

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

KIDZ ZONE @THE BAPTIST CHURCH

Safeguarding children and child protection

Policy and Procedures

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity.

It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility of Mash (Multi Agency Safeguarding Hub) and the Police to conduct where appropriate a joint investigation.

- We ensure all staff are trained in safeguarding policies and procedures and that parents are made aware of them too.
- All staff are aware of safeguarding issues, are alert to the signs and symptoms of abuse (see Appendix One for current definitions and indicators), and understand their professional duty to ensure safeguarding concerns are reported to

MASH Contact number 0121 303 1888

Staff should be aware of the guidance issued by Birmingham Safeguarding Children Board in

Right Service Right Time and Early Help

- All staff are able to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.

Kidz Zone safeguard children and staff in our recruitment process, please see Recruitment Policy and Procedures.

DESIGNATED SAFEGUARDING LEAD

Our designated person at The Baptist Church who co-ordinates child protection issues is, and is always available is

Satnam Kaur and Shahnaz Khan.

- Our designated officer (a member of the management team) who oversees this work is **Lynda Jude.**
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person Satnam Kaur/Shahnaz Khan will inform the designated officer Lynda Jude at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to MASH- 0121 303 1888, the LADO TEAM- 0121 675 1669 and OFSTED- 0300 123 1231.
- Designated Leads and Officer meet every half term to enable updating of information and procedures.

- Child Protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only by the Designating Safeguarding Lead on a need to know basis. A written record will be made of what information has been shared with whom, and when.
- Child Protection records will be stored securely in a locked cupboard in accordance to Data Protection Act and for the required amount of time.
- Adequate and appropriate levels of staff are well deployed to ensure children are well supervised.
- Signing in procedures are in place to prevent unauthorised visitors. Visitors must turn off phones and put them in the provided box. Calls made by visitors must be made from the work phone or from outside the premises when using their own phone.
- Mobile phones, cameras or any device that can photograph or transmit information are not allowed in club or on collection walks/outings without prior consent from managers and parents. Please see Mobile phone and e-safety Policies.
- Appropriate safety checks and security measures are in place to safeguard children.
- We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse maybe:

- Physical
- Sexual
- Neglect
- Domestic Abuse – Domestic is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence- domestic abuse includes emotional, physical, sexual, financial or psychological abuse.
- Female Genital Mutilation (FGM) – is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.
- Child Sexual exploitation (CSE) – Child sexual exploitation 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're in a loving, consensual relationship.
- Forced Marriages – A forced marriage takes place when the bride, groom or both do not want to get married but are forced to by others, usually their families. People forced into marriage may be tricked into going abroad, physically threatened and/or emotionally blackmailed to do so. It may involve physical abuse, sexual abuse or emotional abuse.
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others.
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background.

- Gang Activity – pressurised to do activities or take part in activities they wouldn't normally do such as drugs, stealing, bullying others, graffiti etc.
- No Platform Policy – Not allowing any person or group to use our club to incite hate against others or to indoctrinate staff, children or parents in any way.
- Critical Incident Procedure (Bomb Threat/Terror Attack) – If a bomb threat is received the person receiving the call will record what has been said (as soon as possible) and immediately inform the manager and coordinator. All staff, children, parents and visitors will follow the Fire Emergency Evacuation Procedure and will provide information to the emergency services.

If a physical attack is taking place call emergency services immediately and keep children and staff in an appropriate room away from the attack which should be secured until help arrives. **DO NOT TACKLE ATTACKERS WHO HAVE WEAPONS.**

(Information about all the above abuse may be found in the Child Protection Folder)

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. We will notify MASH 0121 303 1888 if we suspect any form of abuse.
- Children may suffer from physical, sexual or emotional abuse, or experience neglect, be trafficked across cities, suffer from domestic abuse/violence, be a victim or proposed victim of F.G.M, experienced Internet abuse (bullying, grooming, extremist ideology, pornography) or abuse by faith or belief (information about *all these can be found in the child protection folder). Any alleged abuse must be reported to MASH.
- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- Where we believe that a child in our care or that is known to us may be affected by any of the abuse outlined above we will follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to MASH.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
- Listen fully to what the child has to say.

- Do not make a judgement based on your observation
- Ask open questions that encourage the child to speak in their own words. Do not ask direct or closed questions such as 'Did he hit you there'
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.
- Staff will be made aware of The Department of Health's booklet 'What to do if You're Worried A Child's Being Abused' ([20032015](#)) and its recent guidance 'Protecting Children from Harm.'
- Inform the Designated Lead Person immediately.

Recording Allegations

Make a written record on CR8 and CR10 forms that includes:

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

- These records are signed and name printed ~~and~~ dated and kept in the CR8 file, which is kept securely and confidentially.

Referring Allegations to Child Protection Agencies

- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and within 1 working day.
- The Designated Lead contacts MASH 0121 303 1888 at the earliest possible opportunity (either in club or at the local FAYS Hub). If a referral is made this is done on a MARF Form online.
- The club will assist Mash and the Police, as far as it is able, during the investigation, including disclosing verbal and written information and evidence.
- ~~▪ OFSTED will be informed of any allegations of abuse against a member of staff, student, volunteer or any abuse that is alleged to have taken place on the premises or during a visit or outing.~~
- ~~▪ 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.~~

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Disclosure and Barring Service (DBS) checks

- The coordinator will ensure that all staff and volunteers in the club have had a satisfactory DBS check before allowing them undertake that activity.
- A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post.

Disqualification by Association-

- All staff and volunteers in club must report any subsequent criminal convictions to Lynda Jude. This includes changes to members in the household where staff live. This will be covered regularly at supervision.
- This policy and procedures will be regularly monitored and reviewed:
 - In accordance with changes in legislation and guidance on safeguarding, disclosure and barring.
 - Following any issues or concerns raised about safeguarding.
 - In all other circumstances, at least annually.

Informing Parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concern in their child's file and that we also record any discussion we have with them regarding a concern (record on CR8 and CR10).
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board (0121 675 4996) does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from Mash, about whether or not to advise parents beforehand, and should record and follow the advice given.

Allegations against staff

- We follow the Flow Chart '**What to do if you have an allegation or serious concerns against a Person in a Position of Trust**' and Contact the Early Years Consultant - 0121 675 4996 / 675 1943. The Flow Chart is kept in the Child Protection Folder and displayed on the Information Notice Board.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

Staff or volunteers raise concerns by speaking to the Designated Lead Person (Satnam Kaur/Shahnaz Khan) or the Designated Officer (Lynda Jude).

- Staff must record details of allegation, date and sign.

- OFSTED will be informed of any allegations of abuse against a member of staff, student, volunteer or any abuse that is alleged to have taken place on the premises or during a visit or outing.

- 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.

- We are aware that it is an offence not to do this.

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~~We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.~~

- We co-operate entirely with any advice given by LADO or the early years safeguarding officer and investigation carried out by children's social care in conjunction with the police.
- Where the management team and ~~children's social care~~LADO agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Whistle Blowing Policy

Definition -Whistle blowing is raising a concern about malpractice within an organisation.

[Staff can also whistleblow directly to ofsted:whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Protection

Kidz Zone is committed to delivering a high quality child care. This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation.

The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

The Act covers behaviour -which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to Kidz Zones formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact LADO (Local Area Designated Officer) for advice on what steps to follow.

LADO Contact - 0121 675 1669

A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

See entire Whistle Blowing Policy in Child Protection book

British Values and Prevent Duty

The club promotes British values –

- Democracy: making decisions together
- Rule of law: understanding rules matter as cited in Personal Social and Emotional development
- Individual liberty: freedom for all
- Mutual respect and tolerance: treat others as you want to be treated

Early years settings have responsibility to meet the following:

- provide staff with sufficient training to be able to recognise this vulnerability (Radicalisation) and be aware of what action to take in response
- understand when to make referrals to the Channel programme and where to get additional advice and support. (Report concerns to MASH for OCC settings)
- keep children safe and promote their welfare
- be alert to any safeguarding and child protection issues in the child's life at home or elsewhere.
- take action to protect children from harm and be alert to harmful behaviour by other adults in the child's life.
- focus on children's personal, social and emotional development
- ensure children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (in an age appropriate way)

To do this practitioners will:

- Listen to children
- Share appropriate information with parents
- Listen to parents
- Report concerns
- Challenge negative behavior
- Focus on what children need
- Support children's Personal, social and emotional development by helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

Further guidance

- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Keeping Children Safe in Education (2015)

This policy was adopted by

KIDZ ZONE OUT OF SCHOOL CLUB

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)