

Peak Time Kids Club

Safeguarding Children Policy

It is the policy of Peak Time Kids Club to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and support children's learning and development. We will ensure that all children in our care are kept safe by minimising risks and providing a safe environment and ensuring any concerns about a child are followed up in the right way.

Safeguarding action may be needed to protect children from physical abuse, emotional abuse, sexual abuse, exploitation and neglect. We will ensure that all concerns about a child's safety or well-being, which come to the attention of staff or volunteers in the course of their work, will be followed up and dealt with as quickly and as sensitively as possible.

Safeguarding also includes:

- Children's health and safety, including intimate care and first aid provision
- Children's well-being, including their mental health
- Meeting the needs of children with special or additional needs
- Meeting the needs of children with medication conditions
- Child behaviour policy and physical intervention
- Visits and outings policies
- Online safety and use of mobile phones and cameras policy

We will keep children safe by following our safeguarding procedures, which are in line with the Derby and Derbyshire Safeguarding Children Partnership procedures, the national statutory guidance document "Working Together to Safeguard Children 2018," the welfare requirements of the EYFS and other legislation relating to health and safety.

Our safeguarding principles are:

- Safeguarding children is everyone's responsibility
- Children have a right to feel safe and are listened to
- It is better to help children as early as possible

There are three main elements to our safeguarding policy:

- Prevention – eg. Positive, safe atmosphere, provide support and information
- Child centred approach – based on understanding children's needs and views
- Protection – by following clear agreed procedures: sharing concerns, recording concerns and acting on them. Ensuring staff are vetted before appointment and have induction and on-going training regarding safeguarding, managing behaviour strategies and staff behaviour/code of conduct policies

We will support children (and staff) who may have been abused and working with parents, carers and other agencies to ensure appropriate action is taken.

Vulnerable children – staff should also be alert to the needs of children who may be vulnerable, this could include a child who:

- Is disabled and/or has specific additional needs
- Has special educational needs
- Is a Young carer

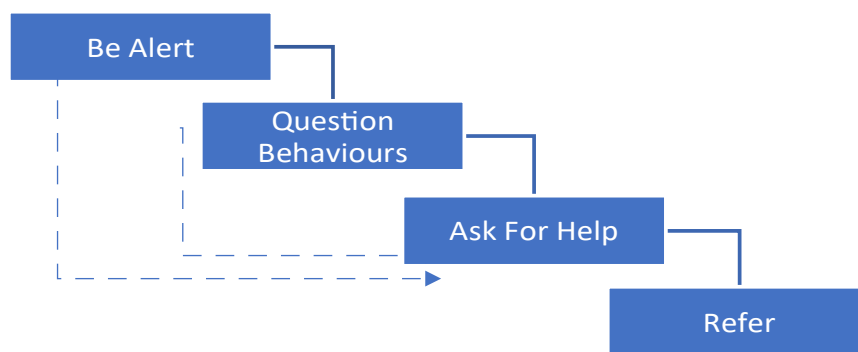
- Is showing signs of engaging in antisocial or criminal behaviour
- Is in a family circumstance presenting challenges for the child such as substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

Early Help Services can support children and families at an early stage and can respond to the different levels of need of individual children and families. Where needs are emerging or low level, individual services and universal services may be able to meet these needs and take swift action and prevent those needs escalating to a safeguarding concern.

All staff can refer to Derbyshires 'Early Help Offer' and Starting Point if they feel that a child or family may need further support. In the first instance, speak to the coordinator or the designated safeguarding officer to discuss your concerns.

Starting Point is Derbyshires first point of contact and referral services for Children; including advice, support and next steps – Early Help and intervention (MAT) and for welfare and child protection concerns. We will follow the referral process for all Early Help requests by using an electronic form made available on www.derbyshire.gov.uk/startingpoint

Safeguarding Procedures – Four Key Steps



The Designated Safeguarding Officer is Rebecca Lambert and the Deputy is Laura Hammer.

There will always be a named designated lead practitioner for safeguarding available whenever we are open, the designated lead officer remains the overall responsible person for child protection issues.

- All staff must be alert to the signs of abuse and neglect
- Staff should question the behaviour of children and parents/carers and do not necessarily take what they are told at face value
- Ask for help – initial concerns should be discussed with the designated officer. The designated officer will decide with the member of staff the most appropriate action to take, depending on the circumstances of the case and the support or action required, including a referral to starting point. Advice can be sought from Starting Point.
- However, an immediate referral to DCC Starting Point or to the Police, by the designated if appropriate, must be made if a member of staff has a significant concern or suspects that a child is at risk of harm or is in immediate danger by calling 01629 533190 or the Police 999
- It will then be the role of social care and health practitioners via the Starting Point referral (and/or the Police) to investigate individual cases and take further action if required
- We will record in writing all concerns and discussions about a child's welfare, the decisions made and the reasons for our decisions. If we see further signs of potential abuse and neglect, the matter will be reported and referred again.

- OFSTED will be informed within 14 days of the incident and the setting insurance companies as soon as possible.

Allegations against Staff

- We will follow up any allegations about any member of staff or anyone living on the premises who has access to children in the setting
- We will always inform the Local Authority Designated Officer (LADO) and follow their advice
- We will also inform OFSTED within 14 days of the incident

We are aware that sometimes there may not be enough evidence to meet the LADO thresholds, but if the incident involves a breach of trust or is not in line with our behaviour policy etc. Disciplinary action will still have to be taken by the setting.

Staff Behaviour

- All Staff have a personal responsibility to keep up to date with knowledge and training about safeguarding and know what to do if a concern was raised
- All staff must be vigilant, alert to potential warning signs and minimise risk
- All staff must take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations and subsequent consequences
- All staff must be alert to any inappropriate behaviour of others and report any concerns to the coordinator immediately
- The acceptable use of technologies and communications, including the use of social media, is within the mobile phones, camera and use of ICT policy

Whistleblowing

All staff and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in our settings safeguarding procedures and concerns will be taken seriously by the management committee.

If staff have concerns about the conduct of a colleague the member of staff should inform the coordinator. However, if they feel the concern is not being dealt with appropriately or is about the coordinator and they do not have an alternative to report to, then the member of staff should inform the LADO and OFSTED. The NSPCC Whistleblowing Helpline is available for staff who do not feel able to raise concerns regarding child protection failures via this route.

Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. Information will be shared in line with "Information Sharing: advice for practitioners providing safeguarding services" and will be stored safely and in line with the Data Protection Act 1998 & 2018. If appropriate, any concerns will be discussed with the parents but not if there is a view that this would put a child, a vulnerable adult or a member of staff at risk. If any child with a known child protection plan is absent without explanation this will be referred to their Social Worker/Social Care Team. If there are any serious accidents, illnesses or injury to or death of, any child whilst in our care, The Local Child Protection Agency will be notified (via Starting Point) and also OFSTED. (OFSTED must be informed within 14 days)

Safer Recruitment

Peak Time will make sure that our coordinator, staff and volunteers are carefully selected, trained and supervised in accordance with our safer recruitment policies and procedures. Including

Enhanced Criminal Records checks from the Disclosure Barring Service (DBS) and all references will be followed up.

Staff Training

We will ensure that all of our staff and management committee have been on appropriate and on-going training provided by the Derbyshire Safeguarding Children Board.

- All staff leaders to receive regular updates on safeguarding at least annually
- The designated members of staff for safeguarding will attend safeguarding training every two years, and their knowledge and skills will be refreshed at least annually

Visitors

Children are not left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting during childminding hours.

Complaints

We will inform parents how to voice their concerns or make a complaint via our Complaints Policy and make sure that parents have access to a copy of the settings Safeguarding/ Child Protection Policy. We will display the OFSTED poster with OFSTED's contact details should parents wish to complain directly to OFSTED.

Prevent Duty 2015

Protecting children from the risk of radicalisation is part of our wider safeguarding duties and will follow any concerns up via our safeguarding procedures. We support children to build pupils resilience to radicalisation by promoting the Fundamental British Values and enabling them to challenge extremism. We meet the requirement of this duty by:-

- Risk Assessment – staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures
- Training – it is essential that our staff are able to identify children who may be vulnerable to radicalisation, and to know what to do when they are identified. All staff are to receive training to raise awareness on prevent duty.
- IT Policies – all staff are aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet
- Partnership Working – the Prevent Duty builds on existing local partnership arrangements for safeguarding and we also work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation

If we have immediate safeguarding concerns about a child, the Designated Safeguarding Officer for the setting will contact Derbyshire Police and Children's Services.

In all other cases the Designated Safeguarding Officer will complete the Child Referral Form to request an early help assessment which will trigger multiagency enquiries, including the local Police Prevent Team and referral to a multiagency panel, depending upon the information gathered and level of risk.

In all cases the Designated Safeguarding Officer will seek advice by contacting the Lead Officer for Prevent at Derbyshire County Council and following the advice given.

Peer on Peer Abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to; bullying, cyber bullying, gender based violence/sexual assaults and sexting etc. Any peer on peer abuse will be dealt with via our behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will be considered.

Child Sexual Exploitation

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. This can also be peer on peer. If we are worried that a child is at risk of sexual exploitation, we will follow our safeguarding policies and procedures, supporting the child in a sensitive manner.

Female Genital Mutilation

It is illegal in the UK to subject a girl or woman to Female Genital Mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk or has undergone FGM must result in a referral to Children's Social Care.

- If we are worried about a child or adult who is at risk of FGM or has had FGM, we will follow our safeguarding policies and procedures, supporting a child in a sensitive manner.
- We will not however approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care
- All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance.

Disclosing to a Member of Staff

If a child chooses to disclose to a member of staff, staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff/volunteer will have to tell others. Staff will inform parents/carers about any child protection concerns – unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves.

Staff should:

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow the settings safeguarding policy and report any concerns as soon as possible

Staff should NEVER:

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Forget to record what you have been told

- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure

Please follow the notes and information on the next page if making a referring a safeguarding concern.

1.	Child's Name:	
2.	Child's Date of Birth:	
3.	Childs Address:	
4.	Name of Parent/Carer (s):	
5.	Phone Numbers for Parent/Carers (s):	
6.	What was said to have happened or what was seen:	
7.	When and where did it occur:	
8.	Who else, if anyone, was involved and how:	
9.	Were there any obvious signs e.g. bruising, bleeding, changed behaviour:	
10.	Was the child able to say what happened, if so how did they describe it (<i>always use child's words and do not ask leading questions</i>):	

11.	Do the parents know:	
12.	Are there any concerns about the immediate safety of the child or reasons not to discuss concern with parents:	
13.	Actions Taken – including date and who reported to:	
14.	Record Outcome:	

Please note on the body map any bruising, scars, injuries, red marks or the like, giving as much detail as possible under the prevailing circumstances as to size, colour, etc.

Further Information

Starting Point – 01629 533190

OFSTED – 0300 1231231

Local Authority Designated Officer – 01629 533190

Children’s Services – 01629 533190

Working Together to Safeguard Children 2018 –

What to do if you’re worried a Child is Being Abused –

Lead Officer for Prevent –01629 538494 or 07771980107

Derbyshire Safeguarding Children Board – www.derbyshirescb.org.uk

<https://derbyshirescbs.proceduresonline.com/contacts.html>