

# SAFEGUARDING CHILDREN POLICY

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# Safeguarding Children Policy

LEAPS Suffolk is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. The staff are reassuring and foster a sense of security for children and young people. Children and young people are provided with opportunities to discuss any worries they may have. The staff use all the opportunities available to discuss with children how they can remain safe and what they can do if they are worried. 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). Relevant legislation is The Children Act 2004 and Working Together to Safeguard Children 2018

The Club's designated Child Protection Officer (CPO) is [Karen Double]. The CPO coordinates child protection issues and liaises with external agencies (eg 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 maltreatment 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 maltreatment 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 the child is aware of what is happening or not. 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.
- Neglect involves 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.
- Radicalisation involves a child or young person becoming involved with extreme ideologies and supporting terrorism, where previously these views were not apparent. A child or young person may demonstrate these views by violent behaviour and communication

## **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 gives 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 appropriate 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.
- **You must not agree to keep the disclosure a secret**

## **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the Logging a concern form 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 any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

## **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. 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) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any 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.

## **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 locked away in the cupboard
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart. Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)'.
- Staff have the opportunity to discuss any concerns during or after each session in a confidential manner.
- All staff undergo safeguarding training
- Where possible there is no lone working
- No volunteer must be left alone with children or be in a position to carry out personal care.

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

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

## **Related documents**

This policy should be read alongside other policies related to LEAPS Suffolk Ltd and the safeguarding of all children and young people who attend the provision. Additional relevant policies include:

- Health and safety
- Whistleblowing
- Anti-bullying
- Behaviour
- Complaints
- Confidentiality and storage of data
- Recruitment and selection

**Contact numbers :**

Social Care: 0808 800 4005

Out of hours contact: 0808 800 4005

LADO (Local Authority Designated Officer): 0300 123 2044

LSCB (Local Safeguarding Children Board): 08456 066067

Ofsted: 0300 123 1231

NSPCC: 0808 800 500

Guidance used to develop this policy

- DfE Working Together to Safeguard Children 2018
- Children Act 2004 - Section 11
- DfE Safeguarding and Radicalisation