



Safeguarding and Child Protection Stay and Play Appendix

The Designated Safeguarding Lead at Stay and Play is

Amy Fowler
amy.fowler@hcr.graceschools.org.uk
01553 810394

Our DSLs participate in two day Designated Safeguarding Lead training through Norfolk County Council, this is refreshed every two years.

All our DSLs, including the Headteacher, are available should a parent/ carer wish to speak to someone different, and will carry out their duties in accordance with this policy.

The Safeguarding procedures are on display within Stay and Play sessions, a copy of our full safeguarding policy can be accessed via our website: <http://hcr.graceschools.org.uk> or in paper form on request to the office. This information is shared with parents through the code of conduct, along with a registration form when they first attend Stay and Play.

Any parent/ carer volunteers who support Stay and Play are expected to go through the school's safeguarding checks, this includes providing references, obtaining an enhanced DBS, and participating in Safeguarding Training.

Procedure for Managing Safeguarding Concerns at the Group

The categories of abuse can be found in Appendix 3 of our main safeguarding policy.

Procedure for dealing with a disclosure at our group:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need be to be passed on to help keep them safe.

- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.

The recording of safeguarding concerns procedure is set out on page 12 of our main policy.

If a volunteer or a parent has a concern about a child at the group this should be reported to The Designated Safeguarding Lead, who will then determine the next steps, which might include reporting the concern to The Children's Advice and Duty Service (CADS). The CADS Flowchart is on page 34 of the main policy.

Contacting the Children's Advice and Duty Service (CADS)

- If the Designated Safeguarding Person is concerned that a child or children is experiencing or likely to suffer significant harm they will telephone (CADS) immediately on 0344 800 8021
1. When considering whether to contact CADS they will consult the CADS Flowchart.
 2. The DSL will gain consent from the parent to contact CADS, unless doing so would place the child at further risk of harm or undermine a criminal investigation.
 3. CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.
 4. A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
 5. We will not investigate and will be led by the Local Authority and/or the Police.
 6. We will keep written dated records of all conversations with CADS.
 7. Members of the public or parents can contact CADS on 0344 800 8020

Managing Allegations Against Adults at the group

If a parent attending the group or a volunteer at the group makes an allegation about The DSL, they can directly report their concern to the Headteacher, who will refer this to the Local Authority Designated Officer (LADO). Refer to pages 28 in our main policy for more information on allegations.