

## **Weddington Primary Out of Hours Club** **Safeguarding Policy/Child Protection Policy**

Weddington Primary OHC is committed to building a "culture of safety" in which the children in our setting are protected from abuse, harm, and radicalisation.

The Club have the responsibility to promote the welfare of all children and respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with relevant legislation with guidance issued by Warwickshire Safeguarding.

The Club's Designated Child Protection Leads are;

**Dawn Bradshaw/Stephanie King who will undertake this responsibility and liaise with external agencies.**

### **Recognition of Vulnerable Children**

Some children are more vulnerable to abuse and neglect than others. Several factors may contribute to increased vulnerability, including prejudice, discrimination, isolation, social exclusion, communication issues, reluctance by adults that abuse can occur, as well as a child's individual personality, behaviour, disability, mental and physical health needs and family circumstances.

### **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:

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Physical Abuse** may involve hitting, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical abuse may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes, ill health to a child.

**Sexual Abuse** involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of abuse and neglect**

Possible signs of 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 a member of staff, or any person. E.g.

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 (green form)

The setting will seek to discuss any concern about pupils with their parent. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure. However, should notifying the parents increase the risk to the child, advice will be sought through The Front Door MASH (Multi-Agency Safeguarding Hub). Telephone number 01926 414144.

If a member of staff witnesses or suspects abuse, they will record the incident as soon as possible. If a third party expresses concern that a child is being

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abused, we will encourage them to contact MASH directly.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. Indicators of this may be:

Feeling isolated or alone

Seeking a sense of identity or individuality

Suffering from mental health issues such as depression

Desire for adventure or wanting to be part of a larger cause.

Associating with others who held extremist beliefs.

### **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

Changes in behaviour, for example becoming withdrawn or aggressive

Claiming that terrorist attacks and violence are justified

Viewing violent extremist material online

Possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any information or observation on a concern form and refer to the DSL

### **Honour Based Violence/Female Genital Mutilation**

Crimes which have been committed to protect or defend the honour of a family/community such as Female Genital Mutilation (FGM), Forced Marriage and breast-ironing will be reported to the DSL in accordance with any safeguarding concern and a referral may be made to the police/MASH or Forced Marriage Unit.

It is a mandatory under the Female Genital Mutilation Act 2003, for staff to report personally should they suspect or have a disclosure in respect of this.

### **Child on Child Abuse**

Children and young people may be harmful to one another in a number of ways which would be classified as child on child abuse. It may be presented as physical abuse (biting, hitting, kicking, hair pulling etc.) bullying or manifest itself through other ways such as:

## **Bullying**

Bullying is unwanted, aggressive behaviour among children that involves a real or perceived power imbalance and is repeated, overtime. People who are bullied and who bully others may have serious lasting problems. Bullying may also include threats, physical or verbal abuse, spreading rumours relating to a particular reason.

All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported to the DSL or manager through the anti-bullying procedures. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the DSL and Manager will consider implementing early help (CAF) or child protection procedures.

## **Children with sexually harmful or inappropriate behaviour**

Abusive behaviour by one child towards another will not be tolerated, minimised or dismissed as "banter", or "part of growing up".

When dealing with abuse of pupils, staff are to be mindful of the potential for prejudice-based bullying, racist, disability, homophobic and transphobic abuse; gender based violence and relationship abuse. Both girls and boys can be vulnerable to abuse. Staff should also be aware of child on child abuse within the setting and report incidents.

## **Sexting**

All incidents of child produced sexual imagery will be dealt with as safeguarding concerns. The welfare and protection of young children will be paramount and should be reported to the DSL as soon as possible. All mobile phones, both staff and children's, must be locked away at all times.

## **Upskirting -**

"Upskirting" typically involved taking a picture under a person's clothing without their consent, with the intention of viewing genitals or buttocks or to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence.

## **Cyber bullying**

Cyber bullying is the use of phones, instant messaging, e-mail, chat rooms or

social networking sites to harass, threaten and intimidate someone

### **Initiation/Hazing**

Hazing is a form of initiation ceremony which is used to induct newcomers into an organisation such as a sports team etc. and can range from relatively mild rituals to severe and violent ceremonies.

### **Prejudiced Behaviour**

Prejudiced -related bullying refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded, or marginalized and which relates to prejudices around belonging, identity, and equality - to do with disabilities and special educational needs, ethnic, cultural, and religious backgrounds, gender, home life and sexual identity.

### **Sexual exploitation of children**

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or group of children.

All concerns should be reported to the DSL, which will then be referred to MASH (Front Door).

### **Domestic Abuse**

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional abuse.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. All concerns

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about children being affected by domestic abuse will be reported to the DSL as with any other safeguarding concern. The DSL will respond to the report by consulting Children's Social Care in order to establish whether a referral is required or the situation should be managed by discussion with parents/carers and possibly the offer of early help

## **Mental health**

Mental Health. All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

## **Dealing with Allegations**

The club is committed to ensuring that it meets its responsibility in respect of child protection by treating any allegation or concern seriously and sensitively. All allegations of abuse will be dealt with by the DSL and referrals to MASH.

Staff are to report suspected abuse to the DSL as soon as possible.

Staff are encouraged to use their professional judgement in respect of abuse and report this via a green form and ultimately on a MARF form which can be found on WSCB website.

Records will be maintained in a safe, chronological order with details of all parties' involved, relevant dates, times and locations along with any supporting evidence. Great care will be taken in distinguishing between fact and opinion when recording such incidents. Data Protection does not deter from recording an allegation.

## **Local Authority Designated Officer (LADO)**

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When an allegation is made against a member of staff, this may be referred to the Manager. Allegations against the Manager made be made to Deputy/Committee and the Local authority designated officer and by following WSCB, safeguarding procedures (MARF) form in accordance with Keeping Children Safe in Education 2016.

### **Mobile Phones (Please refer to additional Hand Held Device Policy)**

In accordance with our duties under The Data Protection Act 1998, the club strictly prohibits the use of any photographic equipment, including cameras, camcorders, mobile phones or any other medium used to take still or moving pictures by staff, parents or visitors on its premises without the consent of the Manager.

It is likely that during a child's time at the setting when the club takes photos or videos of children in line with the EYFS to record achievement and parental consent will be received in order to do this on the Registration Form.

Photographs of children must not be stored on any device that may leave the setting and should be deleted as soon as possible.

### **Children with SEN/Children who may be vulnerable**

Some children are more vulnerable to abuse and neglect than others. Several factors may contribute to that increased vulnerability, including prejudice and discrimination isolation, social, exclusion, communication issues as well as an individual child's personality, behaviour, disability, mental and physical health needs and family circumstances.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- **Disabled or have special educational needs**
- **Young carers**
- **Affected by parental substance misuse, domestic abuse and violence or parental mental health needs.**
- **Asylum seekers**
- **Looked after by the Local Authority or otherwise living away from home**
- **Vulnerable to being bullied, or engaging in bullying behaviours**
- **Living in temporary accommodation**
- **Living transient lifestyles**
- **Living in chaotic and unsupportive home situations**

- **Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion disability or sexuality**
- **At risk of child sexual exploitation**
- **Do not have English as a first language**
- **At risk of female genital mutilation**
- **At risk of force marriage**
- **At risk of being drawn into extremism.**

### **Children Missing from Education/Out of Hours Club**

The Manager/Deputy Manager will liaise with school staff (office, class teachers and Headteacher) if a child is booked in for session in OHC and does not attend for the afternoon session. Staff will then contact the parent/carer by phone to ascertain why the child has not attended. If a child does not attend the setting for the morning session a phone call will automatically be made to find out why they have not attended. A written record will be made by staff stating the date and reasons why they have not attended.

### **Site Security**

All gates and doors will be kept locked at all times. Staff will have the code to unlock the gates - this must not be shared with either children or parents/carers.

### **Legislation and Guidance**

Children Act 1989

United Convention of the Rights of the Child 1991

Data Protection Act 1998

Human Rights Act 1998

Sexual Offences Act 2003

Children Act 2004

Safeguarding Vulnerable Group Acts 2006

Protections of Freedoms Act 2012

Children and Families Act 2014

Special Educational Needs and Disability Act (SEND) code of practice. 2014

Keeping Children Safe in Education 2019/20/21

The Education Inspection Framework 2019

Counter Terrorism Act 2015 - PREVENT

### **Policies and Procedure**



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Recruitment, induction and training

Role of the Designated Safeguarding Officer

Dealing with disclosures and concerns about a child or young person

Managing allegations against staff and volunteers

Recording and information sharing

Code of Conduct for Staff and Volunteers

Safer Recruitment

E-Safety

Anti-bullying

Complaints

Whistleblowing

Health & Safety

Training, supervision and support

Lone working policy procedure

Quality Assurance

Handheld devices/mobile phones

This policy was adopted on	26 <sup>th</sup> August 2020
Signed on behalf of the club	
Date issued to staff	26 <sup>th</sup> August 2020
Date Reviewed	16 <sup>th</sup> June 2022