



## CHILD PROTECTION POLICY

**Child protection officer: Michelle Brink**

**Childrens services: 0845 603 5620, (out of hours)-08456004555**

**Ofsted Tel-0300 123 1231**

**Child protection help line - child line Tel -0800 1111.**

**Local Safeguarding Children's Board (Hants) - 01962876230**

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

The Club will appoint a member of staff as the Child Protection Officer. This Child Protection Officer will be provided with suitable training to fulfil this role, and will be responsible for liaising with social services as well as the Local Safeguarding Children Board and Ofsted in any Child Protection matter. Children are vulnerable and sometimes cannot seek help for themselves. They rely on those caring for them to do so on their behalf.

The Club's child protection procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board\* (1)

The Club is committed to reviewing its Child Protection policy and procedures regularly. The policy and its procedures will be readily available for parents/carers to view.

Although we recognize that some knocks, scrapes and bruises that children suffer as part of their young lives can usually be explained and that accidents do happen.

However in a small number of cases more serious injuries may be inflicted deliberately by, parents/guardians/carers or other adults. Other types of abuse may be sexual, emotional or neglect-these may be less noticeable but are just as damaging.

Before taking any further action the matter would normally be discussed with the parents-in the interests of the child. However, there are exceptions when a parent would not be informed such as with the concerns of sexual abuse or extreme violence and it is thought that the child could be in danger.

### **Recognising Child Abuse**

Child Abuse manifests itself in a variety of ways, some overt and others much less so. All staff will be encouraged to have child protection training as soon after appointment with the club as possible and will be vigilant to signs and evidence of physical, emotional abuse or neglect.

**Physical Abuse:** This involves any physical harm done to a child and/or deliberately causing a child's ill health.

**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; the showing of material containing images of a sexual nature, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional Abuse:** Varying degrees of emotional abuse are present 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 torture causing, or the likely to cause, severe adverse affects on the emotional well being of a child. Such behavior may involve conveying to a child that they are worthless, unloved, 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 need of a child.

### **Staff Support and Training:**

The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, the Club will ensure that:

- All staff, volunteers and students are carefully recruited, have at least two verified references and have Enhanced and up-to-date Criminal Records Bureau checks.
- All staff are given a copy of the Child Protection policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- 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 the children and up-hold fair processes for staff, students and volunteers.
- Any member of staff, a student or volunteer under investigation for alleged abuse of a child will be subject to the provisions of the Staff Disciplinary policy amongst other procedures.

### **Safe Caring:**

All staff members understand the Club's child protection procedures and will receive appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when staff members, students or volunteers are left alone with a child, the door of the room must be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, student or volunteer, this will be recorded fully in the incident 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 being accompanied by a colleague. Unless a child has a particular need, staff should not accompany a child to the toilet. Staff are aware that this and 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 their 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 child protection 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 child protection officer will immediately refer the case to the local statutory child protection agencies including,

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Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Manager and the Child Protection Officer at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect

abuse has, or is taking place, to report this.

- Full written records or all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident, including; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting evidence from members of staff. The Club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of abuse.
- The Manager and child Protection Officer will be responsible for ensuring that written records are dated signed and kept confidentially.
- If an allegation of abuse is made against a member of staff the Manager or Child Protection Officer will inform Ofsted as soon as possible.
- 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 an allegation or a disclosure, the member of staff concerned will:

- Listen fully to what the child has to say.
- Make no observable judgment.
- Ask open questions that encourage the child to speak in their own words.
- Ensure that the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Staff will be made aware of the Department of Health's booklet "what to do if you're worried a child is being abused?".

#### **Referring Allegations to Child Protection Agencies:**

If the Manager or the Child Protection Officer has reasonable grounds for believing a child has been-or is in grave danger of being-subject of abuse; the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with:  
**Childrens services: 0845 603 5620, (out of hours)-08456004555,**
- The Manager and Child Protection Officer will communicate as much information about the allegation and related incidents as is consistent with advice give by social services and the police.
- At all times, the safety, the protection and interests of the child 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 social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include any written and verbal information and evidence.
- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

#### **Children will be encouraged to recognise:**

- ☺ Their Bodies are their own, they can select whom they want to touch, whom they want to touch them and how.
- ☺ They Have rights to say NO if someone tries to touch them or make them do something, which frightens them or something they just don't like.
- ☺ That they will be listened to and taken seriously at all times

\*(1) LSCB's bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi agency forum set up to agree how the different services and professional groups should co-operate to safe guard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.

**Relates to EYFS Theme A unique child  
Principle 1.3 Keeping Safe**

6th Nov 2008  
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