




Mangotsfield Out of School Club

Safeguarding Policy

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Signed:	



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Purpose

MOOSC recognises the importance and is committed to building and maintaining a culture of safety in which children in our care are protected from abuse, harm and radicalisation.

This policy is written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017), Safeguarding and Welfare Requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]. The Club's child protection procedures comply with all relevant legislation and guidance issued by the Local Safeguarding Children Board (LSCB).

The Club will respond promptly and appropriately to all incidents or concerns that may occur regarding the safety of a child.

Designated Child Protection Officer Responsibilities

The Designated Person holds ultimate responsibility for child protection issues and liaises with external agencies (e.g. Child Protection Agencies, LSCB and OFSTED) as and when necessary.

The Designated Person for the Club is the Play Manager who will ensure that:

- Safeguarding and Extremism and Radicalisation Policies and Procedures are reviewed regularly;
- All occurrences are properly reported and recorded where appropriate. This includes informing OFSTED, Child Protection Agencies or LSCB where appropriate;
- All reported occurrences are reviewed so that preventative measures can be taken;
- Staff receive regular updates and information as well as training where necessary;
- Staff are aware of, and follow, Club-specific Safeguarding Procedures;
- Staff receive advice and support on how to protect children from risk or harm; and
- Communication between the Club and our School Head Teachers is transparent and open with regard to suspected child abuse.

A staff member in the leadership role within a specific session, has delegated CPO responsibility.

Child Abuse & Neglect

Child abuse is defined as 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 indirectly by failing to protect them from harm. Some forms of child abuse and neglect being:

- **Emotional abuse** - 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 child maltreatment; although it may occur alone.
- **Physical abuse** - 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** - 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



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non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

- **Neglect** - 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 provide adequate supervision or to allow access to medical treatment.

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 gives cause for concern (e.g. a child being subjected to (or is at risk of) female genital mutilation);
- inappropriate behaviour displayed to another adult or child (e.g. inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images)

Suspected or Disclosed Child Abuse

When a child makes a disclosure to staff, they have been trained to:

- 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; and
- report the incident as soon as possible, in accordance with our Illness & Accident Policy

Peer-on-Peer Abuse

Children are vulnerable to abuse by their peers.

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. disability, confidence, physical strength); and/ or
- There have been threats, bribes or coercion made to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed the Club will follow the same procedures as set out above for responding to child abuse.

Extremism & Radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. Please read our Extremism and Radicalisation Policy for more information.

If radicalisation is suspected or disclosed the Club will follow the same procedures as set out above for responding to child abuse.

Reporting Concerns

If staff witness or suspect abuse, they will record the matter immediately using a Logging A Concern form.



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The Logging A Concern record should include:

- the date of the disclosure, incident or observation that caused concern;
- the date and time that the record was made;
- the name and date of birth of the child(ren) involved;
- a factual report of what happened (if staff are recording a disclosure, they must use the child's own words); and
- the name, signature and job title of the person making the record.

All concerns and records relating to safeguarding should be referred to the Designated Child Protection Officer, which for the Club is the Play Manager, who will decide on the appropriate course of action.

Where appropriate, the Designated Child Protection Officer will discuss all concerns relating to safeguarding with the Head Teacher of that particular School and the LSCB so that appropriate action (if necessary) can be taken. Where a child is at risk of immediate serious harm, a referral will be made to the relevant Child Protection Agencies immediately and could include contacting the Police on 101 or anti-terrorism on 0800 789 321.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to report the concern or incident.

Allegations Against Club Staff

If the Club receives an allegation of child abuse against a member of staff, it will be escalated to the Play Manager immediately and:

- it will be recorded on an Incident Record form with any witnesses to the incident signing and dating the record to confirm its version of events;
- it will be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. the Police) should be informed and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours;
- following advice from the LADO, the member of staff will be suspended pending a full investigation of the allegation (should it be necessary to); and
- it will be referred to the Disclosure and Barring Service where appropriate.

Promoting Awareness

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

- the Designated Person has relevant experience and receives appropriate training in Safeguarding and the Prevent Duty, is aware of the Channel Programme and how to access it;
- the Designated Person's training is refreshed every three years;
- safe recruitment practices are followed for all new staff;
- staff have a copy of this Policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation;
- staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse and concerns about radicalisation;
- staff receive basic safeguarding training and that safeguarding is a permanent agenda item at all staff meetings;
- staff receive basic training in the Prevent Duty;



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- staff are familiar with the Safeguarding File, which is kept at each site in order to be available for easy access and reference; and
- procedures are in line with the guidance detailed in *“Working Together to Safeguard Children (2018)”* and that staff are familiar with *“What To Do If You’re Worried A Child Is Being Abused (2015)”*.

Mobile Phones & Cameras

Photographs will only be taken of children with parent/ carer permission.

Only the Club camera will be used to take photographs of children, except with the express permission of the Play Manager. Neither staff, children or visitors may use their mobile phones to take photographs at the Club at any time in accordance with our Mobile Phone Policy.

Related Policies

1. Extremism & Radicalisation
2. Illness and Accident
3. Late & Uncollected Children
4. Missing Child
5. Mobile Phone

Useful Contact Information

Social Care - 01454 866 000

Social Care (Out of Hours) - 01454 615 165

LADO (Local Authority Designated Officer) - 0117 903 7790

ART - 01454 864 303

Local Authority Prevent Co-ordinator - 01454 863 844

Police (non-emergency) - 101

Police (emergency) - 999

Anti-Terrorism Hotline - 0800 789 321

NSPCC - 0808 800 500

Ofsted - 0300 123 1231