

## 8: Child Protection (Safeguarding Children)

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**Superkids takes its responsibility seriously to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements are within the club to identify, assess and support those children who are suffering harm.**

Superkids is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur.

The Club's child protection procedures comply with all relevant legislation and with guidance issued by Lewisham Safeguarding Children Partnership (LSCP).

### DESIGNATED SAFEGUARDING LEADS

<b>Superkids Designated Safeguarding Lead is</b>	<b>Jo Murray</b>
<b>Club Designated Safeguarding Lead are</b>	<b>Managers at our clubs</b>
<b>Club Deputy Designated Safeguarding Lead</b>	<b>Deputy managers at our clubs</b>
<b>EY Designated Safeguarding Lead</b>	<b>At our John Ball club</b>

There is always a Designated Safeguarding Lead (DSL) available while the Club is in session. These DSL's will have suitable experience, training and expertise, and will be responsible for coordinating child protection issues and liaising with Social Care, Lewisham Safeguarding Children Partnership (LSCP), MASH and Ofsted in any child protection matter.

Superkids child protection procedures comply with all relevant legislation and guidance:

- The Children Act 2004
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child
- Protection of Freedoms Act 2012
- Prevent Duty 2015
- Working Together to Safeguard Children 2018
- What To Do If You're Worried A Child Is Being Abused 2015
- Keeping Children Safe in Education 2019

Superkids procedures also comply with other guidance and advice from the Lewisham Safeguarding Children Partnership (LSCP).

Superkids is committed to reviewing its Safeguarding Children policy and procedures at regular intervals; at least annually. The policy and its procedures will be shared with parents/carers during their child's settling in period.

**The key principles of this policy are:**

- The child's welfare is the paramount consideration

- All children have the right to be protected from abuse regardless of their age, gender, disability, race, faith or belief
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Superkids is committed to safeguarding the children and young people at the club and expects everyone who works in Superkids to share this commitment.
- Children attending Superkids are taught about safeguarding, including online, as part of a broad activity programme.

## Training

Superkids will ensure that all staff understand and fulfil their responsibilities by:

- Induction training for all new employees
- Safeguarding and Child protection training for all staff, [this](#) is updated annually
- Superkids has one Designated Safeguarding Lead and at least one deputy DSL who attends DSL training every two years; and in addition to formal training, their knowledge and skills are refreshed at least annually with online safeguard training
- Safer Recruitment training is undertaken by the Registered Person and club Manager at Superkids who are directly involved in the recruitment process.
- Superkids Child Protection Policy and Safeguarding Information is issued to all staff annually, so they know who to discuss a concern with.
- Where staff miss training, it is the responsibility of the DSL to ensure that another opportunity for training is provided. The manager will maintain a training log. Safeguarding and child protection training is recorded in the staff Single Central Record.
- All staff at Superkids know how to respond to a child who discloses abuse through delivery of the Safeguarding pack “What to do if you are worried a child is being abused”.
- All staff will be issued annually with the Superkids safeguarding pack. The pack which contains:
  - Superkids Safeguarding Policy
  - Superkids Code of Conduct
  - Keeping Children Safe in Education (2019) (Part One)
  - What to do if you are worried a child is being abused
  - Working Together to Safeguard Children

Staff must sign to say they have read the safeguarding policy, staff code of conduct and Keeping children safe in education documents and are asked to familiarise themselves with the content of What to do if you are worried a child is being abused and Working together to safeguard children.

- All parent/carers are made aware of the responsibilities of Superkids staff with regard to child protection procedures through publication of the Safeguarding Policy, which is available on the Parent Desk, and with reference to this in Superkids Prospectus and information.
- The name of the Designated Safeguarding Lead and Deputy DSL will be displayed on the parent noticeboard.

## The DSL and Deputy DSL are responsible for:

- Referring a child if there are concerns about possible abuse, to children’s social care and acting as a focal point for staff to discuss concerns. Referrals should be made in writing i.e. a full written record of concerns following a telephone call.
- Keeping written records about a child even if there is no need to make an immediate referral. These are called Records of Concern (ROC).

- Ensuring all such records are kept confidentially and securely, separately from children's records
- The child's record should be marked to indicate there is a separate file held. A yellow label on the top right corner of the child's file indicates a child protection file. A red label indicates SEN files are kept on the child.
- The child protection file will be held for a minimum of 7 years after the last contact with the child or family.
- Liaising with other agencies and professionals such as the school pastoral manager, school therapists, GP, health visitor, CAMHS; and sharing appropriate information using school safeguard systems such as CPOMS.
- Ensuring that any child who is currently with a child protection plan who is absent without explanation for 24hrs is referred to their key worker's Social Services Care Team.
- Superkids DSL will ensure that all staff involved in recruitment of staff have had safer recruitment training and that at least one member of Superkids staff with such training will lead all recruitment processes.
- The Club DSL will organise child protection induction and update training every year for Superkids staff.
- Provide an annual report to Superkids Registered Person detailing any changes in policy and procedures, training undertaken by the DSL, and by all staff, number and type of incidents/cases and number of children with child protection plans.
- Where a child on the Child Protection Register moves to a new school and/or childcare provider, the DSL will make direct contact with the DSL of the new school/provider to inform them of this and pass on all relevant information.
- Ensure that when all child protection records are sent to a new school or provider, that a receipt is obtained for the new setting to evidence the transfer.

## **Confidentiality**

- We recognise that all matters relating to safeguarding are confidential.
- The Designated Safeguarding Lead will disclose any information about a child to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- Superkids will always undertake to share our intention to refer a child to Children's Social Care with the parents/carers unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with Children's Social Care on this point.

## **Supporting Staff**

- We recognise that staff working with children in Superkids who have become involved with a child who has suffered harm or appears likely to suffer harm may find the situation stressful and upsetting. Superkids will support such staff by providing an opportunity to talk through their anxieties with their line manager and to seek further support as appropriate.

## **Use of mobile phones and cameras on the Superkids premises**

- Superkids staff may use cameras to record children's achievements and assessments. Only cameras purchased and provided by Superkids may be used for this purpose. Staff

must not use their own personal mobiles and cameras to take photographs of children. Pictures taken on Superkids devices should then be downloaded onto the Superkids laptop. Pictures of children taken at Superkids should not be downloaded onto memory sticks and taken off Superkids premises.

- Staff should only use personal mobile phones out of sight of children or off site. Staff should not use phones on duty or when in charge of children. There would be an exception to this if a staff member needed to use their phone in an emergency situation e.g. an offsite trip.

### **Early help (or early intervention)**

Early help, also known as early intervention, is support given to a family when a problem first emerges. It can be provided at any stage in a child or young person's life.

**Statutory guidance in each nation of the UK highlights the importance of providing early intervention, rather than waiting until a child or family's situation escalates** (Department for Education (DfE), 2018);

Early help services can be delivered to parents, children or whole families, but their main focus is to improve outcomes for children. Providing timely support is vital. Addressing a child or family's needs early on can reduce risk factors and increase protective factors in a child's life. Early intervention can also prevent further problems from developing – for example, as part of a support plan for a child and their family when a child returns home from care.

### **Types of early help**

Early help can take many forms, such as home visiting programmes, school-based programmes and mentoring schemes.

Early help services should be part of a continuum of support which enables practitioners to respond to the different levels of need children and families may experience. It's important that early help services are holistic, looking at the wider needs of the family and how to provide appropriate support.

### **Recording and Sharing your Early Help concerns**

It's important to record any concerns you may have about a child, to build up an overview of the child's lived experience so patterns of potentially abusive behaviour can be identified. These records should be shared with the DSL who will look at all the available evidence and decide what to do. If the DSL thinks a child may be at risk of abuse or neglect, they will follow the child protection procedures immediately. If they think the child and their family may benefit from co-ordinated support from more than one agency, they can request an early help assessment.

### **Early Help Assessment**

An early help assessment is where a lead practitioner (such as a GP, family support worker, school nurse, teacher, health visitor, and/or special educational needs co-ordinator) makes an assessment of the child's needs. It can only happen with the consent of the child (if they are able to give consent) and their parent or carer.

The DSL will make arrangements to discuss things with the child and their family. The DSL must guide all conversations with the child and the child's family.

When talking to families that may benefit from early help, it is important to:

- be patient and calm. Listen carefully to the child and parent or carer and let them describe the challenges they are facing. Don't try to investigate or quiz the child or parent or carer, but make sure you understand what they're saying
- find out what the child and their family would like to happen. Ask what they would like to improve about the situation
- use non-judgmental language
- reassure the child/family that they can get support to move forward with their life
- agree on next steps with the child/young person and family.

Having a collaborative approach is key to making sure children and families receive the right help at the right time. Make sure you work proactively with other organisations to identify children and families in need of support and help them access the services they need.

### **Key guidance documents on Early Help**

In England, chapter 1 of Working together to safeguard children highlights the importance of early help, including information on:

- identifying children and families who would benefit from early help
- accessing help and services
- information sharing with other organisations/agencies

### **Allegations against staff**

- All Superkids staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interactions with children or parents to be conducted in view of other adults.
- Guidance about safe practice will be given at induction.
- If anyone makes an allegation of child abuse against a member of staff or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Superkids manager.
- On all occasions the manager/DSL must report the allegation to the Local Authority Designated Officer (LADO) and to Ofsted via the notification portal
- If the allegation made to a staff member concerns the line manager, the person receiving the allegation will immediately inform the Director/Registered Person who will consult the LADO without notifying the line manager first.
- No investigation will take place until the LADO has given permission to investigate. Superkids will follow the local authority procedures for managing allegations against staff.
- The person raising the issue will be asked to complete an incident report and should sign and date the entry to confirm it.
- The LADO will advise if other agencies (e.g. police) should be informed, and Superkids 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.
- The Disclosure and Barring Service will be informed where an allegation is upheld against a staff member. The member of staff will be dismissed for gross misconduct.

## Managing allegations against other children

We recognise that some children will sometimes negatively affect the wellbeing of others and their behaviour will be dealt with under Superkids Behaviour Management Policy. Occasionally, allegations may be made against children by others in the Club, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a child, some of the following features will be found.

- The allegation:
  - is made against an older child and refers to their behaviour towards a younger child or a more vulnerable child
  - is of a serious nature, possibly including a criminal offence
  - raises risk factors for other children in the setting
  - indicates that other children may have been affected by this individual
  - indicates that young people outside the setting may be affected by this child
  
- Examples of safeguarding issues against a child could include:
  - Physical Abuse
    - violence, particularly pre-planned
    - forcing others to use drugs or alcohol
  
  - Emotional Abuse
    - blackmail or extortion
    - threats and intimidation
  
  - Sexual Abuse
    - indecent exposure, indecent touching or serious sexual assaults
    - forcing others to watch pornography or take part in sexting
  
  - Sexual Exploitation
    - encouraging other children to attend inappropriate parties
    - photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older children may attempt to recruit younger children using any or all the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

## Minimising the risk of safeguarding concerns towards children from other young individuals.

On occasion, some children will present a safeguarding risk to others. Superkids should be informed that the young person raises safeguarding concerns, for example, they are coming back to Superkids following a period in custody or they have experienced serious abuse themselves.

These children will need an individual risk management plan to ensure that other children are kept safe and they themselves are not laid open to malicious allegations. There is a need to balance the tension between privacy and safeguarding.

- What to do:
  - When an allegation is made by a child against another child, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed.
  - A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.
  - The DSL should contact Children's Social Care referral and assessment team to discuss the case before any actions are undertaken. It is possible that Children's Social Care are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate.
  - The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both children's files.
  - If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both, the children being complained about and the alleged victim).
  - Where neither Children's Social Care nor the police accept the complaint, a thorough investigation should take place into the matter by Superkids using the usual disciplinary procedures.
  - In situations where Superkids considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan. The plan should be monitored, and a date set for a follow-up evaluation with everyone concerned.

### **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 *recording a concern* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Record of concern** form. 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.

### **Recording a Concern (incident)**

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

- date of the disclosure, or the incident, or the observation 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 Designated Safeguarding Lead who will decide on the appropriate course of action.

For concerns about **child abuse**, the Designated Safeguarding Lead will contact the Local Safeguarding Children's Board (LSCB) or Local Authority Prevent Co-ordinator. For more serious concerns the Designated Safeguarding Lead will contact the Police on the non-emergency number (101), or the anti-terrorist hotline 0800 789 321. For urgent concerns the Designated Safeguarding Lead will contact the Police using 999.

The Designated Safeguarding Lead will follow up all referrals to LSCB 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.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal behaviour between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

### **If peer-on-peer abuse is suspected or disclosed**

Superkids will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- 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 extremist 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 becoming radicalised, they will record any relevant information or observations on a **Record of concern** form and refer the matter to the Designated Safeguarding Lead.

For minor concerns regarding **radicalisation**, the Designated Safeguarding Lead will contact the Lewisham Safeguarding Children Partnership (LSCP). For more serious concerns the Designated Safeguarding Lead will contact the Police on the non-emergency number (101), or the. For urgent concerns the Designated Safeguarding Lead will contact the Police using 999 and anti-terrorist hotline on 0800 789 321.

### **Safe Caring**

All staff understand Superkids 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 instances when members of staff, students, volunteers or parents are left alone with a child other than their own, for their own protection and that of children and young people. There will be 2 adults at all times with children. In an extreme case or emergency where a member of staff is 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.
- When staff assist a child with personal care, a record will be made, and the parent will be informed when they collect their child. Only staff who hold a current DBS check may assist a child with personal care.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact must be avoided at all times.
- All allegations made by a child against a member of staff will be fully and accurately 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.

### **Site Security**

The premises are secure and safe with gates that are locked during the session. Access is only given to parents/carers or individuals who are authorised to collect a child from the Club.

All visitors must sign in and out of the visitor's book and are escorted at all times whilst on the premises.

### **Dealing with a disclosure:**

It is recognised that a child may seek out an adult to share information about abuse or neglect or talk spontaneously individually or in groups when a staff are present. In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

- Listen carefully to what the child has to say.
- Give the child time and attention.
- Make no observable judgement.

- Ensure the child is safe, comfortable and not left alone.
- Ask open questions that encourage the child to speak in their own words.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information that has been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you **cannot** promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child that:
  - they have done the right thing in telling you;
  - they have not done anything wrong;
- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child to repeat his or her account of events to anyone

Superkids will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

### **Referring Allegations to Child Protection Agencies**

If the manager or the Designated Safeguarding Lead has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

- Immediate contact will be made with Multi-agency Safeguarding Hub (MASH)
- If the child is in immediate danger and in emergencies, the police and, if necessary, the emergency services will be contacted by calling 999.
- The manager or the Designated Safeguarding Lead will communicate as much information about the allegation and related incidents as is consistent with advice given by MASH and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able to.
- Superkids will inform the parent that a referral is being made. However, if attempts to contact the parent are unsuccessful, the referral will not be delayed and will still be made. Parents/carers may not be contacted if it is thought that by doing so will put the child at risk of harm.
- The setting will assist MASH and the police, as much as possible, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted and the LADO 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.
- Any member of staff who is dismissed (or resigns) will be reported to the Disclosure and Barring Service.

### **Steps to making a referral**

- Contact MASH immediately by phone to discuss your concerns. Be prepared to give as much of the following information as possible (in emergency situations all this

information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g. GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent has been given to the referral being made.
- Record the name of the person you speak with from MASH and time of the phone referral.

### **Action to be taken following the referral**

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Use the MASH online form to request child protection from the MASH
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

### **Promoting awareness among staff**

Superkids ensures that it meets its responsibilities and promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- Safe recruitment practices are followed for all new staff. All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Disclosure and Barring Service checks.
- The Designated Safeguarding Lead and Deputy has relevant experience and receives appropriate training in Child Protection and the Prevent Duty and is aware of the Channel Programme and how to access it. They have received Level 3 DSL training with the local authority and Robust Recruitment training.
- All staff have a copy of this Child Protection policy and understand its contents and are vigilant for signs of abuse
- All staff receive basic Child Protection training every 1 years and are provided with any relevant information and guidance.
- Safeguarding is a permanent agenda item at all staff meetings and staff supervisions
- All staff receive basic training in the Prevent Duty
- All staff are provided with supervision and management support according to their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of their statutory duty with regard to the disclosure or discovery of child abuse, concerns and radicalisation. All students and volunteers are instructed to report the disclosure or discovery of abuse to the manager immediately. The setting will share the concerns with the relevant agencies and involve parents/carers and children appropriately.
- The setting 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.
- All staff are familiar with the Child Protection File which is kept in a lockable cupboard.

- Superkids procedures are in line with the guidance in “Working Together To Safeguard Children (2018) and staff are familiar with the guidance in “What To Do If You Are Worried A Child Is Being Abused” (2015)
- All staff have a good understanding of the complaints policy.
- Any member of staff, student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary & Grievance Procedures policy.

In addition, Superkids staff will follow these principles for any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will immediately report this to the manager and the Designated Safeguarding Lead. This includes any allegation about a staff member.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written factual records of all reported incidents will be produced and kept confidential, (in a sealed envelope, locked in a filing cabinet) dated and signed. Accurate information recorded will include:
  - Full details of the alleged incident
  - Details of all the parties involved
  - Any evidence or explanations offered by interested parties
  - Relevant dates, times and locations and any supporting information or evidence from members of staff.
- The setting will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The manager and the Designated Safeguarding Lead will be responsible for ensuring that written records are dated, signed and kept confidential.
- 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.
- If an allegation of abuse is made against the Manager or the Designated Safeguarding Lead, 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.
- Any member of staff who is dismissed or leaves under investigation for being unsuitable for work with children will be referred to the Disclosure and Barring Service.

## **Recognising Child Abuse**

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 injury or harm.

All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

**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.

**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.

**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.

**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.

**Signs of child 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 a member 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.

**All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead.**