**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4QH**

 **SAFEGUARDING POLICY (CHILD PROTECTION)**

**INTRODUCTION**

**The welfare of the children at the Knightwood Kids Club (KKC) is of prime importance. Our club is completely committed to protecting all the children in our care from risk of harm.**

**STAFFING**

**All members of staff and volunteers will be DBS checked before their appointment can be confirmed in writing. Volunteers of staff, who have not yet had the necessary checks, will not be left alone with the children. If parents/carers have any concerns regarding any of the people working at the club with their child/children they should pass these concerns onto the KKC Manager, the Committee or to the Children’s Services Department. In order to protect staff from malicious claims all such reports must be confidential.**

**All staff and volunteers will be asked to read the Safeguarding Policy (Child Protection) as part of their induction to the club. All KKC staff will be provided with regular training and guidance in safeguarding issues.**

**TYPES OF ABUSE**

**NEGLECT**

* **Neglect is the persistent failure to meet a child’s basic physical or emotional needs. It may involve failing to provide adequate food,**

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 **Clothing or shelter for the child, or failing to protect them from physical**

 **harm, danger or the failure to ensure access to appropriate medical**

 **care or treatment.**

**PHYSICAL ABUSE**

* **Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also be caused when a parent/carer fabricates symptoms of, or induces illness in a child.**

**SEXUAL ABUSE**

* **Sexual abuse involves forcing or enticing a child to take part in sexual activities – whether or not the child knows or is aware of what is happening. Actual or likely exploitation of a child also includes encouraging children to behave in sexually inappropriate ways.**

**EMOTIONAL ABUSE**

* **Emotional abuse involves persistent or severe ill treatment causing adverse effects on the child’s emotional development. Such behaviour may convey to the child that they are worthless, unloved or inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. It may also make them unnecessarily frightened or vulnerable or in danger.**

**RECOGNITION**

**A child may be harmed (or at risk of harm) through physical, sexual or emotional abuse or by neglect. An abusive act may be directly observed, informed (eg, from a child’s behaviour or signs of injury) or a child may disclose that he/she was abused.**

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**Behavioural indicators include unusually withdrawn, fearful or aggressive behaviour and behaviour which demonstrates an inappropriate level or sexual knowledge.**

**Physical indicators include bites and scratches, injuries that are unlikely to be accidental (eg. Injuries to the backs of the legs, inner thighs, small of back), burns (especially cigarette burns), and soreness, rashes or bruising in the genital area.**

**Many of these indicators may have perfectly normal explanations, what is significant is a cluster of signs and symptoms. Whatever the explanation, all injuries should be reported to the KKC Manager and recorded in the accident/incident book.**

**DISCLOSURES**

**When dealing with a child disclosing abuse:-**

* **Try to find somewhere quiet to talk.**
* **Listen! Do not ask direct or leading questions.**
* **Don’t stop a child who is freely recalling significant events.**
* **Stay calm and try not to appear shocked by what you are being told.**
* **Believe the child.**
* **Reassure the child: say you are glad he/she told you.**
* **Inform the child that you will need to share what you have been told. Never give the impression at any stage that you will necessarily be able to keep anything secret.**

**Make a record of the disclosures as soon as you can (and certainly the same day), noting when and where it took place and who else was present. Records of disclosure should be as detailed as possible. Include as much as you can recall of what both the child and you actually said (verbatim). Report the disclosure to the KKC Manager immediately unless the allegation is against the Manager in which case you should contact the Chair of the Committee,**

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**REPORTING**

**If you suspect that a child is suffering or is likely to suffer harm you must report the matter to the KKC Manager. The Manager is responsible for taking further action. The Manager may decide it is a matter of concern rather than actual/suspected child abuse.**

**DEALING WITH CONCERNS**

**If the Manager decides that there is a matter of concern, she should refer the matter to the Chair of the Committee and the Safeguarding Officer and together they will discuss the concerns with the parent/carer or the child where appropriate. The Manager may also wish to discuss the matter with other professionals (eg Headmistress) or make non-urgent contact with the Children’s Services Department to discuss the concerns. If the Children’s Services Officer advises referral, the Manager must make a formal referral. Actual/Suspected abuse: if the Manager believes there is evidence to suggest actual or suspected child abuse, he/she must immediately contact the Children’s Services Department or the Police by telephone.**

**REFERRAL**

**When making the initial telephone referral the Manager should seek advice as to what information should be shared with the parent/carer/child. The telephone referral must be followed up by a written referral within 24 hours. The written referral should include information on the child, parental/carer details and what you have observed together with the date and the time of the telephone referral. The Manager should keep a copy of the written referral.**

**RESPONSIBILITY**

**The Manager should keep the Safeguarding Officer and the Chair of the KKC Committee informed of any concern or actual/suspected child abuse: but it remains the Managers responsibility to decide on what the necessary action to take.**

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**CONFIDENTIALITY**

**It is stressed that confidentiality cannot be maintained if the withholding of information will prejudice the welfare of the child. However, matters relating to child abuse must only be discussed with those who have a legitimate need to know the fact, ie those mentioned above**

**Written material related to child abuse(eg, notes made after a disclosure, must be kept especially secure).**

**There may be cases where you are uncertain whether information should be shared with the Manager and/or Chair of the Committee, (eg if the case involves them, their family or friends). In such cases you should discuss your concerns with the Council’s Children’s Services Department and follow their advice.**

**ALLEGATIONS AGAINST THE KKC MANAGER**

**If there is suspicion of abuse by the Manager, then that suspicion should be reported to the Safeguarding Officer and the Chair of the Committee who will deal with the allegation in the way as described above.**

**CONTACTS**

* **CHILDREN’S SERVICES RECEPTION & ASSESSMENT TEAM**

 **Russell house,**

 **26 – 28 Romsey Road,**

 **Eastleigh,**

 **Hampshire**

 **SO50 9AN**

 **Telephone Number – ………………………………………………..**

**The number for the out of hours emergency duty service is ………………………..**

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* **EASTLEIGH POLICE STATION**

**Telephone number ………………………………………………………..**

* **OFSTED HELPLINE**

**Telephone number 0300 1231231**

**POLICY START DATE …………………………….1st September 2000**

**POLICY REVIEWED DATE …………………….. 15th August 2015**

**POLICY REVIEWED DATE January 2024**