

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 Safeguarding Children Board 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 Safeguarding Children Board customer services unit (Tel Office hours 01522 782111 or Out of Office hours 01522 782333) or the police if they feel this is appropriate Tel 0300 111 0300

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 whistleblowing 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 settings 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. Our records include pre-existing injuries, incidents, accidents and observations 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.

With guidance from our **data protection policy**

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 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 county council children's service centre (CSC) on 01522 782111 or out of hours 01522 782333
- 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 officer within 24hrs 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.
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Our procedure is as follows

- The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire county council children's services customer service centre (CSC) on 01522 782111 or out of hours 01522 782333 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 on 03001231231
- 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 legalisation 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

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 and seek advice
- 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

This policy has been adopted by PlayZone Kids Club Ltd