**30: Safeguarding Children (Child Protection)**

***Aim of the Policy -* KidsZone**  *believes that children have the right to be completely secure from both the fear and reality of abuse, and is committed to building a ‘culture of safety’ in which the children in our care are protected from abuse, harm and radicalisation.*

KIdsZone will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club’s child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

KidsZone will appoint a member of staff as the Safeguarding (Child Protection) Officer. There will be a Child Protection Officer (CPO) available at all times while the Club is in session. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, LSCB and Ofsted).

The Club’s designated CPO is Jacky Barker. The Deputy CPO is Nikki Ronan (Benhilton) and Danielle Orme (8th Morden).

If the designated person is unavailable, the Person in Charge must be contacted.

KidsZone is committed to reviewing its Safeguarding Children policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child’s settling in period.

## Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Physical Abuse**: This involves hitting, shaking, throwing, burning, poisoning, suffocating or any other physical harm. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**Emotional abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability/emotional development of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

**Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Non-contact activities such as showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Neglect:** Neglect is the persistent failure to meet a child’s basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failure to provide adequate food, shelter or clothing for a child, or failure to adequately protect them from physical harm or ill health, to ensure adequate supervision or to allow access to medical treatment. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

***Signs of child abuse and neglect***

Signs of possible abuse and neglect may include:

* significant changes in a child's behaviour
* deterioration in a child’s general well-being
* unexplained bruising or marks
* comments made by a child which give cause for concern
* reasons to suspect neglect or abuse outside the setting, eg in the child’s home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
* inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

## Safe Caring

All staff understand KidsZone’s child protection procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

* Every effort will be made to avoid instances when members of staff, students, volunteers or parents are left alone with a child other than their own, for their own protection and that of children and young people. There will be 2 adults at all times with children. In an extreme case or emergency that of a member of staff is alone with a child, the door of the room should be kept open and another member of staff should be informed.
* If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
* Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
* Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
* All allegations made by a child against a member of staff will be fully and accurately recorded, including any actions taken, on an **Incident Record** form. In the event of there being a witness to an incident, they should sign the records to confirm this.

## Dealing with Allegations

Kidszone is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. On discovering an allegation of abuse, the CPO will immediately refer the case to the local statutory child protection agencies.

In addition, the following principles will govern any suspected or reported case of abuse:

* Where actual or suspected abuse comes to the attention of staff, they will immediately report this to the Manager and the CPO. This includes any allegation about a staff member.
* Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
* Full written factual records of all reported incidents will be produced and kept confidential, (in a sealed envelope, locked in a filing cabinet) dated and signed. See **Logging a concern** below
* KidsZone will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
* The Manager and the CPO will be responsible for ensuring that written records are dated, signed and kept confidential.
* Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. reassure the child that they were not to blame and were right to speak out
2. Listen fully to all the child has to say.
3. Ask open questions that encourage the child to speak in their own words.
4. Make no observable judgement.
5. Give reassurance that they will take action
6. Ensure the child is safe, comfortable and not left alone.
7. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.
8. Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

**Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

* Sexual activity (in primary school-aged children) of any kind, including sexting
* One of the children is significantly more dominant than the other (eg much older)
* One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
* There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

***If peer-on-peer abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

For more details see our **Anti-Bullying Policy**

**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, eg:

* feeling alienated or alone
* seeking a sense of identity or individuality
* suffering from mental health issues such as depression
* desire for adventure or wanting to be part of a larger cause
* associating with others who hold extremist beliefs

***Signs of radicalisation***

Signs that a child might be at risk of radicalisation include:

* changes in behaviour, for example becoming withdrawn or aggressive
* claiming that terrorist attacks 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 a concern** form, and refer the matter to the CPO.

**Logging a concern**

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.

KidsZone will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child’s safety and welfare must be the overriding factor.

## Referring Allegations to Child Protection Agencies

If the Manager or the CPO has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

* Immediate contact will be made with the local children’s Social Care services and, in emergencies, the police. 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 Local Safeguarding Children Board (LSCB) 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. For urgent concerns the CPO will contact the Police using 999.
* The Manager or the CPO will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police. The CPO will follow up all referrals to Social Care in writing within 48 hours.
* At all times, the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
* Kidszone will assist Social Care and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
* Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

**Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

* The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
* The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
* Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation, and an internal investigation will run parallel with an investigation.
* Any member of staff who is dismissed or leaves under investigation for being unsuitable for work with children will be referred to the Disclosure and Barring Service.

If an allegation of abuse is made against the Manager or the CPO, the Registered Person will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

KidsZone will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.

Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary & Grievance Procedures policy

## Promoting awareness among staff

## The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

## the designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it

## designated person training is refreshed every three years

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## safe recruitment practices are followed for all new staff

## all staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation

## all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager immediately.

## all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings

## all staff receive basic training in the Prevent Duty

## staff are familiar with the Safeguarding File which is kept in the filing cabinet

## the Club’s procedures are in line with the guidance in ‘Working Together to Safeguard Children (2015)’ and staff are familiar with ‘What To Do If You’re Worried A Child Is Being Abused (2015)’.

**Use of Mobile Phones, iPads and Cameras in the setting**

Photographs will only be taken of children with their parents’ permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our **Mobile Phone Policy**.

**Contact numbers**

Social Care: (LBS) 020 8770 5000; (LBM) 020 8545 4226

Social Care out of hours contact: (LBS) 020 8770 5000

LADO (Local Authority Designated Officer): Petra Kitchman (LBS) 020 8770 4776,

Donna Davis (LBM) 020 8545 3179

LSCB (Local Safeguarding Children Board): (LBS) 020 8770 4879; (LBM) 020 8545 4866

MASH (Multi Agency Safeguarding Hub): (LBS) 020 8770 6001; (LBM) 020 8545 4226

Prevent Practice Lead (LBS): Janice Barnett 020 8770 4464

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8]* and *Suitable People [3.9-3.13].*

**Monitoring and reviewing our policies and procedures**

Kidszone is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews.

All updated policies are shared with staff, volunteers and students. They are also shared with parents/carers when their child first attends the setting.

Check against existing Mobile phone policy.

Staff who work with children must not use personal mobile phones, cameras, iPads, camcorders and any other equipment (which includes; technology, computers, e-mail, and the internet) that would enable them to take photos of children. All photographic equipment belonging to staff will be kept in an area designated by KidsZone’s Manager.

In accordance with our duties under The Data Protection Act 1998, the club strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the Manager and, as a photo of a child is personal data according to the Data Protection Act, formal written parental consent.

One of the key ways that staff support children’s development and engage parents in children’s learning is through photographs that record their activities and

achievements. Still and moving images (i.e. photographs and video footage) of children will only be taken by staff using only the KidsZone’s photographic equipment and only following formal written parental/carer consent. This policy also applies to outings and trips.

If permission is granted for parents/carers to take photographs or record video footage during trips and outings, parents must only take images (still or moving) of their own children and may not take images of other children unless they have permission from those parents.

Staff are strictly prohibited from using personal electronic devices for the purpose of capturing still or moving images, at anytime during work hours (both onsite or during trips/outings).

Staff may use work mobile phones at appropriate times and these should be stored securely.

**Procedures**

All personal mobile phones and cameras belonging to staff will be kept in an area designated by kidszone’s Manager.

Mobile phone calls may only be taken within staff breaks with the consent of the Manager.

If a personal emergency should occur, staff must only use Kidszone’s phone or make a personal call from their mobile phone in an area designated by the Manager.

The same policy applies to parents/carers and visitors; if calls must be taken, parents/carers and visitors must return calls away from children who are not their own.

During outings staff will only have access to Kidszone’s mobile phone.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident immediately to the Manager or in their absence a member of staff.

All staff should read this policy in conjunction with the Kidszone’s ’Photography & Mobile Phones’ policy and ‘Social Media’ policy.