



Culham After School Club

## **Policies and Procedures**

### **Safeguarding Children**

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**Our Club believes that children have the right to be secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.**

The legal framework for this work is:

#### ***Primary legislation***

The Children Act 1989, Section 47

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

The Childcare Act 2006

Safeguarding Vulnerable Groups Act 2006

#### ***Guidance***

What to do if you're worried a child is being abused (2006)

The Framework for the Assessment of Children in Need and Their Families (2000)

Working Together to Safeguard Children (revised 2010)

The Common Assessment Framework 2005

#### ***Secondary Legislation***

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974



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#### **Liaison with other bodies**

- We work within the Oxfordshire Safeguarding Children Board guidelines
- We have a copy of “What to do if you’re worried a child is being abused” for parents/carers and staff, and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, to ensure that it is easy in any emergency, for the Club and the Children and Families Assessment Team to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements, which may affect the wellbeing of children.
- If a referral is to be made to the local authority Children and Families Assessment Team, we act within their guidance in deciding whether we must inform the child's parents/carers at the same time.

#### **Staffing and volunteering**

- Our designated person, with lead responsibility for safeguarding children is:  
**Ruth Mullen**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Club are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau 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 the regulator’s requirements in respect of references and Criminal Records Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the Club or has access to the children.
- We will work in accordance with the requirements of the Independent Safeguarding Authority (ISA).
- Volunteers do not work unsupervised.



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- We abide by the Safeguarding Vulnerable Groups 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 the Club.
- We have procedures to ensure that we have control over who comes into the Club so that no unauthorised person has unsupervised access to the children.
- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the Playleader makes a dated record of the details of the concern and discusses what to do with the designated person(s). The information is stored on the child's personal file.
- Staff in the Club take care not to influence the outcome either through the way they speak to children or by asking questions of children.

#### **Allegations against staff**

- We ensure that all parents know how to complain about staff or volunteer action within the Club, which may include an allegation of abuse.
- We follow the guidance of the Oxfordshire Safeguarding Children Board and the Local Authority Designated Officer when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's Children and Families Assessment Team to investigate.
- We co-operate entirely with any investigation carried out by the Assessment Team in conjunction with the police.
- We seek guidance from the Local Authority Designated Officer on whether the member of staff should be suspended for the duration of the investigation.
- We will notify Ofsted of any allegations of serious harm or abuse while a child is in our care.



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#### **Disciplinary action**

The Club will follow the staff disciplinary procedures contained within the Staffing Policy.

#### **Training**

- We seek out training opportunities for all adults involved in the 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. The level of training attended will be appropriate to an individual's role and in accordance with OSCB guidelines.
- We ensure that all staff know the procedures for reporting and recording their concerns in the Club.

#### **Play**

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.
- We create within the Club a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

#### **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; and
- gives reassurance that s/he will take action.

The member of staff does not question the child



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#### **Recording suspicions of abuse and disclosures**

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file.

All members of staff know the procedures for recording and reporting.

#### **Informing parents**

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Oxfordshire Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the Police/Children and Families Assessment Team will inform parents.

#### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Oxfordshire Safeguarding Children Board.



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#### **Support to families**

- The Club believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The Club makes clear to parents its role and responsibilities in relation to safeguarding children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local the Children and Families Assessment Team.
- The Club continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the local Children and Families Assessment Team in relation to the Club's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Oxfordshire Safeguarding Children Board.

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