



# Chew Stoke Out of School Club

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## Child Protection/Safeguarding children

### Safeguarding children

Chew Stoke Out of School Club's first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. The name of our LSCB is the Children and Families Assessment Intervention team Tel: 01225 396312 or 01225 396313 and if out of hours the emergency duty team 01454 615165 and the LSCB procedures can be found at [www.bathnes.gov.uk/services/children-young-people-and-families/child-protection](http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection).

All staff members have DBS checks and sign an annual declaration to disclose any changes that may effect their suitability to work with children, this includes living in the same household as someone who is disqualified from working with children.

We understand that child abuse can be physical, sexual, emotional, neglect, or a mixture of these, and we are aware of the signs and symptoms of these. – see appendix 1.

We must notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in our care, including any allegations against the Manager, or any members of staff.

We have read and understand the safeguarding and welfare requirements of EYFS. We have also read the national statutory guidance document Working Together to Safeguard Children 2015. All staff have received training on the prevent duty.

### Procedure

The designated Safeguarding member of staff is Sue Lewis who has undertaken 2 day Advanced Inter agency Safeguarding June 2016. Sue has also carried out Train the Trainer which has enables training of all member of Club's staff.

We follow the procedures outlined in the confidentiality policy. We aim to share all information with parents but in some instances (where there is a concern about a child's well-being) we may have to refer concerns without discussing this with you.

We work together with parents to make sure the care of their child is consistent with our Behaviour Policy.

Children will only be released from club to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to staff.



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Parents must notify a member of staff of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded pre-existing injuries log and ask parents to sign.

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we notice:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect – see appendix 1;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any person working with 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

If a child tells a member of staff that they or another child is being abused, we will:

- Show that we have heard what they are saying, and that we take their allegations seriously.
- Encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Record what we have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.

We will call the local social services' duty desk for advice and an assessment of the situation.

We will follow this phone call up with a letter to the Duty team within 48 hours. I will record the concern and all contact with Children's Services thereafter.

If an allegation is made against the Manager Sue Lewis, or any member of staff in the setting we will report it to Ofsted and the Local Authority Designated Officer (LADO), following the Local Safeguarding Children Board procedures.



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In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents.

**It is not the Club's responsibility to attempt to investigate the situation.**

## **E-Safety including the use of mobile phones and cameras**

We will ensure the Club's mobile phone is fully charged and with a member of staff at all times in case of emergencies

We have the facility to take photographs on both mobile phone (access protected by security code) and the club camera and will seek your permission to take any photographs of your child to record activities and share their progress with you.

Any photographs taken will be deleted after either emailing to you or printed for use in your child's learning journey

We will seek permission on the Registration Form before publishing any photographs of your child on any social networking sites or share with any other person without your permission.

We request that you do not use your mobile phone whilst dropping off and collecting your child/children

Any visitors to the setting will also be asked not to use their mobile phone

Staff are not permitted to use their personal mobile phones for texting or emailing during working hours, phone calls are permitted in an emergency at the discretion of the manager. Staff are not permitted to take photos on personal phones/devices.

Children are not permitted to use personal devices including personal mobile phones whilst on premises.

In order to comply with the Data Protection Act 1998 we have registered with the Information Commissioners Office as a data controller to allow me to store digital images on an SD card device/ computer.

LSCB is the Children and Families Assessment Intervention team Tel: 01225 396312 or 01225 396313 and if out of hours the emergency duty team 01454 615165.



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Out of School Club's name	Chew Stoke Out of School Club
Manager's signature	
Date	

Date policy was written	22 June 2015
This policy is due for review on the following date	22 June 2016

## Appendix 1

### Recognising Child Abuse

**Child Abuse** manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection 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. 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



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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.