



SAFEGUARDING POLICY

1. INTRODUCTION

Kidstime provides childcare in an out of school club and nursery at St Joseph's Catholic Primary School in Wetherby. Kidstime is committed to the welfare and the safeguarding of children and/or young people within all the activities that it undertakes.

This policy includes what Kidstime will do to protect the safety and welfare of children in its care and what staff and volunteers should do if they are concerned about a child.

2. NAMED PERSONS FOR SAFEGUARDING

The Designated Safeguarding Officer is responsible for providing advice and support to other staff, and ensuring that safeguarding children remains a priority in all the work that we do.

Name of Safeguarding Lead: Noreen Frost

Name of Deputy Safeguarding lead: Ruth Lees

Telephone number: 07801467839

Mobile Number: 07903714738

Emergency Contact No: 07903714738

Telephone number of Specialist services duty and advice team (including out of hours number):

During Office hours (Monday to Friday, 9am to 5pm) - **0113 376 0336 (option 3)**

Out of hours - 0113 535 0600 and provide them with as much information as possible.

3. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

It is important that all staff and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse.

There are four types of abuse which can cause long term damage to a child or young person. These are defined below

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.

- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

4. BECOMING AWARE OF A SAFEGUARDING ISSUE

There are various ways in which we may become aware and concerned about a child or young person's safety.

For example:

- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child or young person.

5. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

We treat any allegations extremely seriously and never think that someone else may be dealing with it. If we receive information that a child may be at risk of, or experiencing harm we follow the procedure.

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;

- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma (attached) and ensure it is signed and dated. The contents of the pro-forma should include:
- Date and time of notification
- Young person's name
- What was said
- Actions to be taken (both internal and external actions - based on the issues raised in the allegation. Eg; Notify Manager/ Duty and Advice/ LADO)
- Respect confidentiality and file documents securely;

Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

6. SAFE RECRUITMENT

We have a clear process for recruiting staff and volunteers and the following steps are followed to ensure safer recruitment.

- Application forms are used to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps to get all of the important information we need to ask.
- We make it clear that we have a commitment to safeguarding and protecting children. We include this in a job application pack.
- We have a face-to-face interview with pre-planned and clear questions.
- We include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children and follow the Disqualification under the Child Care Act and keeping Children Safe in Education (DfE, 2018).
- The candidate's identity is checked by asking them to bring photographic ID.
- We check the candidate actually holds any relevant qualifications they say they have.
- We apply for an enhanced **DBS check**. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members.
- At least two references will be asked for. We will **Always** check any references they provide. We ask specifically about an individual's suitability to work with children and to explain any gaps in their employment history, or have moved rapidly from one job to another.
- We provide them with a copy of our safeguarding procedures.
- All appointments will be subject to a probationary period.

If we wish to appoint a worker from abroad and a DBS check is unable to be undertaken, a "fit person" check may be available from the country the person is moving from. We will ensure that additional references are undertaken on any worker from abroad.

7. MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

Kidstime will ensure that all members of staff, students or volunteers are given training on the basic awareness of the signs and symptoms of abuse.

We will seek out training opportunities for all adults involved in the setting to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

It is imperative that all staff, students and volunteers are equipped with the knowledge and awareness that will enable them to detect any abuse or ill treatment of children. This policy document therefore aims to be a reference for all members of staff and volunteers.

In implementing the safeguarding policy Kidstime will

- Ensure that the staff understand their legal and moral responsibilities to protect children and young people from harm or abuse
- Ensure that all staff have opportunity to discuss with their line manager any safeguarding matter giving them concern and by providing regular supervision.
- Ensure that all workers are aware of LSCP
- Ensure that workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person to the organisation's named person for safeguarding
- Ensure that the named person understands their responsibility to refer any safeguarding concerns to the statutory child protection agencies
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner
- Ensure that all members of staff are aware of LADO (Local Authority Designated Officer).
- Ensure that all staff are aware of PREVENT and have a copy of the Prevent Duty - Policy Statement

Kidstime comply with the procedures approved by the Leeds Safeguarding Children Board. We intend to create in Kidstime an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The protection of the child/young person will be the prime consideration.

8. ALLEGATIONS AGAINST STAFF

Kidstime will ensure that any allegations made against a member of staff will be dealt with swiftly and appropriately and in accordance with these procedures.

Any allegations made against a member of staff will be discussed with the Local Authority Designated Officer (LADO).

If the allegation is about a lead person in Kidstime then the matter should again be discussed with the LADO.

The Local Authority Designated Officers in Leeds can be contacted Monday to Friday on: 0113 3789687

Between them they operate a duty system for LADO Notifications.

If you think that a professional has harmed a child:

1. **Make telephone contact first** to discuss any allegations or concerns
2. Complete the notification form (attached)
3. Email the form to: LADO@leeds.gcsx.gov.uk

The worker must ensure that that the child is safe and away from the person against whom the allegation is made.

Regardless of whether a police and/or Children Social Work Service investigation follows, an internal investigation will take place and consideration given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal, informing Ofsted (telephone 0300 123 4666), a referral to the Disclosure and Barring Service dependant on the nature of the incident.

A full written record should be made by the witness.

9. RECORDING AND MANAGING CONFIDENTIAL INFORMATION

A full written record should be made by the witness. The form for recording concerns/allegations of abuse, harm and neglect is attached to these guidelines. The person who receives the allegation or has the concern should complete and sign this form.

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people other than the Kidstime manager, Directors and keyworker or other member of staff as appropriate.

A record of accidents/incidents notified to us by parents/carers will be recorded & stored securely.

Kidstime is committed to manage confidential information safely and all records of confidential information will be locked away.

Children and young people have a right to confidentiality unless Kidstime considers they could be at risk of abuse and/or harm.

10. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

All Kidstime policies and procedures are available on our website (kidstimeleeds.co.uk) and available for viewing at the setting. A copy is easily available to all staff and parents. This is displayed on the prominent notice board.

They are reviewed annually, approved and signed by the Directors.

11. RESPONSIBILITIES OF MANAGEMENT COMMITTEES / DIRECTORS

The directors of Kidstime are accountable for all that happens within their setting and that includes the implementation of effective safeguarding procedures.

This involves providing written guidance to all staff and ensuring that everyone understands their legal duties and responsibilities.

We also:

- Develop a clear framework for behaviour management towards any children or young people
- Provide information about procedures to follow if an allegation is made
- Ensure all workers have training to recognise the signs and symptoms of abuse
- Ensure that all staff have enhanced DBS checks.
- Have correct policies in place covering activities eg: health and safety, lone working, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
- Ensure all workers understand that physical punishment or threat of physical punishment must never be used
- Ensure that workers understand that verbal humiliation of children is unacceptable
- Ensure that adults who have not been registered as "fit" persons (DBS) will not take children unaccompanied to the toilet.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the play areas will permit constant supervision of all children.
- Staff & any other adult's mobile phones are to be kept locked away whilst working/present in the room. The only camera used is the property of Kidstime; images are kept on password protected pc's & only printed onsite.
- Staff are made aware of the consequences of inappropriate social networking. No contact via social networking should be made to children whom staff/volunteers have worked with in a professional capacity.
- Intimate care - An area in the setting will be used for changing children's nappies and attending to any toileting accidents. This will be in an area of the setting which is visible to the other practitioners. An intimate care chart will be completed by the practitioner after each change, noting date time and member of staff. Children's privacy will always be taken into account when changing a child, the changing area will be allocated in a suitable place within the setting.
- Kidstime will work together with families and other professional bodies to ensure that the welfare and safety of the child is paramount.
- Support families - Kidstime will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group

This policy was adopted at a meeting of Kidstime held on

.....(date)

Signed on behalf of Kidstime @ St Josephs School

.....

Reviewed

annually.....Date.....