

# Wickwar Out of School Club Safeguarding Children Policy

**Wickwar Out of School, Club** is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Club's designated Child Protection Officers is **Natasha Dagger**. The CPO coordinates child protection issues and liaise with external agencies (e.g. Social Care, the LSCB and Ofsted).

## Forms of 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 mistreatment of a child so 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 emotional abuse is involved in all types of mistreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns 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 or not 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 child abuse and neglect

Signs of possible 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 other members of staff, or any other person for example, 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 (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern** form (appendix 1) as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form (appendix 2). Any witnesses to the incident should sign and date the entry to confirm it
- The allegation must be reported to the Local Authority Designated Officer (LADO) The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice.
- Ofsted will be informed of the incident and what steps have been agreed with the LADO.
- Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the Safeguarding File which is kept in the **safeguarding documents file at WOOSC**
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2013)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

### **Contact numbers**

LADO (Local Authority Designated Officer): 01454 868924

Social Care (Child Protection) First Point Team 01454 866000


LSCB (Local Safeguarding Children Board 01454 863253

Out of hours emergency duty team contact: 01454 615165

Ofsted: 0300 123 1231

Police non emergency: 101 or 01452 726920

NSPCC: 0808 800 500

This policy was adopted by: <b>Wickwar Out of School Club</b>	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed:  WOOSC Chair of Committee

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].*

# Appendix 1 WickwarOut of School Club

## Logging a concern about a child's safety and welfare

Name and address of club: .....

Child's name: .....

Date of birth: .....

Date of log: .....

Time of log: .....

Name of person logging concern (print): .....

Signature: .....

Job title: .....

Date of concern/incident/disclosure: .....

Time of concern/incident/disclosure: .....

*Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Describe clearly any behavioural or physical signs you have observed.*

Read through and make sure your report is clear now - will it also be clear to a stranger reading it next year?

Action taken: .....

Received by: ..... (Designated Person for child protection)

Date: ..... Time: .....

Proposed action by the Designated Person.....

## Appendix 2

# Wickwar Out of School Club Incident Record

Record completed by:

Name:

Address:

Person involved in incident:

Name:

Address:

Postcode:

Job title:

Tel:

Tel:

Postcode:

Details of incident:

Date:

Time:

Where did the incident occur?

Describe the events:

Witnesses:

Other comments:

What actions were taken?

Record completed by: *(Signature)*

Record read by: *(Signature of parent or carer)*

Date:

Date:

*This form should be filed with individual child records*