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 4HW

**CHILD PROTECTION/SAFEGUARDING CHILDREN**

**Knightwood Kids club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.**

The designated DSL Officer is **JULIE KIMBER/JO MOODY** , Manager of knightwood Kids Club, and is responsible for ensuring they has the relevant, up to date training and expertise, and for liaising with Social Services, the Local Safeguarding Children Board and Ofsted in any safeguarding children matter.

The club’s safeguarding procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board,(LSCB), formally known as the Area Child Protection Committees (ACPC).

The club is committed to reviewing its safeguarding policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child’s settling in period.

**Recognising child abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of **physical, sexual, neglect** and **emotional.**

**Physical Abuse: T**his involves hitting, shaking, throwing, burning, suffocating, or any other physical harm. Deliberately causing a child’s ill health also constitutes physical abuse.

**Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional Abuse:** Varying degrees of emotional abuse in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or treatment causing, or likely to cause severe conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

**Neglect:** Neglect is the persistent failure to meet a child’s basic physical emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill-health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

**Staff Support and Training**

The club is committed to ensuring that it meets its responsibilities in respect of safeguarding children through their provision of support and training to staff. Therefore, the club will ensure that:-

* All staff, students and volunteers are carefully recruited, have verified references and will be Criminal Records Bureau checked before their appointment can be confirmed in writing.
* All staff and volunteers are given a copy of the Safeguarding Policy during their induction, and its implications explained to them.
* All staff and volunteers receive regular training and supervision in Safeguarding/child protection issues and are provided with any relevant information and guidance.
* All staff, are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding children, and their requirement to maintain caring and safe relationships with children.
* All staff, are aware of the main indicators of child abuse.
* All staff, are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
* The club will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
* Any member of staff, a student or volunteer under investigation for the alleged abuse of a child will be subject to the provisions of the Staff Disciplinary Policy.

**Safe Caring**

All staff understand the club’s safeguarding procedures and have had appropriate training and guidance in the principle of safe caring. To this end:

* All members of staff and volunteers. Volunteers or staff who have not 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, they should pass these concerns on to the manager, the committee or the Children’s Services Department.
* Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff, are alone with a child, the door of the room should be kept open and another member of staff should be informed.
* If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
* Staff will never carry out a personal task for children that they can do themselves. Where this is essential, staff will help a child whilst accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff, are aware that this and other similar activities could be misconstrued.
* Staff will be mindful of how and where they touch children, given their age and emotional understanding. unnecessary or potentially inappropriate physical contact will be avoided at all times
* All allegations made by a child against a member of staff will be fully recorded , including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

**Dealing with Allegations**

The club is committed to ensuring that it meets its responsibilities in respect of safeguarding including by treating any allegation seriously and sensitively. The club will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Safeguarding Officer will immediately refer the case to the local statutory safeguarding agencies. Further to this, the following principles will govern any suspected case of abuse.

* Where actual or suspected abuse comes to the attention of staff, they will report this to the manager and the DSL Officer at the earliest possible opportunity.
* Staff, are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place to report this.
* Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident (as much as can be recalled of what was actually said word for word), any evidence or explanations offered by interested parties, relevant dates, times and locations and any supporting information or evidence from members of staff, and when and where the disclosure took place. The club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
* The manager who is the DSL Officer will be responsible for ensuring that written records are dated, signed and kept confidential.
* If an allegation of abuse is made against the manager/DSL Officer, then the committee will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
* Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
* Any children involved in alleged incidents will be comforted and reassured. In circumstances where a child makes and allegation or disclosure, the member of staff will :-

1. Listen fully to what the child has to say (do not ask direct or leading questions)
2. Do not stop a child who is freely recalling significant events
3. Make no observable judgement
4. Stay calm and try not to appear shocked.
5. Reassure and comfort the child, ensure they are safe and not left alone
6. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told
7. Staff will be welcoming, even if the time is not convenient.
8. Staff will endeavour to find a quiet place and the conversation will not be interrupted, and will leave the door open
9. Questions will only be asked for clarification purposes

Where possible, the club will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden if the facts of the case are in the public interest.

The club will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child’s safety and welfare must be the overriding factor.

Staff will be made aware of the department of Health’s booklet “What to Do If You’re worried A child Is Being Abused?” (2003) and its recent guidance on “Protecting children from harm”.

**Referring Allegations to Child Protection Agencies (Safeguarding Agencies)**

If the manager or Safeguarding Officer decides it is a matter of concern rather than suspected/actual abuse, then they will:-

* Refer the matter to the Committee and together they will discuss the concerns with the parent/carer where appropriate, and possibly the Head teacher.
* Possibly make non-urgent contact with the Children’s Services Department to discuss their concerns.
* If the Children’s Service Officer advises referral, then the manager must make a formal referral.

If the manager/DSL officer has reasonable grounds for believing that a child has been, or is in grave danger of being, subject to abuse, the following procedure will be activated:-

* Contact will be made at the earliest opportunity with the local social services department.
* The manager/DSL officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
* Advice should be sought as to what information should be shared with the parent/carer and child.
* All conversations should be recorded, including date, time and what was said.
* At all times, the safety, protection and interests of the chid concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.
* The club will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

**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 legitimate need to know the facts, eg the manager/DSL officer.

Written material relating to child abuse, eg, notes made from a disclosure, must be kept secure.

There may be cases where members of staff are unsure whether information should be shared with the manager or committee eg. if family members are involved. In such cases any concerns should be discussed with the children’s Services Department and their advice followed.

Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or abuse that is alleged to have taken place on the premises or during a visit or outing.

**Contact Information**

**Children’s Services Reception and Assessment Team**

**Telephone 02380 618722 / 0845 6035620**

**Telephone 0845 600 4555 (out of hours)**

**Eastleigh Police Station 0845 045 45 45**

**Ofsted Helpline 0300 123 1231**

**Royal Exchange Buildings**

**St Ann’s Square**

**Manchester**

**M2 7LA**

**Hampshire Local Safeguarding Board 01962 876230**

**Legal Framework**

* ***Children Act 1989***
* ***Protection of Children Act 1999***
* ***Data Protection Act 2018***
* ***The Children Act (Every Child Matters) 2004***
* ***Safeguarding Vulnerable Groups Act (2006)***
* ***Keeping Children Safe in Education 2023***

***Secondary Legislation***

* ***Sexual offences Act 2003***
* ***Criminal Justice and court services Act 2000***
* ***Human rights act 1998***
* ***Race Relations (Amendment) Act 2000***
* ***Race Relations (Amendment) Act 1976 Regulations***
* ***Equalities Act 2010***
* ***Data Protection Act 1998 Non Statutory Guidance***
* ***Data Protection Act 2018 and GDPR***
* ***FGM Act 2003***
* ***Children and Social Work Act 2017***
* ***The Prevent Duty 2015***
* ***Working Together to Safeguard Children 2018***

***Further guidance***

* [***www.4children.org.uk***](http://www.4children.org.uk)
* ***Working together to safeguard children (revised HMG 2006)***
* ***What to do if you’re worried a child is being abused (HMG 2006)***
* ***Framework for the assessment of children in need and their families (DoH 2000)***
* ***The common assessment framework (2006)***
* ***Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the children act 2004 (HMG 2007)***
* ***Information sharing: a practitioners guide (HMG 2006)***

***Policy Start date 1st September 2000***

***Last Revised 2nd February 2016***

***DSL – (Designated Safeguarding Lead) JULIE KIMBER/JO MOODY (IF JULIE NOT IN)***

***Reviewed Date March 2018***

***Reviewed Date October 2019***

***Reviewed Date October 2023***

***Reviewed Date January 2024***