



## Kool Kids Club

### Safeguarding and Promoting Children's Welfare

Our 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 club's child protection procedures comply with all the relevant legislation and other guidance or advice from City of York Safeguarding Children Partnership (CYSCP).

As a club we are committed to reviewing the safeguarding children policy and procedures on a regular basis.

#### **Recognising child abuse**

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

**Physical Abuse-** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes as 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 is 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 likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

#### **Designated Safeguarding Officer (DSO)**

The Club has 3 staff members appointed as Designated Safeguarding Officers. These people have the suitable experience, training and expertise needed to fulfil this role, and will be responsible for liaising with social services, the local CYSCP and Ofsted in any child protection matter. Having 3 DSOs ensures that a DSO is on site at all times, and there is at least one in any area where children are being cared for. We believe it provides a stronger network which supports a club with such a high number of children in attendance.

The Designated Safeguarding Officer for Kool Kids Club is Emma Batten and the Deputy Designated Safeguarding Officer is Marie Elcock.

The Club's child protection procedures comply with all relevant legislation and other guidance or advice from the CYSCP.

#### **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, students and volunteers are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks.
- All staff and volunteers are given a copy of the Safeguarding and Staff Behaviour policies 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. This is updated annually as a minimum.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, 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. This action also relates to any children found or alleged to have abused other children in the setting.

- 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.

If child abuse allegations are made against a member of staff, the club will inform the police, social services and OFSTED. The member of staff will be suspended on full pay pending a full investigation. All allegations and concerns will be reported to the Local Authority Designated Officer (LADO) within the same working day.

Where possible the Club will give the staff member the opportunity to continue to work at the Club should the allegation be found to be false or malicious.

### **Safe Caring**

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

- 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 for 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 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.

- **Staff must not give out their personal email address, Face book details or phone number to any of the children.**
- **Staff must not talk to any child who attends Kool Kids Club on Face Book or by email.**

This information is laid out in the staff behaviour policy.

### **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 DSO will immediately refer the case to the local statutory child protection agencies. 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 Safeguarding Children 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 of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The Club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Manager and the DSOs will be responsible for ensuring that written records are dated, signed and kept confidentially.



- If an allegation of abuse is made against any of the DSOs, the Chair of the Board of Trustees will be informed 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:

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

### **Prevent duty and British values**

*In order for childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified'. Protecting children from the risk of radicalisation should be seen as part of childcare providers' safeguarding duties and is similar in nature to protecting children from other harms... (e.g. drugs, gangs, neglect, and sexual exploitation) ...Childcare providers can also build children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. (Prevent Duty, Department of Education, 2015)*

At Kool Kids Club, we incorporate British Values; democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith; into our everyday activities, helping children to protect themselves from radicalisation and abuse through the teaching of equality, diversity, kindness and mutual respect. We promote positive manners and independence and encourage group participation towards common goals. Respect for each other extends to our staff who promote good manners and tolerance to all the children.

In accordance with the duty of childcare providers listed in section 26 of the Counter-Terrorism and Security Act 2015, staff are required to undertake the 'Channel' Training upon their induction to ensure that all staff can identify children who may be vulnerable to radicalisation. Issues and concerns that arise are documented and passed to the Safeguarding Officers for possible referral to the police.

### **Child Sexual Exploitation**

Child Sexual Exploitation (CSE) of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, money, drugs) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

From October 2015, the FGM Act 2003 (as amended by section 74 of the Serious Crime Act 2015) introduced a mandatory reporting duty for all regulated health and social care professionals and teachers in England and Wales. Professionals must make a report to the police, if, in the course of their duties: they are informed by a girl under the age of 18 that she has undergone an act of FGM, or, they observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

Kool Kids Club is committed to its compliance with the law and will ensure that staff receive appropriate training on spotting the signs of child sexual exploitation and FGM, and how to deal with a disclosure.



### **Mental Health and Wellbeing**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. (Nursery Name) ensure appropriate support is in place for them.

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Staff may require appropriate instruction and training on identifying and supporting vulnerable children and parents that return to the setting, for example by signposting them to appropriate local services such as mental health, domestic or substance abuse services. It will be necessary to consider how vulnerable children, who are currently attending the setting, continue to have their needs met and to be supported as the setting takes on more children.

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

If the DSOs have 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 possible opportunity, with the Local Authority Designated Officer (LADO) at the City of York Safeguarding Children Partnership (CYSCP) to make a referral; via the correct form or by phone; or advice will be sought from the Front Door team, using the contact information below.

#### **Local Authority Designated Officer LADO**

- The role of the LADO is to coordinate all allegations and concerns made against a person who works with children within the City of York. As such, all allegations and concerns must be reported to the LADO
- The LADO will maintain a database of all allegations and concerns received and will provide reports to the CYSCP at least annually or on request.
- The LADO will advise, in discussion with the Manager, on what action should be taken and whether the matter should be referred to Children's Social Care and the Police for a decision on whether to convene a strategy meeting or an initial evaluation meeting.

The LADO can:

- Provide advice and guidance to employers and voluntary organisations
- Liaise with the Police and other agencies
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process

The Local Authority Designated Officer (LADO) are Emma Coates/Debra Lane/Leigh Moore 01904 551783

#### **The Role of the Club:**

- The club's DSO will communicate as much information about the allegation and related incidents as is consistent with advice given by these services and the police.
- At all times, the safety, protection and interests of children 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 CYSCP, 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.
- The CYSCP and OFSTED will be informed of any allegations of abuse against a child, 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's Front Door': Child In Need Assessment teams (Social Care) and Advice Team (Early Help)**

By telephone: 01904 551900

By email: [childrensfrontdoor@york.gov.uk](mailto:childrensfrontdoor@york.gov.uk)

By letter: Children's Services Advice, Assessment and Early Intervention Team  
West Offices  
Station Rise



York  
YO1 6GA

Out of hours (Before 8.30am and after 5.00pm), at weekends and on public holidays:  
By telephone 01609 780780  
By email [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)

More information can be found on the City of York Safeguarding Children Partnership website and on the YorOK website.

### LADO

A LADO Referral Form can be completed but must be sent using a secure email address (e.g. gcsx, pnn, nhs.net etc.) to [lado@york.gov.uk](mailto:lado@york.gov.uk). If you do not have a secure email you need to contact the LADO on **01904 551783** to make a referral or seek advice.

**LADO can be contacted on 01904 551783.**

See [www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm](http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm) for more information

### Police:

Telephone: (Immediate threat/emergency) **999**, OR (non-emergency) **101**

Email: [general.enquiries@northyorkshire.pnn.police.uk](mailto:general.enquiries@northyorkshire.pnn.police.uk)

Postal Address: North Yorkshire Police

Newby Wiske  
Northallerton  
North Yorkshire  
DL7 9HA

To call from outside the Force area: 01904 618691

### Ofsted:

Telephone: 0300 1231231

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Address: Ofsted

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

This policy was adopted at a meeting of	Kool Kids Club
Held in:	November 2019
To be reviewed in:	November 2020
Signed on behalf of the setting:	
Name of Signatory:	



Role of Signatory:	Manager	Deputy Manager
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