



Safeguarding & Child Protection Policy

Dawn Until Dusk Ltd. is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Club's designated Child Protection Officer (CPO) is The Club Manager/Safeguarding Area Manager or a Director. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB and Ofsted).

Staff will be informed that everyone who comes into contact with children and families has a role to play in Safeguarding children.

Forms of child abuse and neglect:

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect:

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed:

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see *Logging an incident* below).
- If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Integrated Front Door (previously MASH) directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Staff Allegations:

An allegation is any information which indicates that a member of staff/volunteer may have:

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in such a way that indicates he or she would pose a risk if harm if they worked regularly or closely with a child.

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

Peer-on-peer abuse:

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation:

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation:

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the CPO.

Logging an incident:

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved

- A factual report of what happened. If recording a disclosure, it is essential to use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Integrated Front Door (previously MASH) or make a referral. If other members of staff think that the incident has not been adequately followed up, they may call Integrated Front Door (previously MASH) themselves.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator [if applicable]. For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

Allegations against staff:

If anyone makes an allegation of child abuse against a member of staff within the setting:

- The allegation will be recorded on an **Incident Form**. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted immediately.
- The member of staff who has had the allegation made against them will not be interviewed by the setting staff, but by the LADO
- The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the club will make a referral to the Disclosure and Barring Service.

If an allegation of child abuse against a member of staff outside of the setting is received via the LADO or Police:

- The Directors will follow the advice given by LADO.
- This may include suspension from duties until further notice, without disclosing any information.
- A meeting will be chaired by the LADO to manage the allegation process.
- The Directors and HR Manager will attend this meeting.
- A further meeting maybe held in order to make a decision on any further action required.

Promoting awareness among staff:

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it.
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation.
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse and concerns about radicalisation.
- Staff are familiar with the Safeguarding File and the information on the back of their Lanyard
- Staff are familiar with the “Working Together to Safeguard Children (2018)” with the guidance in “What To Do If You’re Worried A Child Is Being Abused (2015), “The Prevent Duty (2015)” and information available at www.ltai.info (which provides information about radicalisation). All these documents are available on the club laptop and on Dropbox.

Use of mobile phones and cameras:

Photographs will only be taken of children with their parents’ permission. Only the club camera or club phone will be used to take photographs of children at the Club. Neither staff nor children may use their mobile phones to take photographs at the Club. All mobile phones are kept away from the children, either in a cupboard or a security box. Photographs will be used for club displays and may be sent via email to the Dawn Until Dusk office. The photographs that are sent to the Dawn Until Dusk office may be selected to be uploaded onto the website or Facebook page for promotional purposes. Photographs will only be taken, used for displays and/or uploaded onto the website with parental permission. All photos will be deleted from work phones once they have been printed.

A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer or try to work or volunteer with those groups. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law. If your organisation works with children or vulnerable adults and you dismiss or remove a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the Independent Safeguarding Authority.

Contact numbers:

Referrals: **Bedford Borough:**

LADO (Local Authority Designated Officer): 01234 276693 Sandeep Mohan

Intake & Assessment – Integrated Front Door - 01234 718700 (office hours 8.45-5.20 Mon-Thurs, 8.45-4.20 on a Friday).

Out of Hours: 0300 300 8123

Email: multiagency@bedford.gov.uk

Referrals: **Central Bedfordshire:**

LADO (Local Authority Designated Officer): 0300 300 4833 – **Rosemary Webster**

Intake & Assessment: 0300 300 8149

Out of hours: 0300 300 8123

Unit 4, Warren Court, Sandy Lane, Chicksands, Shefford, SG17 5QB

Info@kidsdowntildusk.co.uk, 01234 930505 Company

Number: 8698122

LSCB (Local Safeguarding Children Board): www.bedfordshirelscb.org.uk

Ofsted: 0300 123 1231

Police: 01234 841212

999 – in emergency situations

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Referrals: **Cambridgeshire**

Education Child Protection Advice Line: 01223 703800

LADO: 01223 727967

If the child is at risk of immediate harm make a referral on 0345 045 5203 this must be followed up by a written referral within 48hrs to Cambridgeshire Children's Social Care.

If you have concerns but there is no immediate risk of harm please refer to Cambridgeshire Children's Social Care – Email: referralcentre@cambridgeshire.GCSX.gov.uk

Any data that is recorded will be kept in accordance with the General Data Protection Regulation (GDPR) 2018.

Dawn Until Dusk Limited ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate childcare related activities to facilitate the delivery of childcare services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the General Data Protection Regulation (GDPR) 2018.

Dawn Until Dusk Limited's Data Protection Policy is available from the website at www.kidsdawntildusk.co.uk.

Or by contacting the Office Manager on info@kidsdawntildusk.co.uk

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