

## 30: Safeguarding Children

**T Club 6 aims to provide an environment in which children and young people will feel safe, secure and cared for. The club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

The club monitors and reviews its policies and procedures on a regular basis. Staff, parents and carers will be informed if the policy is updated as a result of new legislation, recommendations from Surrey Safeguarding Children Partnership (SSCP) or learning from Serious Case Reviews.

Our aims are to:

- Create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
- Encourage children to be self-sufficient;
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- Work with parents to build their understanding of, and commitment to, the welfare of all our children.

In the Department of Education document Working Together to Safeguard Children (Dec 2020), safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

### **Recognising Child Abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff are required to have Safeguarding training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

### **Physical Abuse**

This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

### **Sexual Abuse**

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts, including sexting. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

### **Emotional abuse**

Varying degrees of emotional abuse is present in virtually all Safeguarding incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child, including hearing or seeing the ill treatment of others. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

## **Other forms of abuse include:**

Child Sexual Exploitation, Prevent Duty, Female Genital Mutilation (FGM), Honour Based Violence (HBV), Forced Marriage.

T Club 6 works to provide an environment in which children are safe from abuse and in which there is a prompt and appropriate response to any suspicion of abuse. In order to achieve this, we will:

## **Recruit Suitable Staff**

All staff working at T Club 6 in a paid or voluntary capacity are recruited using the following procedure:

- Applicants for posts within T Club 6 are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All applicants for work within the club, whether voluntary or paid, will be interviewed before an appointment is made and paid workers will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- Ofsted requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers are followed to ensure that no disqualified person or unsuitable person works at the club or has access to the children. All staff and volunteers are required to obtain an enhanced DBS check and register with the DBS update service.
- All appointments, both paid and voluntary, will be subject to a probationary period. It is a requirement in Early Years Foundation Stage (EYFS 3:11) that members of staff are required 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 setting).
- Volunteers do not work unsupervised.
- Staffing levels are appropriate to ensure the safety of the children:
- Safeguarding training provided by SSCP is accessed regularly for all adults to ensure that they are able to recognise the signs and types of physical abuse, emotional abuse, sexual abuse and neglect. Staff will refresh this training every three years.
- We ensure that, as part of their induction training, all members of staff are aware of the procedures for reporting and recording their concerns about safeguarding.
- The Designated Safeguarding Lead (DSL) for the club is **Liz Solomon**. Liz has attended SSCP's 2-day, multi-agency training course. This training is updated every two years.
- A copy of 'What to do if you're worried a child is being abused: advice for practitioners' (DfE March 2015) is kept on the premises and referred to in the event of suspected abuse.
- T Club 6 has access to Surrey Safeguarding Children Partnership (SSCP) Procedure Manual online at [www.surreyscp.org.uk](http://www.surreyscp.org.uk) The site is checked by the DSL for updates and amendments at the beginning of each term.

### **Follow Good Practice Guidelines**

- No child is left alone with staff or volunteers in a one to one situation without being visible to others.
- Security measures are in place to ensure control over who comes into the club so that no unauthorised person has unsupervised access to the children.
- Details of visitors to T Club 6 are recorded.
- T Club 6 staff work to create a culture of value and respect for the individual, having positive regard for children's heritage arising from their ethnicity, languages spoken at home, cultural and social background. This is carried out in a way that is developmentally appropriate for the children.
- Information taken from families before admission (name, date of birth, address, contact details) is updated on entry, and then updated annually, or more frequently as required. The club Manager is responsible for updating and storing this information.

### **Respond appropriately to suspicions of abuse**

T Club 6 will respond promptly and appropriately to all incidents or concerns of abuse that may occur and will work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused (March 2015).

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may become apparent through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Possible signs of abuse may include:

- Significant changes in children's behaviour;
- Deterioration in general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Where such evidence is observed in a child's behaviour the following will be recorded:

- The address and age of the child;
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure;
- Where possible the exact words spoken by the child;
- The names of any other person present at the time;
- The name and signature of the recorder
- Should any marks be found on the child, a body map will be used in the presence of a witness

These records will be kept in a separate, confidential file, which is stored in a secure cabinet, and will not be accessible to anyone other than the DSL, DDSL or others as deemed appropriate by the DSL.

### **Disclosures**

Should a child make a disclosure to a member of staff, the member of staff concerned will:

- Listen fully to all that the child has to say.
- Make no observable judgement.

- Ask open questions that encourage the child to speak in their own words.
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Where possible, the club will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden in the child's interests, or if the facts of the case are in the public interest.

The club 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.

### **Informing parent / carers**

If a suspicion of abuse is recorded, parent/carer/s are informed. However, if sharing information or allowing the child to leave the setting is likely to put the child at risk of significant harm, we will seek advice from Surrey Children's Single Point of Access (C-SPA).

### **Making Referrals**

Referrals are made to the Surrey C-SPA Team on 0300 470 9100. Referrals are confirmed in writing within 48 hours, using the Multi-Agency Referral Form including a body map where appropriate.

### **Allegations against Staff, Students, or Volunteers**

- In the event that an allegation of child abuse is made against a member of T Club 6 staff, the individual against whom the allegation is made will be formally informed of the allegation by the club Manager (if an allegation is made against the club Manager the club Directors will inform the Manager of the allegation) and immediately suspended on full pay while an investigation is carried out.
- The incident must be reported to the LADO (Local Authority Designated Officer) on 0300 123 1650 (option 3) within 24 hours, even if the member of staff resigns. The LADO will advise of the next steps to take, how to manage talking about the concerns with the adult who may have harmed the child, how to inform the child's parents/carers, how the employer safeguards children throughout any investigation and what they expect of you and other agencies involved.
- A risk assessment must be carried out into how the incident occurred.
- Ofsted must be informed of any allegations, whether it is of serious harm or abuse by any person living, working, or looking after children at the premises, (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted must also be notified of any action taken in respect of the allegation. It is good practice to ring Ofsted within 24 hours of the allegation being made (0300 1234 666) and to follow this up in writing no later than 14 days. It is an offence to fail to comply with this requirement.
- It is the responsibility of the club Manager to gather information where an allegation has been made against a member of staff, not the DSL.
- All staff members may then be required to sign a confidentiality form, requesting that the matter is not to be discussed outside of the club or amongst themselves at work, as they may be asked to give a statement, which could later be used as evidence in Court. This is in order to protect all parties from rumour and false allegations, unintentional or otherwise.
- Any written records relating to such an incident should be kept in a secure location.

- If T Club 6 dismisses or removes a member of staff or volunteer from working with children because they have harmed or may have harmed a child, the Manager has a legal duty to inform the Disclosure and Baring Service (DBS).
- If the member of staff resigns during an investigation or before they are dismissed, the DBS must still be informed.
- Telling the DBS does not mean the person will be automatically barred from working

## **Safeguarding Priorities**

### **Prevent**

- In relation to radicalisation and extremism, we follow the HM Gov 'Revised Prevent Duty Guidance for England and Wales' and SSCP procedures on responding to radicalisation and extremism.
- All staff complete online Prevent training to ensure they are familiar with the protocol and procedures for responding to concerns about radicalisation.
- We will support children within our setting to avoid radicalisation and extremism by promoting British Values in everything that we do.
- If we believe a child is at risk of radicalisation or extremism we will take the necessary action immediately following SSCP procedures.

### **Female Genital Mutilation (FGM)**

- All staff are aware that FGM is illegal in the UK and the mandatory duty to report cases to the police. We follow procedures set down by SSCP and guidance within the SSCP procedures manual.
- All staff complete Home Office 'Recognising and Preventing FGM' E-learning training.
- While FGM 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.
- Where staff suspects a child or young person may be at risk of FGM they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow the procedures set down by SSCP.

### **Child Sexual Exploitation**

- Child sexual exploitation is a form of child abuse, which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.
- Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups. All staff will be made aware of the key indicators of children being sexually exploited.
- Staff understand that many children and young children who are victims of sexual exploitation do not recognise themselves as such.
- Where staff suspects a child or young person is at risk of sexual exploitation they will discuss their concerns in the first instance with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP and contact Surrey C-SPA team. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

### **Forced Marriage and Honour Based Violence**

- Staff are 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.
- Where staff suspects a child or young person has been affected or at risk of forced marriage or honour-based violence they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

### Whistleblowing

- Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.
- Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.
- The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.
- The statutory guidance from the DfE Working Together to Safeguard Children 2015, makes it clear that all organisations that provide services for, or work with children must have appropriate whistleblowing procedures. They must also have a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the organisation. The concern may relate to something that is happening now, has happened in the past or could happen in the future.
- All staff, volunteers and students of T Club 6 are aware that any concerns they may have can be shared with the Proprietor as appropriate. The welfare and safety of the children is paramount.
- Staff, volunteers and students who are unsure whether or not to raise a concern can contact an independent body for advice such as Public Concern at Work. Public Concern at Work is a whistleblowing charity. T: 0207404 6609. E: [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)

Useful contact details are listed below:

T Club 6 DSL	Liz Solomon
T Club 6 DDSL	Wendy Gregory
Surrey Children's Single Point of Access (C-SPA) Team Concerns about a child	0300 470 9100 (Mon-Fri 9am-5pm) 01483 517898 (Out of hours) <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>
Local Authority Designated Officer (LADO) Allegations Against Staff /Volunteers	0300 123 1650 (option 3)
Front Door for Prevent Concerns that someone may be vulnerable to radicalization or extremism	0800 789 321 <a href="mailto:preventreferrals@surrey.pnn.police.uk">preventreferrals@surrey.pnn.police.uk</a>
Ofsted Allegations against a member of staff/volunteer	0300 1234 666
Ofsted Whistleblowing Hotline	0300 123 3155 (Mon-Fri 8am – 6pm)

**Links to legislation:**

- Race Relations Act 1976
  - Race Relations Amendment Act 2000
  - Children Act 1989, 2004, 2006
  - Convention on the Rights of the Child, UNICEF 1989
  - Sex Discrimination Acts 1975 and 1986
  - Sex Discrimination Act (Gender Reassignment) Regulations 1999
  - Sex Discrimination and the Equality Act 2010
  - Human Rights Act 2000
  - Equality Act 2010
  - Freedom of Information Act 2000
  - General Data Protection Regulation 2018
  - Working Together to Safeguard Children 2018
  - Statutory framework for the Early Years Foundation Stage 2017
  - Safeguarding Vulnerable Groups Act 2006
  - HM Government Revised Prevent Duty Guidance for England and Wales 2015
- 

**I have read and understood this Safeguarding Policy**

**Signed:**

**Date:**

**Print Name:**

## Appendix

### Factors of Concern:

- Parent and/or child misusing alcohol or drugs
- Domestic abuse within the household
- Parents with learning difficulties and/or mental health problems who reject professional support.
- Babies
- Children with disabilities
- Young carers
- Teenage pregnancy and parenthood
- Pregnancy/unborn child
- Highly mobile families and families without recourse to public funds (includes armed forces)
- Bullying including online bullying and prejudiced base bullying
- Racist, Disability and homophobic and transphobic abuse
- Gender based violence/ violence against women and girls
- Teenage relationship abuse
- Peer-on-peer abuse
- Self-harming and suicidal ideation
- Child exploitation (CSE) and grooming including online
- Impact of new technologies, sexting and accessing pornographic materials
- Child trafficking and Modern Day Slavery
- Female Genital Mutilation (FGM)
- Breast Ironing
- Honour based violence (HBV) – (Acid violence)
- Forced Marriage (FM)
- Prevent – radicalisation, terrorism and/or extremist behaviour
- Faith Abuse (Witch craft and Spiritualisation)
- Fabrication or induced illness
- Poor parenting, particularly in relation to babies and young children
- Child criminal exploitation and county lines
- Specific local area issues, i.e gang activity
- Homelessness (Council has duty to house a child)- Homelessness Code of Guidance
- Private fostering

### Key:

Highlighted = Toxic Trio