

HUCKNALL NATIONAL OUT OF SCHOOL CLUB

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

SAFEGUARDING CHILDREN

Hucknall National Out of School Club believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

Aims

We aim to do this by:

- Promoting children's right to be strong, resilient, and listened to by; creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their language, religion, culture and home background; encouraging children to develop a sense of autonomy and independence; enabling children to have the self confidence and vocabulary to resist inappropriate approaches
- Helping children to establish and sustain satisfying relationships within their families, with peers and other adults
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Procedures

- Our designated person who co-ordinates child, young person and vulnerable adult protection issues is Liz Watson.
- The deputy in her absence is Lisa Severn.
- Our designated officer who oversees this work is the Chairperson of the Management Committee.
- The designated person and deputy ensure they have links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every three years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up to date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect, and understand their professional duty to ensure safeguarding and child protection concerns are reported to the Nottinghamshire Multi Agency Safeguarding Hub or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concern and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.

- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of the children.
- Applicants for posts within the OOSC are clearly informed that the positions are exempt from the 'Rehabilitations of Offenders Act 1974.'
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and challenge incorrect information.
- Volunteers must:
 - be aged 17 or over; be considered competent and responsible; receive a robust induction and regular supervisory meetings; be familiar with all the settings policies and procedures.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualification, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained;
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warning which may affect their suitability to work with children (whether received before or during their employment with us).

- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are not required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any convictions, cautions, court orders, reprimands or warnings or has had orders made in relation to care of their children
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- We have procedures for recording the details of visitors to our setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record, their achievements for their folders; their participation in events organised by us; in advertising the Club including use on our website; for use in OOSC displays and for use in our Prospectus and Welcome Documents. Parents are asked to sign a consent form and have the right to refuse their child being photographed; they can also have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is adequate online safety policy in practice.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional and sexual, as well as neglect
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational need and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse or may be experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour
 - deterioration in their general well-being
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure)
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and

- any reason to suspect neglect or abuse outside of the setting.
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local the Nottinghamshire Multi Agency Safeguarding Hub (MASH).
- We understand that we should refer any child who may be at risk of significant harm to the MASH.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider these factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform the local authority children's social care department.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made the child's parents and the relevant professional are contacted immediately and the LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our setting, such as abuse of disabled children; fabricated or induced illness, child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Prevent training and attends local training, where available, to ensure that they are familiar with the local protocol and procedures for dealing with concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police. We are aware that we should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be the victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice from the MASH and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns and child in need concerns and

follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by local safeguarding partners.

- Where such indicators are apparent, the key person makes a dated record of the details of the concern and discusses what to do with the setting leader or designated person. This information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person or deputy in relation to whether to make a safeguarding referral they must follow the escalation procedures.
- We refer concerns about children's welfare to the Nottinghamshire Multi-Agency Safeguarding Hub (MASH) on 0300 500 8090 and co-operate fully in any subsequent investigation.
- For the children who live in the City of Nottingham referrals must be made through Nottingham City Council Children's Social Care on 0115 8764800.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young children aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been committed, or to prevent harm to an adult or child. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that the organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- Staff have a whistleblowing policy in place
- Staff/volunteers know they can contact organisation Public Concern at Work relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or the staff member observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect we ensure that the member of staff:
 1. Listens to the child, offers reassurance and gives assurance that she or he will take action;
 2. Does not question the child, although it is OK to ask questions for the purposes of clarification;
 3. Makes a written record that forms an objective record of the observations or disclosure

that includes: the date and the time of the observations or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, date and time; and the names of any other person present at the time.

- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially;
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.

Escalation Process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Nottinghamshire Safeguarding Children Board escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LCSB.

Informing Parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary;
- Parents are informed when we make a record of concern in their child's file and that we also make a note of any discussion we have with them regarding a concern;
- If a suspicion of abuse warrants referral to the Nottinghamshire Multi Agency Safeguarding Hub (MASH), parents are informed at the same time as the referral is made, except where the guidance of the MASH does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be in the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from the Nottinghamshire Multi Agency Safeguarding Hub, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

- We work within the guidelines set down by the Local Safeguarding Children Board.
- All staff are familiar with what to do if they have concerns.
- The Club is committed to ensuring that it meets its responsibilities in respect of safeguarding children by treating any allegation seriously and sensitively. The Club will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation or suspicion of abuse, the designated person will immediately refer the case to the Nottinghamshire Multi-Agency Safeguarding Hub (MASH).
- We notify the registration authority (Ofsted) on 0300 123 1231 of any incident or accident and any changes in our arrangements which may affect the well being of our children, or where an allegation of abuse is made against a member of staff, and any specific procedures such as

responding to concerns about radicalisation or extremism (whether the allegation relate to harm or abuse committed on our premises or elsewhere. Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- Contact details for the NSPCC are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff, volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members or staff or any other person working with the children, which includes:
 - Inappropriate sexual comments;
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We will recognise and respond to allegations 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 indicated they may pose a risk of harm to children.
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Chair of the management committee and to the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice. LADO contact details are 01623 433169.
- We also report any such alleged incidents to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate with any investigation carried out by the Children's Social Care department and/or the Police.
- Our policy is to suspend the member of staff or volunteer on full pay for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process (see Professional Abuse Procedures).

Disciplinary Action

Where a member of staff or volunteer is dismissed due to engaging in activities that caused concern for the safeguarding of children and vulnerable adults we will notify the Disclosure and Barring

Service of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with children.

Safe Caring

All staff understand the Club's Safeguarding Children 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 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.
- If an allegation of abuse is made against the designated person, the Registered Person will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and reassured.

Training

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

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming and organisational safeguarding procedures.
- All staff and volunteers receive regular training and supervision in safeguarding children issues and are provided with any relevant information and guidance.
- The designated person (and the person who deputises for them) attends relevant LSCB training at least every three years and refreshes their knowledge of safeguarding at least annually,
- We ensure that all staff know the procedure for reporting and recording their concerns they may have about the provision.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.

- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, language spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know to ensure the safety of the child. Any information is shared under the guidance of the Nottinghamshire Multi-Agency Safeguarding Hub (MASH) and in line with the GDPR, Data Protection Act 2018 and Working Together 2018.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents it's role and responsibilities in relation to child protection, such as the reporting of concerns, providing information, monitoring of the child, and liaising with the Nottinghamshire Multi-Agency Safeguarding Hub (MASH), where required.
- The setting continues to welcome the child and family whilst investigations are being made in relation to the alleged abused.
- We will engage in any child in need plan agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality procedure and only if appropriate under the guidance of the Nottinghamshire Multi-Agency Safeguarding Hub (MASH).
- Staff will contact The Early Help Unit on 01623 433400 for help and advice in accessing early years services in Nottinghamshire for families who need support.

This policy was adopted by the Committee of Hucknall National Out of School Club

At a meeting held on.....

Signed by Chairperson..... Date