

PREMIER AFTER SCHOOL CLUB
SAFEGUARDING POLICY

DESIGNATED PERSON AND THEIR RESPONSIBILITIES

The named designated lead responsible for safeguarding is ??????????, who has attended the required SSCB training courses to support their designated lead role in Safeguarding children and young people. In the absence of the Designated Safeguarding Lead there are appropriately trained support staff. The responsibilities of the designated person are to:

- Ensure all staff are aware of the safeguarding policy and procedures and know how to implement them.
- Cascade information and changes in the procedure.
- Identify safeguarding training for all staff.
- Monitor the effectiveness of child protection procedures and ensure referrals are completed within appropriate timescales and directed in accordance with the Multi-Agency Thresholds.

INTRODUCTION

Our prime responsibility is the welfare and wellbeing of the children within our care. This policy is to ensure that all staff are alert to the signs and symptoms associated with child abuse and understand how and when to inform the statutory authorities. All staff have an understanding that any matter relating to child protection is to be treated with the upmost confidentiality.

At Premier After School Club, we ensure that our procedures are consistent with the guidance *“Working together to safeguard children”*, *“What to do if you’re worried a Child is Being Abused”* Guide for Practitioners. We adhere to *Sandwell Safeguarding Children’s Board (SSCB)* procedures and the *“Statutory Framework for the Early Years Foundation Stage”*.

SAFER RECRUITMENT PROCESS

At Premier After School Club we make it clear to all applicants who apply for posts within the nursery that the person is exempt from the Rehabilitation of Offenders Act 1974 and they will require an enhanced DBS check.

All applicants who work with the children will be subject to the following process:

- Photographic ID evidence is to be shown. Three pieces of identification will be requested with candidate’s name and address on.
- Undertake an enhanced DBS check, and will be unable to work unaccompanied with children until they receive a satisfactory enhanced DBS check.
- All candidates will be asked safeguarding questions at interview and questions such as: *“have you ever been subject to a disciplinary or had an allegation made against you?”*
- The same will be asked of any referee about the candidate.
- Two appropriate written references will be requested, and further information may be asked of referees verbally.



- We will request a full employment history from all applicants and in the case of unexplained gaps in their employment history or have moved promptly from one job to another; explanations will be sought and where possible will be verified.
- All staff will be subject to a probationary period and will not be confirmed in post until the proprietor is confident that the applicant can be safely entrusted with children. During the induction period staff will be required to read the setting policies and procedures and sign to confirm that they have read and understood the details.
- Staff will be asked to declare any disqualifications against themselves or any person living or employed in the same household. (refer to 3.14 & 3.15 EYFS).

TRAINING

All staff will be expected to undertake Safeguarding module 1 training. Managers and designated persons will be expected to undertake training in accordance with SSCB designated person/lead. This will include Early Help training.

- Training opportunities will be provided for staff to recognise the signs and symptoms of possible physical, emotional or sexual abuse and neglect. All staff will complete Safeguarding module 1.
- Regular staff meetings will be carried out, outside working hours. Safeguarding is a set agenda item and updates/ changes to child protection will be discussed.

All up to date SSCB changes/ news and childcare publications will be shared with staff and available for reference.

CONCERNS ABOUT CHILDREN

All staff are made aware of the LSCB's Multi Agency Threshold document. This document will be used to identify levels of concern and will support appropriate referral pathways.

We have a duty to report any suspicions of abuse to the Multi Agency Safeguarding Hub (MASH) The Children's Act 1989/2006 (section 47(1)) places a duty on the Local Authorities to investigate such matters.

Early Help in the LSCB is an approach to supporting children and their families by working together to ensure that families receive help as early as possible to stop any needs escalating. All services will work in partnership to identify vulnerable families and improve outcomes for those children and families. If there are indicators of need that cannot be met by a single agency then an 'Early Help Assessment' form may require completion.

COG's (Local Community Operating Groups) – If a case is not progressing or there are other concerns then it may be appropriate to refer these cases into our COG. These are multi agency information sharing meetings which identify the most appropriate agencies to provide on-going support, discuss gaps in service delivery and deal with more complex cases. The COG provides outcomes to any difficult cases and will further develop town-based and multi-agency working. To make COG referrals we will contact our Early Help Co-ordinator or Locality Social Worker.

Staff should be aware of any change in a child's behaviour or appearance and react accordingly. A decision must be taken by the provisions Designated Safeguarding Lead Officer or Provision Manager as to whether the situation needs monitoring or whether immediate action is needed. The

Manager/Designated Safeguarding Lead officer is responsible for liaising with any allocated family support or social workers for the child and family, the setting has a duty to report or update any issues, concerns or changes with the allocated Social Worker to ensure children remain safe from harm.

IF A CHILD DISCLOSES ABUSE

The voice of the child is important, adults must never ask leading questions. However, you can ask the child to clarify what they have told you.

- Staff should sit and listen carefully to the child, taking them seriously and not rush them.
- Do not promise the child confidentiality as you will need to make a referral.
- You may need to ask the child questions when and where appropriate to clarify information.
- Do not ask the child leading questions and do not express your feelings to the child.
- Once the child has finished, discuss the information with designated lead and record the information as stated by the child (in the child's own words).
- Keep the information factual.

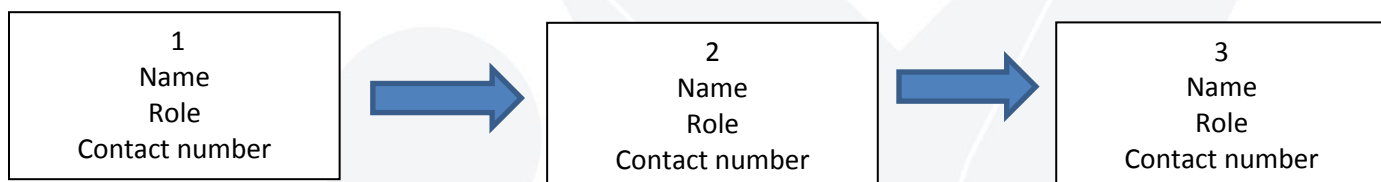
HOW WE RECORD OUR INFORMATION

Whenever worrying changes are observed, specific and confidential records will be set up separate to record for all concerns. The records will include, name, address, age of child, time and date of observations, description of child's behaviour/appearance, the date, name and signature of recorder, any decisions or actions taken.

The staff member must talk to the designated person within our provision.

Designated Safeguarding Lead flow chart:

The named designated lead for Safeguarding at Premier After School Club is (TBC) Other designated leads for Safeguarding in the absence of (TBC) are (TBC) (Deputy Manager) and Michael Johnson (Director/Owner)



The designated Safeguarding Lead will refer to the LSCB Multi Agency Threshold document to identify the level of referral. If the Designated Safeguarding Lead does not refer the concerns, the reasons for not doing so should be recorded. Anyone with sufficient concerns has a duty to make a referral.

Once we have contacted the Multi Agency Safeguarding Hub (**MASH**) to make a referral the next step is to contact **OFSTED** on – **0300 123 1231**. A **Multi Agency Referral Form (MARF)** will be **completed immediately or within 24 hours as directed**.

Please remember children **must never** be interviewed by staff, you should ask questions to clarify what the child has said. (When and if appropriate)

All information must be kept in a secure, separate file and **strictly confidential**.

We will endeavour to build up a trusting and supportive relationship between families and staff.

Where abuse at home is suspected, we will continue to welcome the child and the family while investigations proceed.

Confidential records kept on a child may be shared with the child's parents/main carer if this is deemed appropriate.

SIGNS AND SYMPTOMS OF ABUSE

PHYSICAL ABUSE

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, or deliberately induces ill health in a child.

EMOTIONAL ABUSE

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 feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve serious bullying causing the child frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may 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.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the severe 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 or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failing to ensure adequate supervision including the use of inadequate care-takers, or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



DOMESTIC ABUSE

Domestic Abuse can affect anyone. We are committed to supporting parents/carers and children who are victims of Domestic Violence. We will offer training to staff whose role may involve them working with victims of domestic abuse and will use the expertise that is available in the setting to provide advice and guidance. If a member of staff feels that a parent/carer and/or child is experiencing or living with domestic abuse, they must inform the Designated Safeguarding Lead.

Children are at a greater risk of harm when they are living with domestic abuse. There is evidence to suggest an increased incidence of both physical and sexual abuse of children in households in which a parent/carer is being abused. An abusive parent may threaten to harm a child in order to coerce their partner to meet their demands. A child may get in the way of an attack on a parent or may be injured in trying to protect a parent.

Support via Early Help Services is available with the consent of the parent, we will seek advice from Domestic Violence support agencies, Children Centres and dependent upon the severity of concerns raised we may report issues to the MASH (Multi Agency Safeguarding Hub)

If a member of staff feels that they are a victim of domestic abuse, then they must speak to the Designated Safeguarding Lead. Advice may be sought from the Early Years Team, and LADO will be informed. A POT referral form will be completed. The LADO will assess the situation. Ofsted will be notified of any Position of Trust. A MARF will be completed for staff with their own children.

SEXUAL EXPLOITATION

Child Sexual Exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Wonderland will raise awareness of CSE and be vigilant to any sign of CSE.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 and anyone who carries out the procedure should be prosecuted. Professionals have a legal duty to report FGM.

FGM is a form of child abuse and violence against women and is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts and is carried out during the school holidays, allowing them time to heal before they return to school. The procedure involves partial or total removal of the female genitalia for non-medical reasons and is usually carried out by women with no medical training.

Staff are made aware of and responds to any signs of Female Genital Mutilation (FGM).

If a member of staffs sees something which appears to show that FGM may have taken place they must make a report and should not conduct any further examination of the child. Staff will refer any concerns about a child, changes in a child's behaviour or repeat attendance issues to the Designated Safeguarding Lead. The Designated Safeguarding Lead must report any signs of FGM to the MASH or police (General) **non-emergency number 101**.



FUNDAMENTAL BRITISH VALUES

- Promoting British values as defined by DFE – which are already embedded in our day-to-day work with children. We don't plan specific 'lessons' to teach children British values – they are included in everything we do. We understand that Britain has undergone rapid economic and social change in the last few decades and we live in an increasingly diverse society. We teach our children that it is possible to live together peacefully, each of them is a valuable part of our multicultural world.
- Teaching children more about the world in which they live and developing their understanding of life in modern Britain. We plan to carry out activities which incorporate; different festivals and the meaning to this; respecting others and that all people have a voice and are heard; being kind and helpful to our friends and generally we teach and talk about being part of the local community.



EXTREMISM – The Prevent Duty

Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). Building resilience of young people and the promotion of fundamental British values is at the heart of preventing radicalisation. We do this by providing safe places in which children can discuss controversial issues and be given the knowledge and confidence to challenge extremist beliefs and ideologies.

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate will be dealt with in line with our Behaviour Policy for children and the Code of Conduct for staff.

As part of wider Safeguarding responsibilities Staff will be alert to:

- Disclosure of children to their exposure to the extremist actions, views and materials of others outside of nursery, such as in their homes or community groups, especially where children have not actively sought these out.
- Graffiti symbols, writing or artwork promoting extremist messages or images



- Children voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or hate terms to exclude others or incite violence
- Intolerance of differences, whether spectacular or religious or, in line with our Equalities Policy, views based on, but not exclusive to, gender, disability, homophobia, raced, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Any concerns regarding extremism or imposed views of extremism will be dealt with efficiently and a referral will be made to MASH or DFE prevent line.

PROTECTING STAFF AND CHILDREN

When working in any childcare setting, staff members need to be aware that they are in a vulnerable situation. Remarks made by a very young child can be misconstrued. The behaviour of staff must be professional at all times and open to scrutiny.

- Staff should not show favouritism or spend too long with a child unless it is following an observation and with the approval of the parents and proprietor.
- Where a child is in difficulty another member of staff must be present, the incident recorded in the incident book and the parent advised of the action taken.
- Children will be encouraged to be independent.
- Staff should be ensuring that records are kept up to date.
- Keep the nursery manager/proprietor informed of any incidents, accidents or any other important events that have occurred.
- Use appropriate language in front of the children.
- Staff should be aware how to approach children.
- Touches from children that are worrying to staff should be reported immediately to nursery manager/proprietor.
- Staff should not ask children to keep secrets.
- Staff should always retain professional relationships with parents/ carers, the Manager/ Owner would not endorse staff/ students/ volunteers offering any babysitting services to the customers of the setting.
- Managing children's challenging behaviour should never involve handling a child roughly.

All people under the age of 18 attending the setting in any capacity will be covered by these Safeguarding procedures

CONCERNS ABOUT PERSONS IN POSITION OF TRUST (POT)

If a concern arises against any person in a position of trust, that raises a query as to their suitability to work with children, or if a person in a position of trust declares/discloses a situation of potential abuse we will immediately take the person to one side and the following actions will be followed:

- We will NOT at this point tell the person the nature of the allegation.
- The allegation will be discussed with the LADO on 0121 569 4770 and a Person in a Position of Trust referral form will be completed.
- Our provision will remove the said person from any direct contact with the children. This may mean suspension without prejudice.
- MASH will be contacted, and a MARF will be completed for the child. A MARF will be completed for any child of the person of trust who is alleged to have harmed a child. This will be discussed with LADO and MASH



- A designated safeguarding lead member of staff will support the member of staff concerned.
- If the parents of the child are not already aware of the concern, we will immediately inform them. (Confidentiality should always be abided with and reassure the parent/carer that an investigation will be undertaken)
- We will then contact **OFSTED** on **0300 123 1231** with the concerns and our actions to date without delay or within 14 days.
- We may contact the Newham Quality Early Years and the Childcare Team if we require support in regard to the situation.
- We will fully co-operate at all times with any external investigation and will take on board any advice given in relation to the allegation. The Manager/owner will attend Position of Trust meeting and act upon any advice given.
- If the allegation is founded, we will then take the person through the disciplinary process. This may result in dismissal, dependent upon outcomes of position of trust investigations. The owner may be required to contact the DBS.
- If not proven, we will follow the advice given by LADO.
- If any staff member has any concerns relating to the manager within the provision, the staff member should contact **OFSTED and LADO**. You will be required to give as much detailed information as possible.
- The setting has a responsibility to report any allegations against a person in a position of trust to **LADO**.
- If the concern relates to possible abuse of children, you should also contact MASH.

Staff may want to discuss concerns with the Early Years Team to clarify referral. Staff should keep a record of all conversations they have, both face-to-face and on the telephone, concerning the matter and also copies of all correspondence.

WHISTLE BLOWING

Staff will be encouraged to take responsibility for sharing issues of concern regarding practice in the setting. This can be communicated via an anonymous letter of the issue or verbally to a member of management.

DIGITAL & ICT SAFETY POLICY

Digital and ICT technology is monitored, we promote the safety and welfare of children in our care and aim to protect them from potentially harmful situations. We recognise that we operate in a technological world, but we need to ensure that technologies and potential risks are managed safely. This policy applies to all children, staff, parents, students and volunteers.

Acceptable use:

This policy is intended to ensure that;

- Staff, students and volunteers will be responsible users and stay safe while using the internet and other communication technologies.
- The settings ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The staff are protected from potential risk in their use of ICT in their everyday work.



- The setting will try to ensure that staff, students and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for children's learning and will, in return, expect staff and volunteers to agree to be responsible users.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any of the settings ICT resources.
- The setting will keep a record of all staff and pupils who are granted Internet access.
- All staff will be made aware upon induction and periodic updates of appropriate use and professional restrictions in regard to personal social media use, refer to social media and networking information.

Managing Internet Access:

- The settings ICT systems capacity and security will be regularly reviewed.
- Virus protection will be regularly reviewed.
- Appropriate filters will be used and monitored to prevent access to unsuitable websites.
- Children will always be supervised when accessing the internet
- Some internet activity e.g. child abuse images or distributing racist material is illegal and would obviously be banned from the settings ICT systems. Other activities e.g. Cyber-bullying would be banned and could lead to criminal prosecution.
- There are however a range of activities which may, generally, be legal but be inappropriate in a children's environment either because of the age of the users or the nature of those activities. The setting restricts certain internet usage as follows.
 - Using the system to run private business
 - Using the system for personal research or information
 - Online gaming or gambling
 - Online shopping for personal use
 - Use of social networking sites e.g. Facebook
 - Use of video broadcasting e.g. You tube

Published content and the setting website:

- The contact details on the website should be the setting address, e-mail and telephone number. Staff or children's personal information will not be published.
- The Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

Digital Imagery:

We use digital imagery of the children who attend our setting to evidence children's learning opportunities, for displays and promotional material. In order to keep children and young people safe the following protocols are in place:

- Images of children should only be taken on the settings equipment; the personal equipment of staff should not be used for this purpose.
- Written consent from a parent/guardian or carer is always obtained before taking photographs of children and young people (under the age of 18)
- Written consent will be obtained before images are used for publications or marketing material. A full explanation will be given of how and where these images will be used and the timescale of their usage.
- We will not identify children by name in display's, publications or promotional material.



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- Images will only be stored if there is a legitimate reason for doing so and any images that are stored will be on a secure file on the setting computer.
- Images should be downloaded regularly and then deleted from the setting camera by owners/managers.
- Any images that are no longer needed by the setting will either be handed to the child's parent/guardian or carer or destroyed by shredding.
- Digital cameras will be logged out and in use by staff. Managers will ensure memory cards are intact upon return.

Protecting Personal Data:

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

- We will take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data will be encrypted, and password protected
- The device must be password protected (many memory sticks/cards and other mobile devices cannot be password protected).
- The device must offer approved virus and malware checking software.
- The data must be securely deleted from the device, once it has been transferred or its use is complete.
- These devices will be stored on the premises in a secure, locked cupboard and under no circumstances will they be taken home with any staff member.

Mobile Phones:

- All staff mobile phones are kept in the office in a lockable filing cabinet.
- Mobile phones are not permitted within designated play areas, if a worker is expecting an urgent call then they should notify the manager and arrangements can be made so they are contactable.
- Photographs of children will not be taken with personal mobile phones.
- Parents/visitors will be asked to refrain from using mobile phones after entering the main reception area.
- During outings, staff are not permitted to use their personal mobile phones unless on their lunch break and away from the children.
- Designated personal mobile phones may only be used in the case of an emergency and under supervision where the setting mobile phone is not available.
- During outings, the club mobile phone can only be used by the management team or a designated member of staff and under supervision except in the case of an emergency.

The setting will audit ICT provision to establish if the ICT safety policy is adequate and that its implementation is effective.

Social Media and Networking:



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Social media has become a huge part of society and can be a fantastic platform for friendship and communicating with people. As a member of staff in childcare you have a duty to be professional, and not overstep the boundaries which could deem our setting to be put under scrutiny. For this reason, you must keep your personal work lives as two separate entities. This includes the following boundaries:

- Staff are not permitted to request or accept the friendship of any present parent/carer of the children that attend the setting.
- Staff should never discuss the setting in a derogatory manner and in ways which could be deemed as inappropriate. This could very well lead to further investigation and even disciplinary action to be taken.
- Staff are not to discuss families who use the setting and never to use names, or post photos of children. This includes posting information which could lead to a family being identified via social media.
- Under no circumstances should staff ever contact families using the setting via social media. This includes being contacted by parents first. Should staff be contacted by a parent/carer via Facebook or any other social media staff are requested to inform a member of the management team as soon as possible and are not permitted to respond to the message.
- Staff are expected to report anything they read on any social media sites that breaks one of the above rules.

The above rules are in place to protect the staff and their professional status, to protect the children who attend and the reputation of the setting. This policy applies to everyone in the setting including work placement students, trainees, assistants and management.

This policy will be updated in line with the changes in legislation or within the setting.



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**Let's educate
and activate
the world.**

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