing at all times. We work to the recommended guidelines for staff/child ratios: one member of staff for eight children under 8, one member of staff for eight children under and over 8, and one member of staff for ten children over the age of 8. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if the club manager is satisfied that they are competent and responsible.

The club will ensure that there is a named deputy who is, in their judgement, capable and qualified to take charge in the Managers absence.

A minimum of two staff are on site at all times. One must hold a current and relevant 12 hour paediatric first aid qualification. At least one must hold a full and relevant level 3 qualification and ideally at least half of all other staff must hold a full and relevant level two qualification.

### **Mobile phones and cameras**

Mobile phones can only be used under the discretion of the club management and provided they are away from the children. The care of the children must never be compromised. Whilst they are on duty, staff must store personal mobile phones in the staff lockers provided.



The use of mobile phones, personal cameras and other personal devices for taking images of children when attending the club is strictly banned.

The club has a digital camera, which is solely for the purpose of recording children's progress and achievements, and for use only within the club. Prior consent is given by parents/carers via the annual registration document. Staff are aware of any child without prior consent and will be sensitive to all children's feelings regarding the taking of photographs. Images should never be used for the personal use of any adult who may come in contact with children in our care, never be taken in secret or in situations that are not appropriate.

### **Social Contact and Social Networking**

Staff should refrain from posting any comments or making personal judgements on **social networking sites** such as MySpace, Facebook, Twitter and blogging regarding High Down Schools or High Down After School Club. Staff should also not establish or seek to establish social contact with pupils in our care for the purpose of securing a friendship or to strengthen a relationship. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position. Staff and volunteers must not give their personal details such as home/mobile phone number, home or e-mail address to pupils unless the need to do so is agreed with senior management. Any misuse of Social Networking could result in disciplinary action.

### **Whistleblowing**

A clear and accessible whistle blowing policy is adopted that provides the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion.

### **Qualifications, training, support and skills**

We encourage all staff to enhance their training opportunities for continued professional development.

We provide regular compulsory safeguarding training for all adults involved in the club setting to ensure that they are able to recognise the signs and symptoms of possible physical, emotional, sexual abuse and neglect so that they are aware of the local authority guidelines for making referrals. We ensure that staff understands the procedures for reporting and recording their concerns in the club setting.

All staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the club's equality policy and health and safety issues. We ensure that our staff are kept up to date on recent developments including guidance and duties imposed by the government, for example the Prevent Duty and the Mandatory reporting of Female Genital Mutilation.

### **Implementing and Monitoring**

- The club, through its steering committee (Linda Croshaw – Club Manager, Heather Kirkpatrick – School Business Manager, Sandrine Daley – Parent Representative and

Helen Kennedy – Parent Representative) will review this policy annually to update it and ensure it is being implemented.

*Reviewed February 2017*