



Safeguarding Children Policy and Procedure

Last Review: 23/11/2017

Review date: 23/11/2018 - This policy is subject to constant review.

At Coral Cove Out of School Club we work with the children, parents and the community to ensure the safety of children and to give them the very best start in life. As a setting we have a duty of care to all those we work with, it is our responsibility to ensure that where we feel a child is at risk, this is reported to Social Care.

We aim to:

- make sure that children are kept safe and away from harm at all times
- create an environment at the setting which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home 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.
- Liaise with other bodies on a regular basis.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm neglect and failure to act it also includes children's and learners' health and safety and well-being, including their mental health, meeting the needs of children who have special educational needs and/or disabilities, the use of reasonable force, meeting the needs of children and learners with medical conditions, providing first aid, educational visits, intimate care and emotional well-being, online safety and associated issues & appropriate arrangements to ensure children's and learners' security, taking into account the local context.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children. We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure it is easy, in an emergency, for our setting and social services to work together. If a report is to be made to the authorities, we act within the Wiltshire Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time.

Concern for a Child

Any concerns about situations involving a child should be raised in confidence with the Club Manager, or in his or her absence, or if the concern involves the manager, the Deputy Safeguarding Officer. If the Safeguarding Officer is the manager of the Club then any concerns should be reported to the Deputy Safeguarding Lead. In conjunction with the Manager, where the concern does not involve them, the Safeguarding Officer or their deputy will then make a decision as to the appropriateness of any action to be taken, bearing in mind the seriousness of all suspicions/allegations.

Methods

The Designated Safeguarding Officer is: Natasha Ingram. This person coordinates child protection issues.
The Deputy Safeguarding Officer is: Fiona Brooks

When required, the Safeguarding Officer or any member of staff aware of a safeguarding concern is able to contact the Local Authority's MASH (Multi Agency Safeguarding Hub) team for advice and guidance. Please see the flowchart for further details.

We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at Coral Cove Ltd or has access to the children. We have procedures for recording the details of visitors to the setting.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has supervised access to the children.

DBS Checks

All staff, volunteers and students (over the age of 16) will have an enhanced DBS check completed before a final employment decision is made and any work commences.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the Club or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrations so that the name may be included on the list held by the Disclosure and Barring service.

Training

We seek out training opportunities for all adults involved at Coral Cove 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 have been trained and understand the procedure for reporting and recording their concerns at the Club. As part of our staff induction programme all staff members will be asked to undertake Level 1 Online Safeguarding Training and where necessary further or higher level training will be given.

Planning

The layout of the rooms allow for constant supervision. Where children need to spend time away from the rest of the group, they are always being supervised.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum so that children can develop understanding of why and how to keep safe (Statutory Framework for the Early Years Foundation Stage)
- We create within Coral Cove a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints or allegations made against staff members or volunteers

- We ensure that all parents know how to complain about a staff or volunteer's actions within Coral Cove out of school club, which may include an allegation of abuse.
- We follow the guidance of the Wiltshire Safeguarding Children Board when investigating any complaint that a member of staff or volunteer has abused a child; we do this by passing the matter straight on to the local children's services department.
- We follow the disclosure and recording procedure 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.

- Where an allegation is made against the setting manager an external mediator will be appointed to investigate the claim and will liaise with the Designated Officer for Allegations where needed. Our designated external mediator is Clair Beaty-Pownall, Gain Control, 65 High Street, Easterton, Devizes, Wiltshire. SN10 4PG.
- As soon as reasonably practicable, and in every instance, within 14 days any accusation is notified to OFSTED.

Responding to Suspicions of Abuse

We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect. (See Appendix 1). When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. When such changes in behaviour occur, or where children’s play gives cause for concern, Coral Cove will report the matter to the Multi Agency Safeguarding Hub without delay.

We allow investigations to be carried out with sensitivity. Staff at Coral Cove take care not to influence the outcome either through the way we speak to children or ask questions of children and under no circumstances will leading questions be asked. Where a child shows signs and symptoms of neglect, we make appropriate referrals.

Where the setting is not happy with the responses received from Social Care or other agencies they have the right to escalate their concerns. This should be done using the WSCB Escalation Policy.

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 assurance that she or he will take action.
- The member of staff does not question the child.

Recording suspicions of abuse and disclosure

The Staff member makes 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;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person at the time.

These records are signed and dated and kept in a separate confidential file. The original records are retained along with all information collated, no matter what form they may take (i.e. if the original notes were made on a napkin, then this will be retained along with a transcript of what is written on it).

Concerns are regularly reviewed and referrals to social care are followed up as required.

All members of staff know the procedure 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 Wiltshire Safeguarding Children Board does not allow this. This will usually be in the case where the parent(s) are the likely abuser(s). The parents will be informed by the staff member that has noted the concern. The parent’s response will be recorded alongside the incident, if it is felt that the parent’s response may not be legitimate then they will be advised that we will be notifying children’s services.

Physical Contact

We recognise that an element of physical contact will take place whilst at Coral Cove. This may be when comforting a distressed child, assisting with toileting, changing clothes and for the child's general wellbeing. In any situation an employee must exercise great caution in how they hold a child and ensure that it is within the bounds of common understanding of decency and acceptability.

Collection of Children by Parents / Guardians Under Influence of Substances

If a parent / guardian attempts to collect their child(ren) whilst under the influence of alcohol or drugs we will not release the child into their care. In this instance another responsible adult with permission to collect the child will be contacted. If they are not available then we will have no choice but to refer the matter to children's services.

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 Wiltshire Safeguarding Children Board.

Early Help

The revised Multi-Agency Thresholds for Safeguarding Children – Dec 14, document aims to inform settings and other agencies about the suitable action to take when a child has been making inadequate progress or having an unmet need. At Coral Cove Out of School Club, whenever possible we will ensure that early intervention is actioned via a referral to Early Help as soon as the criteria are met, to prevent situations from escalating into larger problems. This documentation can be found on the WSCB website.

Therefore the setting will consider;

- Undertaking an assessment of the need for early help

- Provide early help services – Family outreach workers, Children's Centre

- Refer to appropriate services - CAMHS

PREVENT Duty & British Values

As a setting we have a duty to have due regard to prevent people from being drawn into terrorism and radicalisation.

This means that we will promote the 4 British Values to all of the children & families using our service.

The British Values are; Democracy; the Rule of Law; Individual Liberty and Mutual Respect; Tolerance of those with different Faiths & Beliefs.

These values are fundamental to helping all children to become compassionate, considerate adults who form part of a fair and equal society.

As a setting we have a duty to be alert to harmful behaviours by influential adults and take action when we observe behaviours of concern. We need to be able to identify children who may be vulnerable to radicalization and be aware of what to do when they are identified.

We will work in partnership with Local Police, LSCB & Prevent Co-ordinators; we will where necessary make referrals to the Local Channel Panel where there are concerns that an individual may be being drawn into terrorism or extremism.

Child Sex Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually

exploited do not exhibit any external signs of this abuse. (*Keeping Children Safe in Education – Department for Education – July 2015*)

As a setting, we have clear policies and procedures on child sexual exploitation in place that staff understand, alongside internal mechanisms which enable them to raise concerns. Any concerns about situations involving a child in respect to a CSE issue, should be raised in confidence with the Safeguarding Officer who will then make a decision as to the appropriateness of any action to be taken, bearing in mind the seriousness of all suspicions / allegations.

Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Mandatory Reporting Duty Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. It will be rare for staff to see visual evidence, and they should not be examining the children, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. The staff member should still consider and discuss any such case with the settings designated safeguarding lead and involve children’s social care as appropriate. (*Keeping Children Safe in Education – Department for Education – July 2015*)

Warning signs that FGM may be about to take place, or may have already taken place, include prolonged absence from the setting, or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems. Some children may find it difficult to sit still, and look uncomfortable, or may complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about.

If a child notifies a member of staff of any concerns, or the staff member notices something unusual, this will invoke our safeguarding procedure as identified earlier in this policy and the local authority being notified.

E-safety

New technologies have become integral to the lives of children and young people in today’s society, both within early years settings and in their lives outside of these.

A third of 3 to 4 year olds go online “using a desktop PC, laptop or netbook and 6% who are going online [do so] via a tablet computer and 3% via a mobile phone” (Ofcom, 2012). In addition to this, 87% of 5-7 year olds are known to use the internet — a rise from 68% in 2007 (Ofcom, 2012).

Younger children are increasingly using social networking sites, largely driven by sites aimed at young children such as Club Penguin and Moshi Monsters.

E-safety may be described as the settings ability to protect and educate children and staff in their use of technology and to have the appropriate mechanisms to intervene and support any incident where appropriate. The breadth of issues classified within e-safety is considerable, but can be categorised into three areas of risk:

- ♣ content: being exposed to illegal, inappropriate or harmful material
- ♣ contact: being subjected to harmful online interaction with other users
- ♣ conduct: personal online behaviour that increases the likelihood of, or causes, harm.

As a setting we recommend that the children:

- Don't post any personal information online – like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself.
- Keep your privacy settings as high as possible
- Never give out your passwords
- Don't befriend people you don't know
- Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views; even if you don't agree with someone else's views doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

Staff are trained in E-Safety issues and are aware of the potential for serious child protection issues to arise from: sharing of personal data; access to illegal / inappropriate materials; inappropriate on-line contact with adults / strangers; potential or actual incidents of grooming; cyber-bullying.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative*, in their own home, with the intention that it should last for 28 days or more. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

Each party involved in the private fostering arrangement has a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start. Not to do so is a criminal offence.

There is no duty for Early Years settings to be given information about a child who is privately fostered by the family, carer or the local authority. There is however a duty on these settings to inform children's services where they become aware of such an arrangement.

Support to families

- Coral Cove takes every step in its power to build up trusting and supporting relationships with families, staff and volunteers in the group.
- Coral Cove continues 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 only if appropriate under the guidance of the Wiltshire Safeguarding Children Board
- With the proviso that the care and safety of the child is paramount, we do everything in our power to support and work with the child's family.

Use of Camera's and Mobiles, including SMART Watches

We have digital cameras that are for use within the setting and on outings. These are the only cameras to be used when taking photos of the children. These cameras are kept secure at all times.

CCTV is used within the corridor and outside area for the protection of children, staff and parents.

Visitors are requested not to use their mobile phones or recording equipment whilst in the setting, if they need to record something ie as evidence for a students assignment then this should be done with the prior consent of the setting manager.

Mobile phones are not allowed in the rooms. Staff members can take their phones with them on school runs and outings but they are only to be used in the case of an emergency.

Please refer to our Mobile Phones and Use of Cameras policies for further details.

Social Networking

We require staff to be aware of and follow the WSCB Social Networking Policy.

Staff should be mindful of their actions on social media and are requested not to become friends with children they look after or their parents. If they are already friends on Social Networks prior to starting employment with us then they should make the manager aware.

Safeguarding Children covers the following (please see appendix for definitions)

Physical Abuse

Sexual Abuse

Neglect

Emotional Abuse

Female Genital Mutilation

Child Sexual Exploitation

PREVENT

Radicalisation

Extremist Behaviour

Bullying

Cyber-Bullying

Prejudice-based Bullying

Peer on Peer Abuse

Domestic Violence

Fabricated or Induced Illness

Forced Marriage

Gangs & Youth Violence

Gender based Violence

Mental Health

Human Trafficking

New Technologies & the way they impact on sexual behaviours

Substance Misuse

Poor Parenting

This policy should be read in conjunction with the SEND Policy.

Policy dated: ____/____/____

Signed for and on behalf of the Setting: _____

Print: _____

Appendix 1

Definitions of abuse/neglect- 'Working Together to Safeguard Children' HM Govt'10

Physical abuse

1.33 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of/deliberately induces, illness in a child. Harm may be caused to children both by the abuse itself and by the abuse taking place in a wider family or institutional context of conflict and aggression, including inappropriate or inexperienced use of physical restraint. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and educational difficulties. The physical abuse of children frequently coexists with domestic violence.

Emotional abuse

1.34 Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying). There is increasing evidence of the adverse long-term consequences for children's development where they have been subject to sustained emotional abuse, including the impact of serious bullying. It can be especially damaging in infancy. Domestic violence is abusive in itself. Adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

Sexual abuse

1.35 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 what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. A number of features of sexual abuse have also been linked with severity of impact, including the relationship of the abuser to the child, the extent of premeditation, the degree of threat and coercion, sadism, and bizarre or unusual elements. The reactions of practitioners also have an impact on the child's ability to cope, and on his or her feelings of self-worth.

Neglect

1.36 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Severe neglect of young children has adverse effects on children's ability to form attachments and is associated with major impairment of growth and intellectual development. Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationships and educational progress.

Female Genital Mutilation

Also known as female genital cutting and **female circumcision**, is the ritual cutting or removal of some or all of the external female genitalia.

Child Sexual Exploitation

Is a type of sexual abuse. ... Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

PREVENT

The **Prevent duty** is the **duty** in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to **prevent** people from being drawn into terrorism.

Radicalisation

Radicalisation is **defined** by the **UK** Government within this context as “the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremist Behaviour

The UK Government defines **extremism** as vocal or active opposition to fundamental. British values, including democracy, the rule of law, individual liberty and mutual respect. and tolerance of different faiths and beliefs.

Bullying

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Cyber-Bullying

The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Prejudice-based Bullying

Prejudice-based bullying is bullying behaviour motivated by prejudice, or ‘perceived’ to be motivated by prejudice, and can be based on any characteristic unique to a child or young person’s identity or circumstance.

Peer on Peer Abuse

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

Domestic Violence

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Fabricated or Induced Illness

Is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of **illness** in the child.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Gangs & Youth Violence

A **gang** is a group of friends or family with identifiable leadership and internal organization, identifying with or claiming control over territory in a community, and engaging either individually or collectively in illegal or **violent** behaviour.

Gender based Violence

Gender based violence and abuse has become an umbrella term for any harm that is perpetrated against a person's will, and that results from power inequalities that are based on gender roles. The 'gender based' aspect highlights the fact that violence against women is an expression of power inequalities between women and men.

Mental Health

Good mental health means being generally able to think, feel and react in the ways that you need and want to live your life. But if you go through a period of poor mental health you might find the ways you're frequently thinking, feeling or reacting become difficult, or even impossible, to cope with. This can feel just as bad as a physical illness, or even worse.

Mental health problems affect around one in four people in any given year. They range from common problems, such as depression and anxiety, to rarer problems such as schizophrenia and bipolar disorder.

Human Trafficking

The action or practice of illegally transporting people from one country or area to another, typically for the purposes of forced labour or commercial sexual exploitation.

New Technologies & the way they impact on sexual behaviours

One or more children engaging in sexual discussions or acts – using the internet and/or any image-creating/sharing or communication device – which is considered inappropriate and/or harmful given their age or stage of development. This behaviour falls on a continuum of severity from the use of pornography to online child sexual abuse.

Substance Misuse

Substance abuse refers to the harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs. Psychoactive substance use can lead to dependence syndrome - a cluster of behavioural, cognitive, and physiological phenomena that develop after repeated substance use and that typically include a strong desire to take the drug, difficulties in controlling its use, persisting in its use despite harmful consequences, a higher priority given to drug use than to other activities and obligations, increased tolerance, and sometimes a physical withdrawal state.

Poor Parenting

Is a term used to describe some parenting abilities or lack of. It is the repeated behaviours that add up to allow a consistent pattern of neglect from the parent.