



JPAC Ltd Out of School Club Safeguarding Children Policy 2019

A COPY OF THIS POLICY MUST BE ON DISPLAY AT ALL JPAC LTD SETTINGS

(PLEASE NOTE AS WE HAVE SETTINGS IN DIFFERENT AREAS WE HAVE NOT INCLUDED THE CONTACT NUMBERS AT THE END OF THIS POLICY)

JPAC Ltd is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

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

Forms of child abuse and neglect

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

***Safeguarding action may be needed to protect children and learners from:**

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety¹ and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

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

If abuse is suspected or disclosed

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

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

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. 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.

Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations and relationships where young people receive something (food, drugs, alcohol, money, gifts etc) as a result of engaging in sexual activities. This can also be peer on peer. If we are worried about a child being at risk of CSE, we will follow our safeguarding procedures.

Female Genital Mutilation

Female Genital Mutilation (FGM) - it is illegal in the UK to subject a girl or woman to female genital mutilation, to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from risk of FGM. Any information that a girl or young woman is at risk or has undergone FGM must result in a referral to Children's Social Care.

¹ The term 'online safety' reflects a widening range of issues associated with technology and a user's access to content, contact with others and behavioural issues.

- If we are worried about a child who is at risk of FGM or has had FGM, we will follow our safeguarding procedures.
- We will not however approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care.
- All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance.

Logging an incident

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

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

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

Allegations against staff

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

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

Peer to Peer abuse

It is very important to be aware that at times it can be another child who is the abuser. Staff need to ensure that children can be observed even when making play dens/tents for example. Complaints about another child's inappropriate behaviour needs to be investigated and taken seriously.

Promoting awareness among staff

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the Safeguarding File which is kept Locked away with Registration Documents
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2013)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Staff, children and parents may **NOT** use their mobile phones to take photographs at the Club.

Responsibility with regards to Preventing Radicalisation and Promoting British Values

It is not sufficient to place posters around the setting and have a few books promoting understanding of our multicultural society. It is important that we actively help children to understand the fundamental values of a modern British Society e.g. children learn the difference between right from wrong when you help them to resolve conflicts by discussion and listening to each other's point of view; they learn the importance of understanding and tolerance of other cultures and religions through books, role play and art; they learn the importance of equality and understanding when children of all ages are included in a game of, for example dodge ball or football ; they learn to listen carefully to others when during circle time you give children the opportunity to talk about things they have done - this shows respect and tolerance. There are many more activities which help to promote British values and staff play an important part in helping children to relate these activities to everyday life situations in the United Kingdom.

*Refer to Inspecting safeguarding in early years, education and skills settings