

Safeguarding and Promoting the Welfare of Children.

Burrowmoor 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 safeguarding all the children in our care from harm.

Burrowmoor Out of School Club will appoint a member of staff as the Child Protection Officer. This Officer will have suitable experience, training and expertise, and will be responsible for liaising with Social Care, the Local Children's Safeguarding Board and Ofsted in any child protection matter.

The Burrowmoor Out of School Club's child protection procedures comply with all relevant legislation and other guidance or advice from the * Local Safeguarding Children Board (LSCB).

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

**LSCB's bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi-agency forum set up to agree how the different services and professional groups should co-operate to safeguard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.*

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institution or community setting; by those known to them or, more rarely by a stranger.

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. 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 child protection 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. 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.

What to do if a child discloses

Not all child protection information results in a referral, but small pieces of information may be significant on their own to create a wider picture.

All information should be recorded including:

- Date of the disclosure/concern
- Date and time of the record being made
- Name and date of birth of the child/ren
- A factual report of what happened- **recorded in the words of the child, as told**
- A note of any other people involved
- Printed name of the person making the record and job title
- Signature.

The Designated Child Protection Officer should be informed and given the record. They will then decide if they need to contact Social Care or make a referral.

If staff feel that the incident has not been adequately followed up, they have a right to call Social Care themselves.

If the child protection concern is with regards to a staff member, the club whistle blowing procedure should be followed (see whistle blowing policy).

Third Party Information

Third party information is when anyone (other than those directly involved with the club i.e. staff and management) passes on information or expresses their concerns.

Information from a third party regarding suspicions of child abuse cannot be ignored. If the person imparting the information has concerns, they should be encouraged to contact Social Care. If they do not wish to do so, it should be explained to them that the club is obligated to. The concerns should be logged and any action taken recorded fully.

Allegations against staff members and volunteers

If an allegation of any form of child abuse is made against a member of staff or volunteer the matter must be reported to the Local Authority Designated Officer (LADO) and Ofsted. The LADO will advise if other external/internal agencies (e.g. police) should be informed, and we will act upon the advice given to ensure that any investigation is not jeopardised. The club will display and follow the 'Allegation of abuse made against an adult in a childcare setting – What to do.....' procedure.

If an allegation is made against a member of staff, it will be factually recorded in the Incident Book stating the actions taken. All witnesses to the incident should sign and date the entry to confirm it.

It may be necessary for the club to refer to its staff disciplinary procedure regarding suspensions and exclusions following advice sought from the LADO.

The management also has the right to seek professional advice from Employment Law specialists.

Staff Support and Training

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

- All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect
- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date enhanced Criminal Record Bureau checks
- All staff and volunteers are given a copy of the Safeguarding and promoting the Welfare of Children policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children
- All staff are aware of the main indicators of child abuse
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
- The Club will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with it's duties to protect the safety of children and uphold fair processes for staff, students and volunteers.

- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.
- The Club will display and follow the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

Safe Caring

All staff understand the Club's 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 or minimise time when members of staff, students or volunteers are left alone with a child. If staff are left 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.

Staff are familiar with and make use of the Safeguarding File which is kept in the Clocked cupboard and updated with new and relevant information.

Useful Numbers:

Social Care 08450 455203

Ofsted 08456 404040

LADO (Local Authority Designated Officer) Katherine.Jeary@cambridgeshire.gov.uk 01480 372442

LSCB (Local Safeguarding Children Board) www.cambslscb.org.uk 01480 376699

This policy was adopted at a meeting of	<u>Burrowmoor Out of School Club</u>
Held on (date)	_____
Signed on behalf of the Management Committee/Proprietor	_____
Role of signatory (e.g. chairperson etc.)	_____
This policy was reviewed on	_____ (date)
<i>continue as necessary</i>	_____ (date)