	<p style="text-align: center;"><b>The Dell</b> <b>Out of School Club</b></p> <p style="text-align: center;">Registered Charity No. 1038546</p>	<p>Policy No.</p> <p><b>DP 1.01</b> Page 1 of 10 plus appendix RED SSR Form 1.01.</p> <p>Policy updated 12<sup>th</sup> Jan 2020 to include County Lines information</p>
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## Safeguarding Policy – Child protection

### Sources of Help and Emergency Contact Nos.

[www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk) contains more information for staff parents and careers if required.

Children’s Services (including out of hours) 0300 123 4043 (24 hour helpline) for referrals (please use the Continuum of Needs Document before contacting them to discuss a referral. Which is found attached to the policy. [http://www.hertfordshirefamiliesfirst.org.uk/assets/1/meeting\\_the\\_needs\\_infographic\\_v3.pdf](http://www.hertfordshirefamiliesfirst.org.uk/assets/1/meeting_the_needs_infographic_v3.pdf)

LADO Local Authority Designated Person for allegations made against staff 01992 555420

In an emergency the following .....

- The Police **999**
- The Child Abuse Investigation Unit can be contacted on: **101**. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

### Prevent Duty -

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

Prevent Duty training link <https://www.elearning.prevent.homeoffice.gov.uk/>

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### Introduction

At the Dell Out of School Club we are committed to building a ‘culture of safety’ in which children are protected from abuse and harm. We ensure that our arrangements to protect children meet all statutory and other government requirements, promote child welfare and prevent radicalisation and extremism. We are committed to responding promptly and appropriately to all incidents 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 are worried a child is being abused’ (DFES 2015).

We are committed to promoting awareness of child abuse issues through staff training. We are also committed to empowering young children, promoting their right to be strong, resilient and listened to by;

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- Creating an environment in The Dell which encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.
- Practicing and promoting British values throughout our sessions

### **Involvement with other bodies.**

We work within the Hertfordshire Safeguarding Children Board guidelines

We have a copies on site of ‘*What to do if you’re worried a child is being abused*’ which are provided to all staff working with us.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the well-being of children.

We have procedures for contacting the local authority on child protection issues, to ensure that it is easy, in any emergency, for The Dell and social services to work well together. If a referral is to be made to either Childrens Services or LADO, we will act within the areas Safeguarding Children’s Protection guidance in deciding whether we must inform the child’s parents at the same time.

### **Safeguarding Procedures Staff and Volunteers**


We have five designated persons

#### **To oversee safeguarding practice at Morgans**

**The Manager and Deputy Manager**

#### **To oversee safeguarding practices at Abel Smith**

**The Manager and Deputy Manager**

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H. R Manager/ Business Manager is responsible for safeguarding issues with staff and volunteers and updating the relevant policy in line with changes.

Trustees also are required to complete a Suitable Persons Check via OFSTED to ensure that they are “suitable” to be managing decisions about the running of the club and are aware of our safeguarding practices and procedures.

Applicants for posts within The Dell are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 through Job Descriptions and on the application form.

Candidates are informed of the need to carry out “enhanced disclosure” (DBS) check with the Disclosure and Baring service before employment can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. (See Safe Recruitment Policy).

We abide by Ofsted requirements in respect of references and Disclosure Baring (DBS) checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works for the Dell, or has access to the children whilst in our care.


Volunteers do not work unsupervised and are subject to the same suitability checks and referencing as our staff.

**A condition of our registration on the Early Years and Childcare register (compliance EYFS point 3.14-3.18) is that staff need to notify The Dell of any cautions, reprimands convictions etc. whilst employed by us. (This also includes any disqualifications by association i.e. people living in the same household as shown in 3.15EYFS. Staff are reminded during the induction processes – within staff contracts and regular supervisions and meetings of the need to keep The Dell updated with this information.**

We abide by the Protection of Children Act 1989 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.

We have procedures for recording the details of visitors to our clubs.

We take security steps to ensure that we have control over who comes into the clubs so that no unauthorised person has unsupervised access to the children.

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We risk assess any situation outside of our control ensuring that safeguarding is of utmost importance.

### **Responding to suspicions of abuse.**

We acknowledge that abuse of children can take different forms- physically, emotionally, sexual and neglect. When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. Abuse can also extend to acts such as Female Genital Mutilation (FGM) and Child Sexual Exploitation (CSE) amongst other things. Cases of FGM will be dealt with as part of our existing policies and procedures on child protection. Should we have concerns that a child may be at risk of FGM or this has happened we will have a mandatory duty to contact the police.

It could also extend to Peer or Peer abuse which occurs when a young person is exploited, bullied and or harmed by their peers who are the same or similar age. Everyone directly involved in Peer on Peer abuse (not just sexual abuse and exploitation) should understand that the behaviour in question is harmful to both the child perpetrator as well as the victim.

More information on types of abuse is available via the HSCB website ([www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk))


Where such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the designated person. The information is securely stored on the child's personal file. Staff are advised to take care not to influence the outcome either through the way they speak to children or by asking questions of children.

### **Complaints and Allegations made against staff**

We ensure that all parents know how to use our complaint procedures – in respect of staff or volunteer actions/behaviour within The Dell, which may include an allegation of abuse.

We follow the guidance of LADO (local authority designated person) when responding to any complaint that a member of staff or volunteer has abused a child.

We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

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We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the local authority's Children's Services department to investigate. We co-operate entirely with any investigation carried out by Children's Services in conjunction with the police.

In consultation with the relevant authorities, it may be appropriate to suspend the member of staff against which the allegation has been made on full pay for the duration of the investigation: this is not an indication of admission that the incident has taken place, but it is important to protect the staff as well as children and families throughout the process.

### **Disciplinary Action**

Where a member of staff or volunteer is dismissed from The Dell because of misconduct relating to a child, we will notify the Disclosure and Barring Service, so that the name may be included on the list for the protection of children and vulnerable adults.

### **Training**

We seek out training opportunities, such as safeguarding and child protection courses, for all staff involved in The Dell to ensure that they are able to recognise the indicators of possible abuse and are aware of the local authority guidelines for referrals. Staff are provided with a document detailing What to do if you are worried a child is being abused issued in March 2015 by the Department of Education.


[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

### **If still have concerns about a child – what should you do?**

Follow the safeguarding processes and consult our designated persons for safeguarding, in the setting.

Follow HSCB procedures [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)

This would require you to use the Continuum of Needs Threshold Document to help you assess the level of need for the child.

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Meeting the needs of children and families –

[http://hertsscb.proceduresonline.com/pdfs/meeting\\_needs.pdf](http://hertsscb.proceduresonline.com/pdfs/meeting_needs.pdf)

**If there is a clear safeguarding concern make a referral to children’s services**

**Customer services line: 0300 123 4043**

If there is a clear child protection concern the case will be referred to the MASH (Multi Agency Safeguarding Hub) team.

For cases where there is not an immediate child protection concern you may consider a families first early help assessment to enable a range of professionals to work together and decide how best to support the family’s needs.

**Family’s first portal** - [www.hertfordshire.gov.uk/familiesfirst](http://www.hertfordshire.gov.uk/familiesfirst)

Email to: [familiesfirstassessment@hertfordshire.gov.uk](mailto:familiesfirstassessment@hertfordshire.gov.uk)

More information can be found about working together

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)


If required the Multi-Agency Safeguarding team may require that the **Hertfordshire Child Protection Referral form** is completed (appendix 1.01a or available to download from <http://www.hertfordshire.gov.uk/docs/pdf/c/childprotectionform.pdf>)

Recording or reporting suspicions of abuse/disclosure, would include providing the following information on this form.

- The child’s name and gender
- The child’s address
- Date of Birth
- Parental responsibility – family background info i.e. siblings, ethnicity, first language, religion etc.
- The date and time of the observation or disclosure

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

These records are signed and dated and kept in a separate confidential file held by the Club Coordinator/Manager

### **Informing Parents/Carers**

Parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Children’s Schools and Families does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions and investigations are kept confidential and shared with only those who need to know. Any information is shared under the guidance of the Hertfordshire Safeguarding Children Board. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the well-being of children.

### **Whistle Blowing**

Employees and workers who make a ‘protected disclosure’ are protected by The Dell from being treated badly or being dismissed. The Public Interest Disclosure Act 1998 (PIDA) applies to all employees and volunteers at The Dell. The situations covered include but are not limited to child protection, criminal acts, risks to health and safety, failure to comply with a legal obligation. Etc. For a disclosure to be protected it must be made to an appropriate body. For example, disclosing a child protection issue to Ofsted or the Childrens Services is likely to be protected, but not if the concern was disclosed to the media.

OFSTEDS Whistle blower hotline is 0300 123 3155 or [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)


### **The Prevent Duty – Guidance for Early Years Practitioners’**

The Counter Terrorism and Security Act 2015 places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism” this is known as The Prevent duty.

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The department for education provides advice for childcare providers using the following link;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

The Ofsted Common Inspection Framework (September 2015) includes reference to “providers promoting children’s welfare and preventing radicalisation and extremism”.

**As early years practitioners it is your duty to ensure children are safe and are not vulnerable to being radicalised and drawn into extremist behaviour which could later lead to acts of terrorism.**

**Terrorism** is the use or threatened use of violence (terror) in order to achieve a political, religious, or ideological aim

**Extremism** is defined as the individual, or group, going to extremes especially in political matters. The government has defined this within the Prevent Duty as “vocal or active opposition to fundamental **British Values**, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During the process of radicalisation it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk; they must take action when they observe any behaviour of concern.

**Please be aware of behaviour that is of concern: any action or communication by children or families which indicates an involvement with or connection to terrorism**

**Report any concerns you may have to your designated person for safeguarding – following your usual safeguarding procedures.**

The Dell actively promote British values through our activities carried out in our sessions. As part of our ongoing child protection training staff receive training about our Prevent Duty to keep children safe from radicalisation and extremism.


Female Genital Mutilation (FGM)

The World Health Organisation (WHO) defines female genital mutilation (FGM) as: "all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons" (WHO, 1996)

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It is illegal in the UK to subject a child to female genital mutilation or to take a child abroad to undergo FGM. In England, Wales and Northern Ireland all forms of FGM are illegal under the Female Genital Mutilation Act 2003. A child for whom FGM is planned is at risk of significant harm through physical abuse and emotional abuse, which is categorised by some also as sexual abuse. See Definitions and Recognition of Abuse and Neglect Procedure (on the HSCB website).

### **What does the law say;-**

Makes it illegal to practice FGM in the UK;

Makes it illegal to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country;

Makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad;

Has a penalty of up to 14 years in prison and/or a fine

(<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/fgm/> )

The duty is to be aware that FGM may have taken place or is about to take place signs could include discomfort or frequency of using the toilet and bleeding and a change in personality. It could also include a situation where someone talks about going abroad for a special ceremony or “cutting”

If you suspect that someone you know is at risk of being subjected to any form of FGM, you should take action to report it immediately. Time counts so please act as soon as you suspect that a girl may be at risk of FGM.

If you have concerns about a child then please discuss it with the designated person in the setting who will then make the necessary referral

This would include


Concerned that a British citizen may be taken overseas for the purpose of FGM please call the Foreign and Commonwealth Office on 0207 008 1500 or email [fgm@fco.gov.uk](mailto:fgm@fco.gov.uk)

The designated lead will follow child protection procedures which would include contacting the local Safeguarding team on 0300 123 4043. Or your local Police Child Protection Unit on 0845 33 00 22 if you believe FGM has taken place.

### **Child Sexual Exploitation (CSE)**

This would be exploiting children in a sexual manner either with or without their consent.

This could include exploitative relationships and situations where by the child may be given gifts money or affection in exchange of sexual behaviours.

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If you notice children are withdrawn or talking about situations above their age, understanding or stage of development - then please raise concerns with the designated safeguarding lead. Please note Child Sexual Exploitation (CSE) could be adult to child or child to child lead.

### **County Lines**

In the UK County lines trafficking is the practice of trafficking drugs into rural areas or smaller towns away from major cities. Often the trade involved using young children or people as the couriers or drug dealers. Children have been found to be exploited by being given “gifts” of high value items such as phones or trainers in order to participate.

The term County lines refers to the phone numbers or lines dedicated to this activity.

If staff have concern about a child who they may feel is vulnerable and subject to County Line exploitation then they should raise this with their manager who will contact the local Safeguarding team 0300 123 4043 or the Police Child Protection unit on 0845 330022.

### **E-safety**

Our safeguarding policy aims to extend to further aspects of Safeguarding which include safe use of technology (E –Safety) via regular and ongoing training with our children and staff and monitoring safe usage.

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### **Sources of Help and Emergency Contact Nos.**

[www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk) contains more information for staff parents and careers if required.


**Children’s Services (including out of hours) 0300 123 4043 (24 hour helpline) for referrals (please use the Continuum of Needs Threshold Document before contacting them to discuss a referral.**

**Families First Co-ordinator East Herts 01438 844032 to obtain further guidance on The Continuum of Needs Thresholds cases.**

**LADO Local Authority Designated Person for allegations made against staff 01992 556936 /01992 556935 (24 hour helpline).**

In an emergency the following .....

- The Police **999**

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- The Child Abuse Investigation Unit can be contacted on: **101**. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

**Prevent Duty** - <https://www.gov.uk/government/publications/prevent-duty-guidance> (including a link to the Prevent Duty training for staff).

*Policy first adopted: 12 December 2004*

*Approved by:*

*Co-ordinator*

*Chair*

*Review Date:*

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