



DEBS OUT OF SCHOOL CLUBS

CHILD PROTECTION POLICY

As a group working with children, the club has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is the club staff and registered individual's first priority.

The local authority is the prime authority for dealing with child protection investigations, although concerns may be reported to a police officer of the NSPCC.

The club takes steps to protect the children by:

- Maintaining a child centered ethos in the club.
- Having a robust staff and volunteer procedure (this includes maintaining current enhanced DBS disclosures) and checks on fitness references and qualifications in line with relevant childcare regulations.
- Having an awareness of The Protection of Children Act 1999
- Having procedures for staff, students, visitors and volunteers
- Ensuring that no student, volunteer or visitor is left unsupervised at any time and that a record of their attendance, including dates and times is kept.
- Ensuring all staff are trained in child protection procedures
- Maintaining appropriate staff : children ratios for the supervision of children
- Implementing and maintaining a current risk assessment of all activity in the club and ensuring adequate insurance cover is provided
- Designating a suitable child protection officer
- Informing all parents/carers of the child protection policy and procedures.

THE PROCEDURE

1. A DISCLOSURE ABOUT A CHILD

In the event of a member of staff having concern/suspicion that a child has suffered abuse/neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering from neglect:

The member of staff acts without delay (and as appropriate to the age/stage of the individual child) :

- Shows that they have heard what they are being told and that they take the allegations seriously
- Encourages the child to talk but does not prompt or ask leading questions
- Avoids making the child tell their story several times to different people
- Explains what actions they must take (using agreed procedures)
- Does not promise to keep what they have been told a secret or confidential but explains that they will share this information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words they have been told and/or seen – this is done without delay and within 24 hours
- Makes a note of the date, time, place and people present in the discussion
- Does not confront the alleged abuser
- Reports the concerns to the designated child protection officer
- The written record is passed to the designated child protection officer and kept safely and confidentially

2. A DISCLOSURE ABOUT PROFESSIONAL ABUSE

If the behavior of a colleague, adult (including members of the public) towards children or young people causes concern:

- The procedure as above (a disclosure about a child) is implemented and adapted as appropriate to the person making the disclosure
- The member of staff is informed and written records of discussions and decisions made in line with the Staff Disciplinary Policy and Procedure
- The manager considers the options for removal/suspension without prejudice from the duty member of staff pending decisions made at the Strategy Discussion which is arranged by Social Services.
- The manager informs CSSIW of any allegations of serious harm to a child committed by any person looking after children in the club or by any person living, working or employed on the premises or any abuse alleged to have taken place on the premises.

MAKING A REFERRAL (1 OR 2)

- A referral to Social Services and CIW is made as soon as a problem, suspicion or concern about a child becomes apparent, and at least within 24 hours
- Outside office hours, referrals are made to Social Services Emergency Duty Team or the Police
- The Duty Social Worker taking referral is given as much of the following information as possible by the club's referrer :
- The nature of the concerns
- How and why those concerns have arisen
- The full name, address and date of birth of the child
- The names, addresses and dates of births of any family members, along with any other names which they use or are known by

It is the responsibility of all adults who care for children to protect them from harm. In accordance with the All Wales Child Protection Procedures, the Out of School Club operates a child protection policy.

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm from others, it is their responsibility to ensure that the concerns are referred to Child Services or the police, who have statutory duties and powers to investigate and intervene when necessary.

At least one member of our staff has received child protection training and will be cascaded to all members of staff. All members of staff have been made aware of the possible symptoms of children at risk and are aware of their responsibility to report concerns according to the All Wales Child Protection Procedures. Concerns must be kept confidential to as few people who need to know.

If a parent or carer has concerns about a child, they should be advised to contact the local Children's Services department directly.

This applies to the following circumstances:

- If a child or young person displays recognised signs of abuse
- If someone tells a member of staff that they or another child or young person is being abused
- If the behaviour of any adult (including colleagues and members of the public) towards children or young people cause concern

The procedures set out in the All Wales Child Protection Procedures will be followed in the

event of suspected child abuse.

USEFUL CONTACT NUMBERS

NSPCC CHILD PROTECTION HELPLINE : 0808 100 2524

LOCAL SOCIAL SERVICE DUTY OFFICER : 01446 704823

LOCAL POLICE : 02920 222111 / 01446 734451

CARE INSPECTORATE WALES : 0300 7900 126

CLYBIAU PLANT CYMRU : 02920 741000

THE PREVENT OF DUTY

All childcare settings must comply with The Prevent of Duty to help protect children from extremism.

We will:

- Have clear and robust safeguarding policies and procedures in place that outline how the settings and those working directly with the children identify and manage risks.
- To understand own role and responsibilities on how to protect children from extremism.
- Understand how to identify specific children at risk eg. Change in behavior or absent from club for periods of time.
- Know when and how to take action after identifying a child at risk.
- Ensure staff have up to date training that provides them with the knowledge on how to identify children at risk.
- Promote and embed fundamental British Values in the setting.