

# Peak Time Kids Club

## PEAK TIME CHILD PROTECTION POLICY

Peak Time Kids Club recognises that its first priority is to the children in their care.

If there is a cause for concern, Peak Time will report it to Social Care and Ofsted following the Derby and Derbyshire Safeguarding Children Procedures.

Peak Time will notify Ofsted and Social Care where an allegation of abuse is alleged to have taken place whilst the child is in the care of the club.

All staff will be familiar with possible signs and outward manifestations of child abuse understanding that it can be physical, sexual, emotional, neglect or a mixture of these.

The co-ordinator will attend appropriate child protection training and regular updates in line with legislation.

## PROCEDURES

All staff including supply staff will receive child protection training within the induction period, with regular updates for all staff focusing on the main indicators of child abuse and their responsibilities in upholding the Club's child protection policy.

The management committee has the responsibility of investigating and dealing with any abuse allegations against a member of staff or volunteer, and will report it immediately to Social Care and the Ofsted Regional Centre. (see attached procedure of this policy.)

The management committee will review and monitor the child protection policy on an annual basis.

The Parent/carer will be made aware of the Child protection policy at registration.

Peak Time Staff and Management Committee will keep up to date with child protection issues and relevant legislation by attending regular training courses and reading relevant publications including "What to do if you are Worried a Child is Being Abused – Summary"

Peak Time Staff are aware that the Area Child Protection Committee's were replaced by Local Safeguarding Children Boards in April 2006, as stated in the Derby and Derbyshire Safeguarding Children Procedures. Peak Time is signed up, with the agency, to receive alerts regarding changes in procedures.

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The co-ordinator will fully and accurately document the reasons for concern and any discussions with or disclosures by the child. She will contact the local authority for advice.

Seeking advice from the local authority will not affect confidentiality.

Child protection concerns will only be shared with people on a need to know basis.

Mobile phones will not be used on the premises except in an emergency situation. They will be securely stored in the kitchen. This applies to staff and children alike. Couriers will carry a mobile phone to inform of delays and cancellations.

Only Peak Time's own cameras will be used on the premises to record EYFS achievements and children's activities. There will always be at least two members of staff present.

The Parent/carer will be made aware of the Child protection policy at registration.

- Peak Time will contact Social Care in accordance with the Derby and Derbyshire Safeguarding Children Procedures and the Ofsted Regional Centre if any of the following signs are noticed:
  - Significant changes in behaviour
  - Unexpected bruising or marks
  - Any comments made which cause concern
  - Any deterioration in general well-being.
  
- Peak Time will keep accurate, factual records of all concerns. Peak Time will record the following:
  - Child's full name and address
  - Date and time of record
  - Names of all people present at time of incident
  - Factual details of the concern
  - Details of any previous concerns
  - Details of any explanation from parents
  - Details of all action taken

Peak Time is aware that it is not their responsibility to attempt to investigate the situation themselves.

Contact details:

Social Care (Previously Social Services)	08456 058 058
Derbyshire Police	0345 123 3333
Ofsted Regional Centre	0300 123 1231
Derbyshire Childcare Team	01629 532880

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## *HOW TO DEAL WITH AN ALLEGATION OF CHILD ABUSE MADE AGAINST A MEMBER OF STAFF*

Peak Time expects the highest standard of behaviour from its staff, both within the setting and outside it.

The aim is to:

- Create a safe environment at Peak Time
- Respect and protect adults and children's rights
- Ensure that all staff are suitable to work in the setting
- Protect staff against malicious allegations:

Peak Time will check and monitor its staff by:

- Taking references
- Vetting and clearance by the Criminal Records Bureau (CRB)
- Monitoring of staff and other adults by supervisors during sessions
- Ensure all staff undertake Child protection training in the induction period, with regular updates
- Having a designated Child protection lead within the staff and on the committee

Suspicious or allegations of child abuse against a member of staff will be made by Peak Time to LADO (Local Authority Designated Officer), Social Care and the Ofsted Regional Centre. Allegations of child abuse against a member of staff will be treated in strict confidence. People who are authorised to know of the allegations in Peak Time will be the Co-ordinator, Management Committee Chair, and the Child Protection Officer. Peak Time will encourage its staff to cooperate with the investigation in anyway it can and will act impartially.

Peak Time will suspend the staff member during the period of investigation, the reasons for the suspension will remain confidential and normal confidentiality rules apply to all staff should they become aware of the circumstances.

When the investigation is completed, Peak Time will implement the disciplinary procedure to determine the future of the member of staff at Peak Time.

For further information:

Peak Time Staff Child Protection lead - Lynne Condron Peak Time Co-ordinator

LADO (Local Authority Designated Officer) 01629 532169

Social Care (Previously Social Services) 08456 058 058

Derbyshire Police 0345 123 3333

Ofsted Regional Centre 0300 123 1231

Derbyshire Childcare Team 01629 532880

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