

Emmer Green After School Club Child Protection & Safeguarding Policy and procedure

Emmer Green After School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. We will respond promptly and appropriately to any concerns or incidents regarding the safety or welfare of a child that may occur and act to protect children in our care and safeguard them against any form of abuse.

The aim of this policy is to outline the practice and procedures for the staff in EGASC, in order to safeguard and promote the welfare of children. It is aimed at protecting the child and the worker, and recognising the risks involved in lone working with children and young people.

The EGASC has 2 trained designated child protection/safeguarding officers: Acting Club Manager (Michelle Smith) and Acting Assistant Manager (Melissa Boulton-smith) At least one of these designated leads are on duty every day. Relevant training is undertaken and updated to meet the statutory requirements.

Promoting staff awareness

The club promotes awareness of child abuse and risk of radicalisation through its staff training . The club ensures that:

- Staff and the designated CP officers have relevant safeguarding and prevent duty training
- Training is refreshed and updated every 2 years as a minimum
- All staff have a copy of the clubs **Child protection and safeguarding policy** and understand the contents and procedures in the policy.
- Staff are aware of their duties in relation to the disclosure of any concerns about child abuse and radicalisation
- Staff are familiar with the safeguarding folder which is kept securely in the office and where to locate important contact details if they were to contact social care directly

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. Abuse can happen directly to a child or by failing to protect a child from harm. Some forms of abuse are listed below:

EMOTIONAL ABUSE is the persistent emotional maltreatment of a child which causes severe and adverse effects to the child's emotional development. It may involve making the child feel worthless, inadequate or unloved. Some level of emotional abuse is involved with all types of maltreatment although it may occur alone.

PHYSICAL ABUSE can involve hitting, shaking, burning, poisoning, throwing, suffocating, or causing physical harm to a child. Physical harm could also be caused by deliberately making up symptoms resulting in unnecessary medicating of a child or causing ill health to a child

SEXUAL ABUSE involves enticing or forcing 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 such as showing the child sexual activities or images or encouraging them to behave in sexually inappropriate ways.

NEGLECT is the persistent failure to meet a child's basic physical and emotional needs. It can involve failing to provide adequate food, shelter, clothing, protection from physical or emotional harm, adequate supervision or access to medical treatment.

We will also take safeguarding action to protect children, families and staff from other abusive situations such as

- Bullying, including prejudice-based, racist, homophobic, transphobic, sexist, disability or cyber bullying.
- Radicalisation and/or extremist behaviour
- Genital mutilation
- Breast ironing
- The impact of technology on sexual awareness and behaviours
- Substance misuse
- Domestic violence
- Child sexual exploitation and trafficking
- Child criminal exploitation
- Arranged marriage
- Any other issues that pose a risk to children and their welfare/ wellbeing including the impact of prolonged isolation and lockdown due to COVID-19

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 wellbeing
- Unexplained bruising or marks
- Comments made by a child which give cause of concern
- Reasons to suspect neglect or abuse outside the setting eg, in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation
- Inappropriate behaviour displayed by a member of staff or any other person for example inappropriate comments, excessive one to one attention beyond the requirements of their role, or inappropriate sharing of images.

Peer on peer abuse

Children are vulnerable to abuse from their peers and staff are aware of the potential uses of technology for bullying and abusive behaviour between children and young people. We take peer on peer abuse seriously and we will follow the same child protection procedures as we would with any other abuse. The presence of any of the following should always trigger a concern about the possibility of peer on peer abuse:

- Sexual activity of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- Use of threats or bribes to give one child/children control over another/others

If peer on peer abuse is disclosed or suspected we will follow the same procedures set out below

If abuse is suspected or disclosed

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

- Be reassuring to the child, and let them know they are right to tell someone.
- Listen, but do NOT press for information.

- Explain to the child you will need to share the information and not keep it a secret
- Record the incident as soon as possible and in as much detail as possible FACTS only. Make a note of the discussion and take care to record when and where it happened, who was present, as well as what the child said.
- Report everything to the clubs designated child protection officer who will then decide on the next course of action.

If a member of staff suspects abuse they will report the concern as soon as possible and before the end of the session to the clubs designated child protection officer, and details will be recorded using “logging a concerns” form.

- If, after discussion with the clubs designated child protection officer, there are still concerns, the clubs designated CP officer will refer the concerns to the **Children’s single point of access** or if after 5pm the **Out of hours Emergency Duty Team**
- The designated CP officer will then follow advice and instruction given by **children’s single point of access/ out of hours Emergency Duty Team**.

The designated CP officer may decide that this is a matter of concern rather than suspected or actual child abuse. It is important to be as clear as possible about the difference between the actual or suspected child abuse and concerns.

The designated CP officer will then take either one of the following actions if he/she is concerned:

- The concerns can be discussed initially with the parent/carer
- The designated CP officer may wish to make non-urgent contact for advice with **Brighter Futures for Children- Childrens single point of access/ out of hours Emergency Duty Team**

If a third party expresses a concern about a child, we will encourage them to contact the children’s single point of access directly, if they will not do so we will explain the club is obliged to and the incident will be logged accordingly.

In ALL cases, all concerns about a child will be monitored, recorded in writing including dates, times and details of the concerns and stored securely in a locked cupboard accessible only to staff.

If disclosure involves sexual abuse contact will be made immediately to Brighter Futures for Children- Childrens single point of access/ out of hours Emergency Duty Team.

Extremism & radicalisation

As a childcare provider we also have a legal duty to protect children from the risk of radicalisation and being drawn into extremism or terrorism. This is called Prevent Duty. All staff at emmer green after school club have relevant Prevent training to ensure they are aware of factors and risks relating to radicalisation and extremism. We are aware all children can be vulnerable to this, but especially children that may be:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- suffering from mental health issues such as depression

- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extreme beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of being radicalised, they will record all relevant information using a '**logging a concerns form**' as soon possible and refer the matter onto the designated CP officer who will decide on the course of action to take.

For minor concerns regarding radicalisation, the designated CP officer will contact the local safeguarding childrens board (contact info on appendix A)

For more serious concerns the designated CP officer will contact the anti-terrorist hotline 0800 789 321 or police on 101 (non-urgent) or 999 (urgent)

Safeguards on staff

DBS Disclosure and barring service checks are carried out on staff to attempt to ensure that they are fit persons to care for children. Anyone who has not completed these checks will in no circumstances be left alone with a child/children whilst at the club. Parents should not hesitate to raise concerns about staff members/ volunteers conduct in relation to a child at the club with the committee chairperson or senior staff.

Recruitment

All staff and volunteers working with children at the club will follow this recruitment process:

- satisfactory checking of two references one from the most recent employer
- DBS Disclosure will be required and must be clear
- successful completion of a probationary period

All staff and volunteers have a duty to declare any existing or subsequent convictions, adverse Safeguarding or care proceedings. Failure to do so may be regarded as gross misconduct resulting in dismissal.

Management and supervision

It is the managers responsibility to clarify with the worker or volunteer their roles and responsibilities regarding Safeguarding. Employees and volunteers are responsible for ensuring they have read and understood the safeguarding policy.

Training

It is the responsibility of EGASC committee / club manager to ensure that all staff undertake and hold adequate and up to date safeguarding and prevent duty training, to ensure the club meets its responsibilities in respect to child protection and safeguarding.

Allegations on staff

Staff should do as much as possible to avoid allegations and must, wherever possible avoid lone working with a child. Any one-to-one contact should take place in an environment where other staff, or volunteers are also present, or within sight. Safeguard yourself and don't be left alone with a child.

Actions to take if an allegation is made

- Any allegation of abuse must be reported to the designated CP officer or Chairperson of the Management Committee.
- If the Manager/ Play leader is implicated in the allegation, the concern should be reported to Chairperson of the Management Committee
- In either case a record of the concern should be logged using a "logging a concerns form"
- The allegation will be reported to the local authority designated officer (LADO) and Ofsted. The club will follow instructions and advice given by the local authority designated person.
- Following their advice it may be necessary to suspend the member of staff, pending investigation of the allegation.
- If appropriate, the club will make a referral to the Disclosure and barring service.

Safeguarding and child protection **Important contact details**

Local Contacts

Brighter Futures for Children - Children's single point of access

For all concerns and referrals about a child or family

01189 373641 (Mon - Fri 9am-5pm)

www.reading.gov.uk/childrensreferralform

secure email: cspoa@brighterfuturesforchildren.org

For early help assessment and advice

01189 374731

anna.batty@BrighterFuturesforChildren.org

paul.gresty@BrighterFuturesforChildren.org

Out of hours contact: Berkshire Childrens Social Care

Emergency Duty Team

01344 786543 (after 5pm)

LADO (local authority designated officer for allegations management)

Advice and management of allegations against members of staff and volunteers

Reading LADO

lado@brighterfuturesforchildren.org

01189373555

Or contact via RBC access and assessment team weekdays 9am-5pm

01189373700

Police

101 or 999 for emergency

Other sources of support & advice:

NSPCC- 0808 800 5000

Child line- 0800 1111

Family lives parent line- 0808 800 2222

Churches' child protection advisory service (CCPAS)- 0845 120 45 50

Anti-terrorist hotline- 0800-789-321