

## Child Protection & Safeguarding Policy

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Tarner Community Project (TCP) is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

TCP operates an after school club and holiday play scheme, hereby referred to as 'the Club'.

The Club will 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 all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There will be a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB and Ofsted).

The Club's designated DSL is **Natalie Hannon** and DDSL is **Jake Newman**.

## 1. Guiding Principles

At TCP we strive to be a place where children, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. TCP is a place where play principles and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community. This policy applies to all members of staff in our setting, including all permanent, temporary, bank/agency, governors and volunteers.

- We recognise that safeguarding is the responsibility of the whole setting, and all staff are in a key position to recognise and refer on any signs of abuse, a change in a child's behaviour signs of a failure to thrive or neglect.
- All staff in the setting and volunteers have a duty to ensure that children are safe and protected and we all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child, the Pan – Sussex child protection procedures are followed.
- We are committed to safe recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment, and to the provision of appropriate child protection training through the staff induction programme and within continuing professional development opportunities.
- Staff have received training due to the Covid-19 pandemic. With schools and childcare settings being shut children have been affected by the ongoing changes in their environments and daily routines. Staff have been briefed to be more vigilant to child behaviors with a possibility of more disclosures being made.

## 2. The Legal Framework

**In line with the law, this policy defines a child as anyone under the age of 18 years old.**

- i. Under section 14B of the Children Act 2004, the Local Safeguarding Children Board can require a school or further education institution to supply information in order to perform its functions. This must be complied with.
- ii. Under section 26 of the Counter-Terrorism and Security Act 2015, all schools/ child care settings are required to have 'due regard to the need to prevent people from being drawn into terrorism.'
- iii. This policy and the accompanying procedures have been developed in accordance with the following statutory guidance and local safeguarding procedures:
  - Working together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, March 2015
  - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2016
  - PAN- Sussex Child Protection and Safeguarding Procedures.

## 3. Roles and Responsibilities

- i. The Club's lead person with overall responsibility for child protection is the **Designated Safeguarding Lead (Natalie Hannon)**. We have a Deputy Designated Safeguarding Lead to ensure there is appropriate cover for this role at all times.

The main tasks of the Designated Safeguarding Lead are as follows:

- Liaise with the CEO regarding all concerns;
  - Instigate and coordinate procedures;
  - Raise awareness of all staff in setting, about Child Protection and, in particular, the action to be taken in cases of suspected abuse or when a child chooses to share information with a member of staff;
  - Support colleagues in their involvement and action in individual cases;
  - Liaise with other agencies on matters relating to child protection;
  - Facilitate and be involved in the provision of training for all staff on child protection issues;
  - Be involved in curricular response to prevention.
- ii. The setting has a Compliance Lead, responsible for updating the safeguarding policy, championing good practice and liaising with the DSL.
- iii. Any allegations of abuse made against club staff members is to be referred to the LADO (Darrel Clews- 01273 295643).
- iv. The DSL will ensure that the policies and procedures adopted by the governing body are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.
- v. The governing body is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the club's ethos and reflected in the club's day to day practice.
- vi. All staff members, governors, volunteers and external providers know how to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child.

#### **4. Staff Induction, Training and Development**

- i. All new members of staff will be given an induction which includes child protection training on how to recognise signs of abuse, how to respond to any concerns, e-safety, radicalisation and familiarization with the child protection policy, the schools staff behaviour/code of conduct and the role of the Designated Safeguarding Lead. We will ensure that staff understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.
- ii. The induction will be proportionate to staff members' roles and responsibilities.
- iii. The Designated Safeguarding Lead undertakes designated safeguarding lead training a minimum of every 2 years and a refresher safeguarding training course annually in the interim.
- iv. All staff members of the club will undergo full child protection training every 2 years and a refresher session led by the DSL annually in the interim.
- v. Staff members who miss the refresher training sessions will be provided the same training individually or in small groups.
- vi. The Compliance Lead will undergo appropriate training prior to or soon after appointment to the role; this training will be updated every two years.
- vii. The Designated Safeguarding Lead will keep updated on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews.
- viii. The club will maintain accurate records of staff induction and training.
- ix. Due to Covid-19 staff have been briefed to be more vigilant towards children's behaviors and the possibility of more disclosures.

#### **5. Supporting Children**

- i. We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame. At the club we offer a stable, secure and predictable element in their lives.
- ii. We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- iii. Our club will support all pupils by:
  - ensuring every child feels safe and can recognise when they do not feel safe and identify who they might or can talk to. This has been discussed with Staff during the Covid-19 pandemic.
  - building resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views;
  - supporting the child's development through play in ways that will foster security, confidence and independence;
  - encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying;
  - ensuring that all staff understand the additional safeguarding issues of children with special educational needs and disabilities and how to address them;
  - ensuring that all staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate;
  - liaising and working together with other support services and those agencies involved in safeguarding children;
  - monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.

## **6. Categories of Child Abuse**

Safeguarding children is that action we take to promote the welfare of children and protect them from harm. Safeguarding and promoting the welfare of children is defined in *Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children* (March 2015) as:

- Protecting children from maltreatment;
- Preventing impairment of children's health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

### **i. Significant harm**

Significant harm is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 31 of the Children Act 1989 states 'where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.'

Through their day-to-day contact with children and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect and referring those concerns to the appropriate investigative agencies (social services and police).

The categories for registration are that **the child is suffering, or is likely to suffer, significant harm**. Evidence of significant harm can include:

**ii. Physical Abuse:** non accidental injuries; may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**iii. Neglect:** the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, it may involve a parent failing to:

- provide adequate food, clothing, shelter, including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision, including the use of inadequate care givers
- ensure access to appropriate medical care or treatment

**iv. Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; it involves children and young people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**v. Emotional Abuse:** is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate
- inappropriate age or development expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill treatment of another, e.g. domestic abuse
- making the child feel worthless and unloved – high criticism and low warmth
- serious bullying (including cyber bullying)
- exploitation or corruption

**Some level of emotional abuse is involved in all types or maltreatment of a child, although it may occur alone.**

#### **vii. Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

Bullying includes discriminatory behavior towards a peer including relating to; homophobic, cyber, sexual orientation, transgender, gypsy, Roma Traveler, Racial etc.

### ***If peer-on-peer abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

### **Viii. Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated 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 hold 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 relevant information or observations on a **Prevent Referral Form** form, and refer the matter to the DSL.

And contact Prevent Coordinator Nahida Shaikh- 01273 290584

Also Prevent Education Officer Anna Wharfe – 01273 293926

### **x. Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community<sup>1</sup>. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

### **7. Logging a concern**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on an **incident report form** as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation 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 DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Front door for families (01273 290400) The DSL will follow up all referrals to FDF in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact FDF.

For minor concerns regarding **radicalisation**, the DSL will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator. For more serious concerns the DSL will complete a **Prevent referral form** and contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

## **8. Specific Safeguarding Issues**

i. Staff members need to be aware of specific safeguarding issues as listed below and be alert to any risks. Chapter 8 of the Pan-Sussex Child Protection and Safeguarding Procedures has detailed information about specific issues such as Child Sexual Exploitation, Female Genital Mutilation, Private Fostering etc., and the local procedures to respond to risks.

ii. Within Keeping Children Safe in Education, the following specific safeguarding issues are highlighted:

- Bullying including cyberbullying
- Child missing from education
- Child missing from home or care
- Child sexual exploitation
- Domestic violence
- Drugs
- Fabricated or Induced illness
- Faith abuse
- Female Genital Mutilation
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls
- Hate
- Mental Health
- Missing Children and Adult Strategy
- Preventing radicalisation
- Private fostering
- Sexting
- Trafficking

**Further specific information on each of these areas is provided within the appendices to this policy.**

## **9. Monitoring, Recording and Presenting Evidence**

### **i. Action to be taken**

Sometimes concerns that a child or young person is suffering or is likely to be suffering some form of abuse will build up slowly over time, and some will be as a response to a child presenting an injury or mark or talking about a worrying issue. All concerns should be logged or recorded (see appendix 1, 2, 3)

and should be referred to the Designated Safeguarding Lead, who will provide support and guidance. If appropriate, the Designated Safeguarding Lead will make a referral to the safeguarding team and, if necessary, the police. In the absence of the Safeguarding Lead, this role will be fulfilled by the Deputy Safeguarding Lead.

## ii. Disclosures

Sometimes children and young people who are suffering abuse choose a trusted adult to tell.

If a child discloses abuse in school, the person hearing the disclosure should:

Please be aware that during the Covid-19 pandemic children may feel the need to make a disclosure to a trusted adult once returning to the setting.

- listen, allowing the child to recall freely;
- reassure the child that they are believed;
- make notes as soon as possible recording as accurately as possible the words used by the child;
- be clear with the child that the information will have to be passed on and that there are people who will be able to help; and
- refer to the designated person who will contact the safeguarding team and the police if necessary.

### **DO NOT ASK THE CHILD QUESTIONS**

This is the role of specially trained social workers and police officers. Others posing questions to the child could contaminate potential evidence of a crime.

## iii. Information sharing

At the setting we share information with parents and partner agencies to:

- support early intervention to help children, young people and families who need additional services to achieve positive outcomes
- ensure we fulfil our duty to safeguard children and promote their welfare.

The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

At TCP we follow the guidance below to ensure we share information both professionally and lawfully.

### **Six key points:**

- i. Explain openly and honestly to parents/carers at the outset what information will or could be shared, and why, and seek agreement, except where doing so puts the child or others at risk of significant harm.
- ii. The child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.
- iii. Ensure information is accurate, up-to-date and necessary for the purpose for which you are sharing it, shared only with those who need it and shared securely.
- iv. Respect the wishes of children or families who do not consent to share confidential information unless, in your judgement, there is sufficient need to override that lack of consent.
- v. Seek advice when in doubt.
- vi. Always record the reasons for your decision whether it is to share or not to share information.

(Ref: Making It Happen: Working together for children, young people and families (DfES, 2006)

At TCP the decision to share information when there are child protection concerns will be made by the Designated Safeguarding Lead in consultation with the CEO.

### **Procedures**

- All staff & parents must speak to the Designated Safeguarding Lead or Deputy regarding any concerns they have about a child. There is a child protection procedure in place for reporting concerns (Appendix 1).
- Concerns will always be taken seriously and recorded by the Designated Safeguarding Lead or Deputy. All records will be kept in the locked filing cabinet.
- The Designated Safeguarding Lead and Deputy will make decisions about referrals and other actions jointly wherever possible.

### **10. Recording procedures for a child subject to Child Protection referral**

i. The Data Protection Act states that personal information held by agencies must be obtained and processed fairly and lawfully and stored securely. It must be accurate, proportionate to the purpose, not held longer than necessary and may only be disclosed in appropriate circumstances.

ii. Record keeping is an important aspect of our club life, all records will be securely stored and a privacy statement will be signed by all parents.

iii. Where concerns arise about the safety or wellbeing of a child, or there are indications that the child may be suffering or at risk of suffering significant harm, careful note will be made of dates, times and all members of staff involved. Reporting should contain only relevant and factual information and should be objective. Any comments, which are subjective, should be noted as such.

iv. In summary staff will record:

- The reason for the concern including a description of injuries with diagrams showing the nature, kind and position of any injuries and worrying behaviour
- What was said or witnessed and details of any other persons present;
- Dates and times of incidents and when the notes were made;
- Date, time and outcome of any discussion with the parent or carer; and
- Date, time and outcome of any discussion with the head teacher, social services staff or other relevant professionals consulted.
- Evidence offered to case conference / social services
- Minutes / outcomes of case conferences

v. Staff will use the club's incident report forms and will be careful to distinguish between fact, opinion and hearsay. Notes will be passed to the designated person who will keep all welfare concerns and child protection records in a locked cabinet.

vi. These records form evidence and may be used in the child protection referral and any subsequent investigation or legal proceedings. They are exempt from the open file regulations and do not have to be made available to parents or carers requesting access to the pupil's file.

vii. Unless to do so would put a child at significant risk, parents and carers may see these forms. Good practice and partnership working dictates that if anything is significant enough to be recorded it should be discussed with parents and carers unless this increases risks for the child or damages the potential for the collection of evidence.

viii. Any welfare and child protection records will be passed on to the next school if the designated person believes they still constitute a concern. If their professional judgment is that the records do not constitute a concern they should be shredded when the child leaves.

## **11. Confidentiality**

- i. All members of the club are entitled to privacy. In general confidential information about children, families or others within the school should be kept confidential and privacy respected.
- ii. Where there are concerns that a child is suffering or likely to suffer significant harm, information must be shared with the designated person in the first instance and may subsequently be shared with the safeguarding team and the police.
- iii. Where staff or other adults in the club have concerns, either due to what they have seen or heard or in relation to a direct disclosure by a child, they cannot keep that information confidential and the child must not be given false guarantees that this is possible. It must be shared with the designated person in the interests of safeguarding that child.
- iv. Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person after a referral has been made.
- v. Information should only be shared on a strict need to know basis.

## **12. Allegations against staff**

We believe that all members of the club community are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively.

In the event that an allegation of abuse is made against a member of staff or other adult in school, the DSL will seek advice from the Local authority Designated Officer (LADO) **Mr Darrel Clews 01273 295643** and will agree the procedure to be followed. If an allegation is made against the DSL, the Chair of Governors will seek advice from the LADO and agree the procedure to be followed.

- i. Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported.
- ii. Parents of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation.
- iii. Any member of staff facing investigation into an allegation of abuse will be subject to the procedures laid down by the joint Department for Education and skills guidance and will be offered appropriate access to professional and personal support networks, and, will be kept informed of the progress and outcome of any investigation.

## **13. Working with outside agencies / Adults**

- i. Recruitment and vetting checks and Disclosure and Barring Service (DBS) are carried out on all adults who work at TCP whether in a voluntary or paid capacity and includes trustees.
- ii. A single Central Register is maintained of all those who have been cleared to work in school and the trustees ensure that safe recruitment checks are carried out in line with safer recruitment

guidelines. Temporary and voluntary staff are made aware of the club's child protection and safeguarding arrangements and responsibilities.

- iii. New DBS checks will be carried out if there is:
  - A change of contract
  - The need arises as a result of an internal situation
  - A change in current government legislation and for good practice
- iv. The CEO will be informed of the number, nature and outcomes of any referrals or concerns as stated above.
- v. The types of outside agencies are:
  - **Regular – Contracts**  
These people must have a cleared DBS check, and include office staff.
  - **Regular – Planned**  
These people must have a cleared DBS check. They include maintenance staff and providers of clubs.
  - **Supervised**  
These people should not be in contact with children and must be supervised at all times, and in most cases this will be by the premises manager. They do not need to have a DBS check. They include builders and utility meter readers.
- vi. We recognise the authority of the LSCB and are committed to working in partnership with Brighton and Hove LA and the police. We are happy to comply with the procedures prescribed by the Pan – Sussex child protection procedures and will be proactive in working together to safeguard children. We will share through the Designated Safeguarding Lead, appropriate information with investigating teams, and contribute to child protection conferences, core groups and care plans.
- vii. Any incident requiring advice from or referral to, safeguarding teams and arising out of normal hours will be referred directly to the emergency/out of hours team or, failing that, directly to the police child protection team.

#### **14. Child Protection Conferences**

- If an initial child protection conference takes place after an investigation, under Section 47 of the Children Act, the club will provide the relevant information and the presence of the appropriate member of staff.
- If, after initial conference, the child's name is placed on the register, the club will be represented in the core group, which will develop and monitor a protection plan for the child. The appropriate member of staff will attend the Review Conferences.

#### **15. Images of children**

We believe that images of children are an important record of club's daily life.

We have a procedure for the use of images of children which is reinforced at clubs events. This procedure is reviewed annually by the designated members of staff with child protection responsibility and cross checked with the guidance on safeguarding children.

We collect parental permissions for taking and using photographic and video images of children, when registration is completed.

#### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Club.

## **16. Links to other policies**

We will develop and evaluate all club policies with a view to safeguarding and promoting the welfare of all our children. We will take account of the principles outlined in this policy and ensure that all other policies and procedures support the protection of children from harm or neglect, in particular through:

- Safe Recruitment policy - to ensure suitable staff are appointed;
- Anti bullying policy - to ensure physical and emotional security for all our pupils and staff;
- Online safety Policy
- Behaviour Management Policy - to ensure that appropriate rules and boundaries are in place and to be clear about the sanctions which apply and to assist children in understanding what is and is not acceptable behaviour towards them and staying safe;
- SEN Policy - to ensure that children are supported and empowered to learn and able to thrive.
- Photography and video policy – to insure images of children are shared appropriately
- Mobile phone policy – to ensure any phones used in the setting are used in an appropriate and safe manner.
- Intimate care policy

We will ensure that, throughout our other policies, we are positively safeguarding and promoting the welfare of children and contributing to the child protection process appropriately in all areas of our practice.

## **17. Special Circumstances**

### **Recruitment**

The senior management team and HR Manager will ensure in keeping with the recommendations of the Bichard Inquiry, that our recruitment and selection policy is robust in following up references, DBS checks and career gaps and fulfills the requirements of the Independent Safeguarding Authority ISA . At least one member of the selection panel will have undertaken appropriate training to ensure that interviews to appoint staff reflect the importance of safeguarding children.

### **Particularly vulnerable children**

We recognise that for a number of reasons, children with special needs are more vulnerable to abuse, and may be less able to tell people about abuse happening to them. For these reasons, it is essential that rigorous child protection procedures are in place, especially with regard to recruitment, checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities. Support for children for whom English is an additional language and children in care may also require extra consideration.

### **Vulnerable children during Covid-19**

Due to the current Covid-19 pandemic children have not been able to attend schools, nurseries and other childcare settings. For children this has been a very difficult time and home may not be the safest place. Staff need to be vigilant and recognise any significant changes in behaviours and be prepared to discuss any safeguarding concerns with the appointed DSL or DDSL.

Reviewed and updated July 2020

Date of next review July 2021

## Appendix 1:

# Child Protection & Safeguarding Procedure

At TCP we strive to be a place where children, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. TCP is a place where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community.

All staff and volunteers working in the school have a duty to ensure that children are safe and protected and we all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child, the Pan – Sussex child protection procedures are followed.

## If you have concerns regarding the safety of a child the following procedure must be followed

1. Complete an Incident Report Form detailing the date and time of concern and recording as accurately as possible any conversation between yourself and the child (Forms are kept in the office).
2. Speak to the Designated Safeguarding Lead. **Natalie Hannon is the DSL for the setting.** If the DSL is unavailable you should speak to the **DDSL (Jake Newman)** or the **CEO (Emma Jaquest)**.
3. The information provided will be kept in the locked filing cabinet in the individual child files.
4. The DSL, DDSL or CEO will make decisions as to any further action.
5. Your concerns should remain confidential between yourself, the DSL, DDSL and CEO. The CEO and DSL will make decisions about information sharing.

## Disclosures

Sometimes children and young people who are suffering abuse choose a trusted adult to tell.

If a child discloses abuse in the club, the person hearing the disclosure should:

- listen, allowing the child to recall freely;
- reassure the child that they are believed;
- make notes as soon as possible recording as accurately as possible the words used by the child;
- be clear with the child that the information will have to be passed on and that there are people who will be able to help; and
- refer to the designated person who will contact the safeguarding team and the police if necessary.

### **DO NOT ASK THE CHILD QUESTIONS**

This is the role of specially trained social workers and police officers. Others posing questions to the child could contaminate potential evidence of a crime.

## **Contact telephone numbers**

Local authority children's social care team – **Front Door for Families – 01273 290400**

Local authority Designated Officer (LADO) **Mr Darrel Clews 01273 295643**

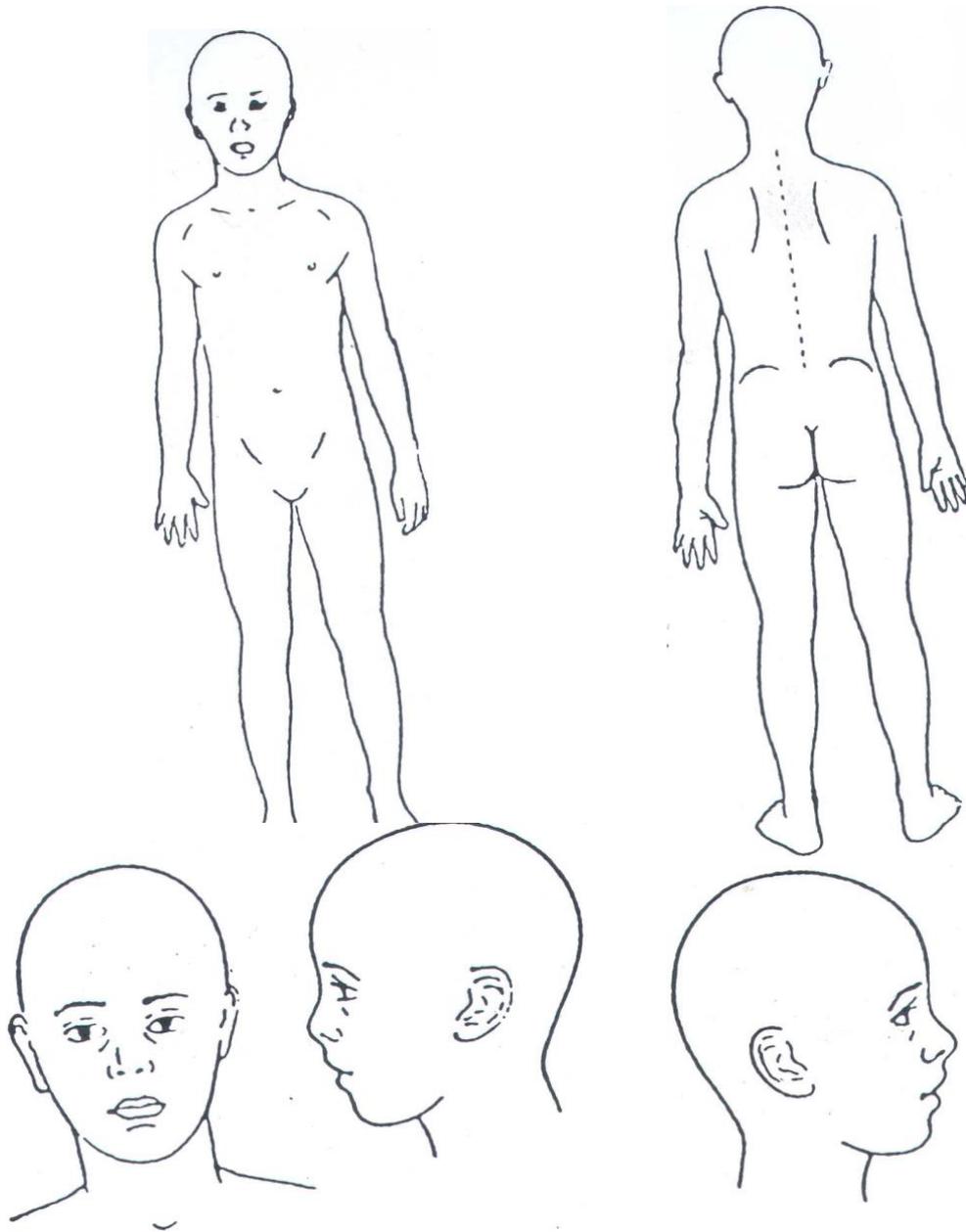
Ofsted **0300 123 1231**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

**Appendix 2:**

**Body Parts – Please indicate observed injuries**



## Appendix 3

### Helpful Websites:

[www.dfes.teachernet.gov.uk](http://www.dfes.teachernet.gov.uk)

Further reading:

**Area Child Protection Committee: Child Protection Procedures (Green Book)**

**Working together to safeguard Children (Department of Health, Department for Education and Skills, Home Office 1999).**

[www.doh.gov.uk/PublicationsAndStatistics/Publications/PolicyAndGuidance](http://www.doh.gov.uk/PublicationsAndStatistics/Publications/PolicyAndGuidance).

**The Children Act 1989**

**The Assessment Framework (Department of Health, Department for Education and Skills, Home Office 2000)**

[www.doh.gov.uk/PublicationsAndStatistics/Publications/PolicyAndGuidance](http://www.doh.gov.uk/PublicationsAndStatistics/Publications/PolicyAndGuidance).

**What to do if you are worried a child is being abused (Department of Health, Department for Education and Skills, Home Office 2003)**

[www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)

**DfES Circular 10/95 Child Protection: The Role of the Education Service**

**National Employers Organisation for School Teachers Employers Bulletin 476**

**DfES Safeguarding Children in Education (2004)**

<http://publications.teachernet.gov.uk>