

## Safeguarding Children (Child Protection) Procedure

PlayZone Kids Club Limited is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with the governments statutory guidance 'Working Together to Safeguard Children March 2013' and will work within the guidelines laid down by the Local Area Safeguarding Children Board.

- We will stay up to date with interagency procedures by accessing the following web link: <http://lincolnshirechildcare.proceduresonline.com/chapters/contents.html>

All staff will be aware of their responsibility as childcare workers to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire children's social care customer services unit or the Police without affecting their terms of employment. Staff members also have the right to share concerns directly with the Lincolnshire children's social care customer services unit (Tel office hours 01522 782111 or Out of office hours 01522 782333) or the police if they feel this is appropriate.

All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.

The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff or any other person working with the 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; in addition staff should be made aware of the whistle blowing policy.

All parents/carers will be made aware of the settings safeguarding policy and procedure. Parents/carers can access these policies in the setting and on the setting website.

### **Records will be kept as appropriate.**

Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All suspicions will remain confidential and shared on a need to know basis only and the guidance set by the area Safeguarding Children's Board will be followed.

### **Where a disclosure is made:**

- Reassurance is given to the child
- The child will be listened to and taken seriously
- Caution will be exercised in responding to a disclosure; it may or may not be appropriate to ask the child questions such as 'tell me about that' and 'who else was there'
- Promises will not be made to the child regarding not sharing the information in the disclosure
- The designated person with responsibility for safeguarding is informed immediately and procedures under the guidance of the Lincolnshire safeguarding board are followed.

- A referral is made without delay to Lincolnshire children's social care customer service centre 01522 782111 (office hours) Tel 01522 782333 (out of office hours)
- Advice and guidance will be taken from the CSC with regard to next steps
- If the setting considers implementing the advice from the CSC would increase the risk of harm to the child they will contact the police before the child is due to be collected from the setting.

**Records will include:**

- The child's name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure
- Name of person to whom disclosure was made
- Name of any third party present
- An Early Help Assessment (EHA) will be completed and signed and sent to the relevant office within 24 hours of the telephone referral.
- Records will be kept separately and securely from the child's main records with limited access

The designated person with responsibility for Safeguarding will be informed immediately and procedures followed under the guidance of the Area Safeguarding Children's Board.

**Where an allegation is made against a staff member:**

In accordance with requirements our procedure for dealing with allegations against a member of staff complies with Lincolnshire safeguarding children's board.

Examples of inappropriate adult behaviour may include:

- Staff that behaved in a way that has harmed a child, or may have harmed a child.
- Staff that have possibly committed a criminal offence against a child or related to a child.
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere.
- Staff that have behaved towards a child/ren in a way that indicates she/he is unsuitable to work with children

**Our procedure is as follows**

- The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire children's social care customer service centre – Tel 01522 782111 (office hours) Tel 01522 782333 (out of office hours) Local authority designated officer (LADO) direct contact 01522 554674
- The setting will liaise with LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of the LADO. The LADO should be informed within one working day of all allegations that come to the employers attention or that are made directly to the police (Working Together to Safeguard Children March 2013 p49)

- Ofsted will be informed of the allegation as soon as reasonably possible but within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegation Ofsted can be contacted 0300 123 1231
- Details will be recorded and stored securely
- The settings disciplinary procedure will be followed where necessary

Organisations will need to consider if suspension during an investigation is appropriate and should consider:

- The plausibility of an allegation
- The seriousness of an allegation
- Possible risk of harm to children
- Possible tampering of evidence
- The interests of the staff member concerned
- The interests of the organisation

Where a member of staff leaves our employment during an investigation the investigation will continue and the setting will in accordance with current legislation make a referral to the disclosure and barring service (DBS). Where a member of staff is dismissed as a consequence of a allegation being upheld a referral will also be made to the DBS.

Referral guidance form

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279926/dbs-referral-form-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279926/dbs-referral-form-guidance.pdf)

#### **Supporting families:**

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk
- We will follow the guidelines laid down by the Area Safeguarding Children's Board
- The setting, through the Safeguarding Children policy will inform parents of their role and responsibility regarding safeguarding Children
- The setting will continue to welcome children and work with parents throughout any investigation

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

PlayZone Kids Club Limited has a mobile phone as part of the contact arrangements for the setting the mobile phone is also taken on outings.

The safety of the children is paramount. Casual or inappropriate use of phones by staff may pose a risk, if a staff member is distracted from caring for the children. **Also see electronic equipment policy.**

- PlayZone Kids Club Ltd respect that staff have mobile phones, we ask all staff to keep mobile phones in the office
- Anyone visiting the setting will be asked to place their phone in the office
- Parents/carers will be asked to put mobile phones away if they are only collecting their child/ren. If they are in the setting for longer they will be asked to place the phone in the office
- Personal mobile phone calls may only be taken with the permission of the manager

- The landline may be used by staff
- During outings, nominated staff will have access to the PlayZone mobile phone which is to be used for emergency purposes only.
- No photos are to be taken inside club by parents/carers
- Staff can only take photos using the PlayZone camera with permission of the parent/carer on registration form
- Children are not allowed to bring mobile phones into club or handheld consoles with cameras
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance) of this policy.

Any staff using a mobile phone to take photos will have it removed from their person until the photos are removed. The Play Leader reserves the right to check image contents of the staff mobile phone, should there be any concern over the appropriate use of it.

In addition, all cameras in PlayZone including those on staff mobiles can be subject to scrutiny at any time by the safeguarding officer or directors.

#### **Prevent Duty - 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, including: feeling alienated or alone, seeking a sense of identity or individuality, suffering from mental health issues i.e. depression, desire for adventure or wanting to be part of a larger cause or associating with others who hold extremist beliefs.

Signs that a child might be at risk of radicalisation include: changes in behaviour e.g. becoming withdrawn or aggressive, claiming that a terrorist attack 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 **logging concern** form, and refer the matter to the CPO.

#### **Logging an incident**

All information about the suspected abuse or disclosure, or concern about radicalisation 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 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 CPO who will decide on the appropriate course of action.

For concerns about child abuse, the CPO will contact social care. The CPO will follow up all referrals to social care 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.

For minor concerns regarding **radicalisation**, the CPO will contact the Lincolnshire children's social care customer services centre 01522 782111, office hours and out of office hours 01522 782333 or Local Authority Prevent Co-ordinator.

For more serious concerns the CPO will contact the Police on the non-emergency number (101) or the anti-terrorist hotline on 0800 789 321 or for urgent concerns the CPO will contact the Police using 999.

Please note: For children with an address is in Peterborough contact Peterborough children's social care customer services centre 01733 864170 or 01733 864810 or out of hours 01733234724