



# Funtastic Club Policies & Procedures

Number 22

Safeguarding Children Policy



## **Safeguarding Children Policy**

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE INDUCTION STANDARDS**

**Funtastic Club** will ensure each member of staff has access to and understands the settings safeguarding children policy and procedures.

Within the first week of commencement of employment the Designated Safeguarding Officer will provide an induction by guiding the new employee or volunteer through the setting's policy and procedure including whistle blowing; discussing the code of conduct; providing contact details for key people within the setting and children's social care; planning for further training.

### **PROFESSIONAL SUPERVISION POLICY**

Funtastic Club setting accepts that dealing with child abuse and safeguarding the welfare of children is very stressful and can call for high-level decision making. Therefore, Funtastic Club has a system in place to ensure all staff routinely receive safeguarding supervision on a quarterly basis

Additionally, this supervision can be accessed at any time by any staff member who has become involved in a significant safeguarding episode.

Where issues arise in safeguarding children supervision, which need to be discussed at managerial level the supervisee will be encouraged to address these issues with their line manager. However, if the supervisee declines to do this, the supervisor has a duty to address this further and will inform the supervisee of their actions.

All childcare staff are seen for safeguarding supervision for a minimum of 3 times a year and they have open access to their supervisors as required. This is designed to offer the support and guidance required to deal with this area of work.

### **APPRAISAL**

Funtastic Club will ensure its staff and volunteers are aware of their responsibilities and will offer support to access continuing professional development opportunities to develop their practice.

Appraisals will take place every 6 months and previous performance will be considered and future targets will be set to establish the continued professional performance required for the post.

Staff will be given opportunities to share any concerns without prejudice and any necessary action will be taken to rectify issues.

Safeguarding will always form part of the discussions.

Staff will be asked to re-confirm their suitability to work with children, including criminal convictions, cautions or bind-overs and medical fitness to work.

Signed on behalf of the setting:      Print Name: Regine Natchoo



## **Safeguarding Children Policy**

### **Statement of content**

At Funtastic Club, we aim to comply with the local child protection policies and procedures approved by the local Safeguarding children board and ensure that all adults coming into contact with the children are fully aware of these procedures and put them into practise.

### **Aims**

Our aims are to:

- Create an environment which encourages children to develop a positive self image, regardless of race, language, religion, culture, gender, age, disability or social background.
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- encourage children to develop a sense of autonomy and independence.
- enable children or young people to have the self confidence and the vocabulary to resist being inappropriately approached.
- work with parents to build their understanding of and commitment to the welfare of all out children or young people.

The legal framework for this work is:

- The Rehabilitation of offenders Act 1974
- Human rights Act 1998
- The Children Act 1089 and 2004
- Data Protection and Children Act 1999
- United Nation Convention of the Right of the Child 1989

Liaison with other bodies

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children or young people.
- Children's Social Care contact detail are kept on record and will be contacted if there are concerns that a child may be being abused or neglected.

### **Definitions of Abuse**

We recognise the Department of Education and Skills and the Home Office in their joint document, Working Together to Safeguards Children (1999) definitions of abuse:



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- **Physical Abuses:** Physical abuse may involve hitting shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse can be caused through omission of the failure to act or protect.

- **Emotional Abuse:** Emotional abuse is the persistent emotion ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
- **Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetration acts such as rape, buggery or oral sex or non penetrative acts such as fondling. Sexual abuse may also include non contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be abused by males and/ or females, by adults and other young people. This included people from all walks of life.
- In an emergency or if a crime is ongoing always dial 999.
- If you have any concerns that a child you know may be a victim of Child Sexual Exploitation report it to: Dorset Police by calling 101 or you can call **Crimestoppers** anonymously on 0800 555 111
- Or you can contact your Local Authority Children's Social Care:
  - Bournemouth: 01202 456900
  - Poole: 01202 735046
  - Dorset: [www.dorsetforyou.com/393713](http://www.dorsetforyou.com/393713)
- Alternatively, talk to someone who works with them, such as their teacher, pastoral support worker, a youth worker or social worker.  
You can also call or email your local Police Safeguarding Unit to discuss any concerns or questions.
- **Neglect:** Neglect is the persistent failure to meet a child's basic physical and/ or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.



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### **Other kinds of abuse**

#### Radicalisation

- Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues
- 222 arrests between June '15 and '16
- 850 from UK have travelled to Syria. 15% have died and half have returned
- Over 150 journeys to Syria/Iraq were stopped in 2015 (50 of them were children)
- 750000 people have been WRAP (Workshop to Raise Awareness of Prevent) trained
- Twitter/Facebook/Instagram and Snapchat remain the biggest problem

#### Honour based violence

- Honour based violence = violent crime or incidents, including murders, which may have been committed to protect or defend the honour of the family or community.
- It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by committing **perceived** immoral behaviour
- Incidents connected to HBV have included...
- Physical abuse and domestic abuse
- Emotional abuse including; house arrest and excessive restrictions. Denial of access to the telephone, internet, passport and friends. Threats to kill
- Pressure to go abroad. Victims can be persuaded to go to their country of origin under false pretences. The intention **could** be to kill them

#### Forced Marriage

- **Arranged marriage** is a cultural norm for many Muslims across the world. Men and women who are ready to be married meet their future spouse through family or friends and will spend some time getting to know each other. Both parties consent.
- **Forced marriage** occurs when a man or woman is coerced by the family to marry using threats, emotional blackmail, fraud and even bribes. They have no choice and sometimes are not even aware that they are being taken to get married. No consent.



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### **Female Genital Mutilation**

- FGM is a crime
- It is all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for nonmedical reasons. Sometimes known as 'cutting' or female circumcision.
- FGM constitutes a form of child abuse and violence against women and girls
- It has severe short-term and long-term physical and psychological consequences
- It is illegal in the UK and also illegal for a child to be taken abroad for FGM.
- If caught, offenders face a large fine and a prison sentence of up to 14 years
- If you are worried about someone who is at risk of FGM or has had FGM, you must share this information with social care or the police. It is their responsibility to investigate and protect any women or girls involved.

### **Methods**

#### **Staffing**

- Our named person who coordinates child protection issues is Regine Natchoo.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within Funtastic Club are clearly informed that the positions are exempt from the Rehabilitation of Offenders Acts 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff, to ensure that no disqualified person or unfit person works at Funtastic Club or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to Funtastic Club.
- We take security steps to ensure that we have control whoever comes into the setting so that no unauthorised person has unsupervised access to the children.



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### Disciplinary Action

Where a member of staff or a volunteer is dismissed from Funtastic Club or internally disciplined because of misconduct relating to a child, we notify Ofsted and the Department of Health administrators so that the name may be included on the list for the Protection of Children.

### Training

We seek out training opportunities for all adults involved in the care of children at Funtastic Club to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### British Values

We aim to create a culture of mutual respect whereby everybody can accept and embrace each other's cultures and beliefs and the value and diversity this can bring. Therefore, part of staff training is also to make sure that every member of staff understands the importance of promoting **British Values**. British Values are made up of four key criteria explained below. The acronym we use to remember them is 'DRIM'.

**D**emocracy.

**R**ule of law.

**I**ndividual liberty.

**M**utual respect for and tolerance of those with different faiths and beliefs and for those without faith.

### Planning/setting

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, this is within the same room. We also do not provide children any access to electronic devices that can be used to access the internet. If in any case we do, we make sure that the linked school's filter system is applied.

### Complaints

- We ensure that all parents know how to complain about staff action within the setting, which may include an allegation of abuse & local office will be immediately contacted.



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- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- We acknowledge that abuse of children can take different forms: physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, we investigate.
- We allow investigation to be carried out with sensitivity. Staff in the setting take care not to influence the outcome, either through the way they speak to or ask questions to the children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. Staff may be suspended.

The following helplines are open from 8.00am to 6.45pm, Monday to Friday:

Ofsted general helpline

**0300 123 1231**

**(Also see complaints procedure for further Ofsted contact details)**

**The Children's Services First Response Hub** provides the public and professionals with advice, information and support for children who are vulnerable and at risk and is made up of the Multi-Agency Safeguarding Hub (MASH) and Early Help Team.

- Telephone: 01202 735046 Monday to Thursday 8.30am to 5.15pm and Friday 8.30am to 4.45pm
- Email: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

**Out of Hours Service:** the Children's Social Care Out of Hours service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm.

Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day.

Telephone: 01202 738256 Email: [childrensoohs@bcpcouncil.gov.uk](mailto:childrensoohs@bcpcouncil.gov.uk)

**Local Authority Designated Officer / Designated Officer The LADO** - known as Designated Officer (DO) in BCP must be informed of accusations made against staff. Please note it may be appropriate to contact the LADO / DO if an allegation is made against someone who is closely associated with a staff member / practitioner / childminder.



The main contact number for the Lado service within BCP is: 01202 817600

The secure email for the service is: [lado@bcpcouncil.gov.uk](mailto:lado@bcpcouncil.gov.uk)

### Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child.
- Listens to the child.
- Gives reassurance that she or he will take action.

**The member of staff does not question the child.**

### Recording suspicions of abuse and disclosures

Staff make a record:

- The child's name
- The child's address
- The child's age
- The date and time of the observation or the disclosure.
- An objective record of the observation or disclosure.
- The name of the person to whom the concern was reported, with date and time.
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

Information will be passed on to the club's proprietor, Regine Natchoo, and where appropriate the MASH will be contacted to conduct further investigation.

### Informing parents

MASH can advise us on whether the parent needs to be contacted but they also have discretion to investigate without the parent's consent where appropriate.

### Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance with Ofsted and other governing bodies.

### Support to families

- Funtastic Club takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.



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- We will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child if appropriate under the guidance of Ofsted and other governing bodies.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's' family.
- Please also find below the contact details for the local family partnership zone
- Email: [christchurchfamilypartnershipzone@dorsetcc.gov.uk](mailto:christchurchfamilypartnershipzone@dorsetcc.gov.uk)
- Tel: 01202 225724

### Electronic Devices (phones, computers, cameras iPads, watches)

- No mobile phones allowed in club except club phone.
- No cameras, or photos to be taken of the children.
- No laptops allowed in club except club laptops. When club laptop in use, please cover webcam.
- No iPads allowed in the club.
- No smart watches allowed in the club.

### E-Safety

We have discussions with the children about how to remain safe when using online services. They are made aware of how websites may not always be secure and we encourage them to check with their parents/carers on whether the sites they use are safe.

We ask that all staff consider the implications of social media in relation to Safeguarding.

In order to protect our staff, children and families from the potential negative impact social networking can have on individual staff and families in our care we ask that you refrain from requesting or accepting Families on Facebook, Instagram etc; we appreciate this is not an exhaustive list of sites.

We are happy for Staff members to forge connections with each other but please be mindful of content and professionalism.

| Assessors Name | Updated on   | To be reviewed on | Signature  |
|----------------|--------------|-------------------|------------|
| Regine Natchoo | September 17 | September 18      | R.Natchoo  |
| Regine Natchoo | September 18 | September 19      | R.Natchoo  |
| Regine Natchoo | September 19 | September 20      | R.Natchoo  |
| Regine Natchoo | September 20 | September 21      | R.Natchoo  |
| Regine Natchoo | April 21     | September 21      | R. Natchoo |
| Regine Natchoo | September 21 | September 22      | R. Natchoo |
| Regine Natchoo | September 22 | September 23      | R. Natchoo |
| Regine Natchoo | September 23 | September 24      | R. Natchoo |