



Safeguarding children procedures

This policy aims to provide all members of staff, children and their families with a clear and secure framework for ensuring that all children in the holiday club are protected from harm, both while at the holiday club and when outside the woods.

Practitioners who work with children in the holiday club will read this policy within the framework of:

- London Child Protection Procedures, 5th Ed. (2017) with updates
- Working Together to Safeguard Children (2015) updated 2019
- Safeguarding Children and Safer Recruitment in Education (2105)
- Information Sharing (2015), updated 2018
- Children Act 1989 / 2004
- Education Act 2002 / 2011

All staff will work to ensure that:

- Children feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to rigorous recruitment procedures, including have a current DBS appropriate for their work
- All paid and unpaid staff are given appropriate support and training in the area of child safeguarding

Policy Statement

Safeguarding children and young people includes protecting children from maltreatment (abuse or neglect); preventing impairment of child health and development; ensuring children are growing up in circumstances consistent with the provision of safe and effective care enabling children to have optimum life chances and enter adulthood successfully.

At WAWs we are determined to ensure that all the necessary steps are taken to protect children and young people from harm. Every child who takes part in WAWs should be able to participate in an enjoyable and safe environment and be protected from harm. This is the responsibility of every leader and assistant in the WAW.

WAW recognises its responsibility to safeguard and promote the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. The Children Act 1989 defines a child as anyone who has not reached their 18th birthday, or 21 if they are disabled and 23 if they had been looked after.

WAW will ensure that:-

- ✚ A safe environment is established in which children can learn and develop
- ✚ The welfare of the child is paramount
- ✚ All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm
- ✚ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- ✚ All staff and helpers working in WAW have a responsibility to report any concerns to the WAW Manager (the designated Child Protection Officer at the site)
- ✚ Safe recruitment practices are followed in checking the suitability of staff and volunteers who work with children
- ✚ Participants and parental rights are respected and that vulnerable individuals are protected from risk of exploitation in terms of use of media imagery.

All adults working at the WAW will be aware of the 5 R's as a means of ensuring safeguarding children is paramount. They are set out below;

Safeguarding Children – Using the 5 R's:

Recognise:

- What is child abuse? **Definitions** can be found in *Working Together to Safeguard Children* and the NSPCC describe it as 'Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.'

<http://www.ncl.ac.uk/studentambassadors/assets/documents/NSPCCDefinitionsandsignsofchildabuse.pdf>

- **Signs and symptoms.** If it is not a disclosure from a child or young person directly, staff and volunteers should be aware of the possible signs.

Respond:

- Appropriately. Is this an **allegation** from a child or young person against a member of staff/ volunteer; a **disclosure** from a child or young person; **suspicious** regarding the conduct of other staff members; or **concerns** from a staff member regarding a child or young person?

- If the information is coming from a child or young person: do not lead or probe with questions, simply remain calm, listen and reassure them that you will talk to other people who will be able to work out with them how to keep them safe. Do not make false promises about being able to keep the information safe. Asking leading questions or interviewing parents or carers may jeopardise any investigation.

- If the information is from a volunteer or staff member, ensure that policies are followed regarding how the information is recorded and how the staff member who is the subject of the allegation is to be dealt with and supported.

Report:

- To the Forest School Leader, the designated worker who deals with child protection issues. It is **their responsibility**, not yours, to make further decisions.
- This person should be **named** and their **contact details** displayed in an accessible place.

Record:

- Exactly what has happened, using the words used by the child or young person (if they disclosed).
- This information should be signed and dated and kept in a secure place, as agreed in the **confidentiality policy**.

Refer:

- This will be the role of the designated officer and they will make all further decisions.
- The only agencies that can investigate child protection cases are the **police, social services** and the **NSPCC**.
- *Remember if you are concerned about a child or young person, call the Multi Agency Safeguarding Hub (MASH) Tel: **020 8489 4470***

All staff and helpers will undertake a level 1 safeguarding children induction to learn the basic knowledge needed to safeguard children appropriately. This is a summary

- ✚ If a young child discloses that they are being abused at WAWs, then upon receiving the information they will react calmly, reassure the child that they were right to tell and that they are not to blame and take what the child says seriously
- ✚ Be careful not to be deemed as putting words into the child's mouth, the easiest way of doing this is by asking questions
- ✚ Do not promise confidentiality
- ✚ Inform the child or young person what you will do next
- ✚ Make a full and written report of what has been said as soon as possible and don't delay in passing the information on – First to the WAW Leader then to the school
- ✚ It is not the WAW's responsibility to decide whether the abuse has taken place or not, however it will pass on the information to the appropriate authority immediately.
- ✚ If staff are accused of misconduct or abuse then the WAW leader needs to report it to the local authority designated officer (LADO). Once an accusation is made the staff will be removed from his/her interaction with children until said accusation has been thoroughly investigated. If the accusation proves to be unfounded, the staff may

return to his/her work with children. If the accusation proves to be founded in any way, the staff will be permanently removed from his/her work with children.

Use of force, restraint and positive handling

- Staff are allowed to use reasonable force to control or restrain children under certain circumstances. In some circumstances, authorised members of staff can restrain children in order to protect them and others.
- Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO).
- The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a child, or that is primarily intended to cause pain or injury or humiliation.

Children learning to stay safe

WAW holiday club play has an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe. At WAW we take every relevant opportunity to teach the children about things they can do to keep themselves safe, and what is appropriate behaviour from the adults around them.

For more information on reporting child protection concerns and what happens next, visit the Haringey LSCB website [here](#)

Parents with concerns Parents can also report any concerns they have about their own or another child directly to Haringey's Multi-Agency Safeguarding Hub (MASH) [here](#)

Useful links and contacts

- Haringey's Multi-Agency Safeguarding Hub (MASH): Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm Tel: **020 8489 4470**
- Out of office hours, including weekends the Emergency Duty Team Tel: **020 8489 0000**
- For advice and information about allegations against staff and volunteers please contact us on **020 8489 2968/1186** or email LADO@haringey.gov.uk

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| Signed; <i>Janine Young</i> | date; 10/7/17 | review date; 17/9/19 17/7/21 |
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