

# 2 DA STAGE PERFORMING ARTS & CHILDCARE CLUB

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## Safeguarding Children Policy

# Safeguarding



# Children

## **2 Da Stage Performing Arts & Childcare Club's Safeguarding Children Policy**

### **Safeguarding children**

#### **Introduction**

The club must ensure that:

- It has in place effective and responsive procedures to ensure that all its pupils are kept free from abuse, neglect or exploitation, which are in line with the guidance provided in the DfES' Safeguarding Children and Safer Recruitment in Education (2007)
- Pupils understand what it means to be safe and are confident talking to staff if they have any concerns
- The taught curriculum addresses the issue of child protection in the wider context of child safety in general
- A culture of respect for all individuals exists, which discourages bullying and harm of all kinds

#### **Recruitment**

2 Da Stage ensures that all vetting procedures are followed and that all staff and volunteers

#### **Child protection manager**

The club designates a senior member of management staff to take lead responsibility for dealing with child protection matters (the 'child protection manager'), whose responsibilities include:

- Ensuring that all staff have an understanding of child abuse and its main indicators
- Advising and supporting staff with their own child protection role
- Ensuring effective communication between the academy and external agencies, where there is a child protection concern.
- Recording all child protection matters securely and separately from other records

#### **Training**

The child protection manager at the academy should attend appropriate training in child protection and in inter-agency working provided by (or to standards set by) the local safeguarding children board (LSCB)

All other staff who work with children should be equipped with the knowledge and skills necessary to carry out their responsibilities for child protection, which is kept up to date by refresher training at least every three years.

## **Recognition and referral**

Where staff suspect or have information relating to child abuse or neglect, or the likelihood of it in the future they must immediately inform the child protection manager who will take a decision on whether to inform the social services and/or police.

The role of staff is not to investigate concerns. Where concerns arise from information given by a child, staff should reassure the child, but should not ask leading questions or promise confidentiality.

Before contacting a child's parents in regard to child protection concerns, staff will consult the child protection manager alongside the DCSF guidance, and if necessary, the local authority.

## **Allegations against club staff**

All allegations against any member of staff with implications for the safety and welfare of children will be taken seriously and investigated in line with the agreed policy of the LSCB. The child protection manager is responsible for managing this process.

## **Records and confidentiality**

The child protection manager is required to record all child protection matters. Where a person makes an oral statement, a written record should be produced and it should be signed and dated by the author.

Staff should only be provided with information as is necessary to help the child.

## **Working with the local authority**

If a pupil of the academy becomes the subject of a local authority investigation, the club will co-operate fully with the other agencies.

## **References (as at Nov 2008)**

Primary guidance is in DfES' *'Safeguarding children and safe recruitment in education'*, published in 2006, into force 1 Jan 2007.

Further guidance in:

HM Gov't (2006) *'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'*

HM Gov't (2006) *'What to do if you're worried a child is being abused'*

Information specific to London:

London Safeguarding Children Board, *'London Child Protection Procedures'* (3<sup>rd</sup> ed., 2007)

**After School Club:** 2 Da Stage Performing Arts & Childcare Club.

**Supervisor:** Tyron Devonish

**Named personnel with designated responsibility for Safeguarding**

<b>Designated Senior person</b>	<b>Deputy Designated Senior person</b>	<b>Nominated Governor</b>
Tyron Devonish	Shereene Williams	Anita Parris

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## **INTRODUCTION**

This safeguarding policy is in line with the Child Protection Procedures outlined in the publications, "Working Together to Safeguard Children" (1999 and 2006) and 'What to do if you are worried a child is being abused' (2006)

**This policy applies to all adults, including volunteers, working in or on behalf of the club.**

'Everyone working in or for our club service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our play setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

## **CLUB COMMITMENT**

2 Da Stage Performing Arts & Childcare Club is committed to Safeguarding and Promoting the Welfare of all of its Children. Each Child's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at the club, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of the children in our care.

## 1. **CHILD PROTECTION**

This section will consist of the following information:

- **Identifying Children who are suffering or likely to suffer Significant Harm**
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### **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Playworkers are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, children, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

#### **Definitions**

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Abuse takes many forms, including physical, sexual, emotional, and neglect.

### **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT THE CLUB AND AT HOME**

All staff follow the Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

**Staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

**Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. The club recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

**Action by the Designated Senior Person (or other senior person in their absence)**

**Following any information raising concern, the senior designated person will consider:**

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- the child's wishes

**Then decide:**

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
  - whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately
- OR**
- not to make a referral at this stage
  - if further monitoring is necessary

- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

### **Action following a child protection referral**

#### **The designated senior person or other appropriate member of staff will:**

- make regular contact with the Social worker involved to stay informed
- wherever possible, attend Strategy Discussion Meetings
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care

#### **Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated person.

#### **Supporting the Child and Partnership with Parents**

- Club recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

## **2. BULLYING**

The staff, children and any visitors to the club should be treated with respect, courtesy and consideration.

We aim to reduce bullying in the school by:

- Identifying bullies
- Addressing the needs of individual children, both bullies and victims
- Providing a consistent response to bullies and their victims

- Implementing a system for dealing with different degrees of bullying
- Having clear agreement among all the adults involved on the steps forward
- Providing time during the club's in-service training programme to discuss issues associated with children's physical, social and educational well-being
- Disseminating policies and procedures for bullying throughout the club.

New children are at particular risk of bullying. New children should be introduced properly to playscheme life and routines. Playworkers should consider the needs of new children in the following areas:

- Introductions and welcomes
- Play and activity times
- Codes of conduct
- Tour of the playsetting
- Toilets
- Trays

### **How the club aims inform the policy**

The whole-school behaviour policy is based on the school aims as follows:

- To create a positive learning environment which promotes the development of children in the fullest sense and their learning and success in school.
- To empower children, by encouraging them to develop:
  - enthusiastic, enquiring minds
  - the ability to question and present rational arguments
  - an independent, positive and engaged approach to working.
- To help children realise their full potential through the highest quality of learning, teaching and experiences across the whole-school curriculum (intellectual, social, physical, ethical and spiritual).
- To prepare children for the future, and the world of work. To help children make good use of recreational time. To help children become a valued member of society.
- The core aims, principles and intentions of the policy which contribute to our school

### **Ethos:**

- At the club, we aim to treat people with dignity, fairness, respect, sensitivity, care, generosity, kindness, courtesy and friendliness.
- At the club, we value the constructive and positive contribution that each individual brings and each person's role in the club.
- At 2 Da Stage, we offer support, encouragement and enthusiasm. We have high expectations of children's work and behaviour and through this teach motivation.

"We" refers to the whole-club of playwork and volunteer staff, children, parents, governors. Through this we aim to achieve a positive club ethos. These principles and intentions are translated into actions later in this policy document.

### **3. HARASSMENT AND DISCRIMINATION**

**The club has due regard to the need:**

- To eliminate unlawful discrimination and harassment and
- To promote equality for males and females, between people of different racial groups and for disabled people

**The club will:**

- Welcome and provide for all its children and employees
- Help all children and employees to achieve their full potential
- Ensure that no student, employee or applicant receives less favourable treatment on grounds of sex (including marital status or gender reassignment), sexual orientation, age, disability, race (including nationality, ethnic or national origins or colour) or religion or belief (except where an academy's status as a church or single-sex school permits any limitation, or where any other statutory exception applies)
- Ensure that all statutory obligations are met.

#### **Monitoring and review**

The management is responsible for implementation of this policy, for the provision of monitoring and reporting information to the chair person.

### **4. USE OF PHYSICAL INTERVENTION**

Physical Intervention or reasonable force means the minimum physical intervention necessary to prevent a child from doing, or continuing to do, any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Damaging property

Physical Intervention may also be used to search a pupil without their consent when staff have reasonable grounds for suspecting that pupil to be carrying a weapon. At least two staff are required to be present at the search.

Physical Intervention will never be used as a form of punishment.

**Reference:**

DCSF (2007) 'The use of force to control or restrain pupils', available at :

<http://www.teachernet.gov.uk/docbank/index.cfm?id=12187>

## 5. FIRST AID AND CRITICAL INCIDENTS

**The principal is responsible for ensuring that:**

- First aid is available at all times on site and at offsite trips.
- There is adequate provision of first aid provision:
  - All staff will have received first aid training.
  - All staff know the named first aid supervisors and where their nearest first aid box is kept.
- First aiders are responsible for ensuring that:
  - First aid boxes are adequately restocked with supplies relevant to likely use
  - An ambulance or other professional medical help is summoned when appropriate
  - Gloves are always used when treating open wounds, and all materials are properly disposed of.
  - A child who vomite or has diarrhoea in the club is sent home immediately. Children with these conditions should not be accepted back in to club until 24 hours after the last symptom has disappeared.
  - When a child suffers a knock to the head, any bruising or swelling is treated with an ice pack and their parents will be informed.

A **critical incident** is a physical incident or psychological trauma that has a severe immediate impact and likely long term effect on children, staff or parents.

**Examples include:**

- A death or serious injury on-site
- A death or serious injury off-site
- A serious threat to the premises
- An immediate threat to persons on site

**Responsibilities:**

- The chairperson is responsible for organising the response to a critical incident. All staff should be aware of the person responsible if the principal is absent.
- The chairperson will ensure that an emergency plan is in place

**Communication with pupils and parents:**

- In the event of a critical incident, staff will be given guidance on what children should be told and how.
- Families will be informed of information shared with children.

## **6. DRUG AND SUBSTANCE MISUSE**

**Rationale**

The aim of this document is to prepare all those working within our club, in matters to do with substance related incidents.

It is important that as a club we have policies and procedures that reflect the current guidance on drug prevention in schools and to ensure that Government legislation on the misuse of drugs is upheld and that staff are protected from unwitting mistakes which may bring them into conflict with the law.

A drug is defined as a chemical substance which can change the way a human body works, either physiologically or psychologically. Within this definition fall legal substances as tobacco, alcohol, prescribed medication and solvents, together with illegal substances such as cannabis, amphetamines and ecstasy.

**Procedures Regarding Substances in Schools****Medicines**

Children should not bring any medication to the club unless accompanied by a letter from the parent/guardian giving permission and indicating dosage. This applies to both prescribed and non-prescribed treatments. Unless needed in emergency all medicines should be kept secure in a nominated central but accessible location, currently the main hall. No member of staff should take possession of medicine on behalf of children. Medicine containers should be labelled clearly with the dosage, time of dosage and pupil's name. Children will be increasingly encouraged to take responsibility to remember to take the medication and to report to the nominated central location when necessary.

The exception to these rules will be in cases where medication may be needed in an emergency eg. inhalers for asthma. In such instances parents must inform the club what medication their child is carrying and take full responsibility for instruction in its use and safety. They should be stored in a place of safety, inaccessible to children.

Generally other medicines must never be given to pupils - not even aspirin - either by Playworkers or volunteers.

### **Procedures Regarding Illegal Substances**

It is important that staff behave in a corporate manner, sharing concerns rather than acting independently. Any response should be to the pupil rather than to the substance misuse itself. Playworkers have a wide range of observational skills used in monitoring children's behaviour and development. When these skills are used in cases of pupils misusing substances a supportive pastoral network will enable appropriate responses to be made. Always, if a problem occurs, the Headteacher should be informed.

#### **All staff need to note that:**

- It is an offence under the Misuse of Drugs Act to take in to one's possession illegal substances even with the intent of preventing a pupil from committing or continuing to commit an offence in connection with that drug unless the member of staff takes all reasonable steps as soon as possible. [see 3.6.9].
- It is also an offence to fail to co-operate with any police investigation as such failure to co-operate may amount to obstruction.
- It would be an offence for staff to knowingly allow or condone the use of illegal drugs on school premises.
- When a member of staff has a concern for a pupil's behaviour a specific non-judgemental factual record, such as would be acceptable in a Court of Law, should be made giving an overview of the pupil's behaviour.
- If subsequently a suspicion is confirmed but there is no supportive evidence, the named member of staff should make available advice and support for the pupil in conjunction with the parent. There is no legal requirement for the school to contact the police, however, it may be helpful to make informal contact with the named officer for further advice and support. In applying these procedures the school should take into account the age of the pupil, and any relevant information regarding family background.
- If substances are discovered on club premises or elsewhere within the school's jurisdiction eg. on a school visit, the playworker should adopt the following procedure:-
  - If possible remove the substance in the presence of a witness. If this is not possible the substance should be removed from the location where it is discovered.
  - If the substance is in the possession of one or more pupils, the teacher should attempt to remove it if it is reasonably possible. Professional discretion should be exercised in such instances. If it is not possible to remove the substance, then a member of the senior management team should be called immediately.
  - Pupils should only be searched by staff if absolutely necessary. They must not be searched without their consent as such a search may amount to assault. At most a search should only consist of outer clothing ie. coat, gloves, personal belongings, footwear etc. Another member of staff must be present whilst the search is carried out and the member of staff conducting the search must be of the same gender as the pupil being searched.

- If a pupil refuses to be searched the Police should be called in to deal with the situation. The school should decide at which stage parents should be informed depending on the particular circumstances.
- Having removed the substances the school should record the place, date and time the substance was removed. If possible this record should be countersigned.
- **THE SUBSTANCES SHOULD BE TAKEN TO THE SUPERVISOR, OR DEPUTY IN THEIR ABSENCE, PREFERABLY IN A SEALED CONTAINER. THE SEAL SHOULD BE SIGNED AND DATED. THE TEACHER MUST NOT RETAIN THE SUBSTANCE. TO DO SO MAY PLACE THAT WORKER AT RISK.**
- The Supervisor must contact the local police who will arrange for the substance to be collected. Until that time the Supervisor is responsible for the safekeeping of the substance.
- If a child is directly involved when the substance is found it is the Supervisor's responsibility to consult with the police, notify the parents concerned, and agree further appropriate action in line with the club's behaviour policy.
- If any equipment associated with substance misuse is found it should be handled with extreme care, particularly where equipment involves syringes, for risk of infection. Equipment should be stored in a secure and rigid container. The Club may wish to contact the police for advice. Any syringes should be disposed of in a sharp safe.

#### **Special Guidance for School Visits**

If the substance is discovered on a visit away from the club setting, the playworker should contact the Club Supervisor (or deputy if the Supervisor is not available) without delay. The Supervisor (or deputy) will then contact Police local to the discovery.

#### **Notification of Governors**

The Supervisor will notify the Chairperson of management with regard to any substance-related incident in advance of information being generally known.

If individual governors enquire about such an incident, the Headteacher's reply will be short and factual, having regard for confidentiality. This will be followed by a confidential report of the incident for the chairperson, who then has to decide how such information should be disseminated to members of the governing body.

#### **Dealing with Persons Under the Influence of Legal and Illegal Substances**

If ever there is an occasion when a pupil is found to be under the influence of legal or illegal substances, rapid response may be called for, including alerting staff with basic first aid competence.

## **7. STAFF RECRUITMENT**

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment

history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll, **from October 2009 there will be a requirement for employees to be registered with the Independent Safeguarding Authority**
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff. All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

## **8. INTERNET SAFETY**

We aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

### **We believe that access to the Internet will:**

- Enrich the quality of curriculum provision and extend learning activities
- Help us raise children's attainment
- Support playworker's planning and resourcing of activities
- Enhance the club's management and administration systems
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools, support centres and the LEA and DfEE.

### **Inappropriate Material**

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites which contain inappropriate materials which it would be unacceptable for children to gain access to.

To ensure that children access the Internet within a safe environment, we use the London Grid or London that excludes unacceptable material through filtering lists of inappropriate sites to which access is barred when using the school's line.

### **Guidance for staff**

#### **Playworkers should:**

- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet.

- • Supervise children's use of the Internet.
- • Supervise children *at all times* when accessing the Internet, with all monitors clearly visible by the teacher.
- • Train children in how to use the Internet.
- • Give children clear objectives for Internet use
- • Preview any web sites they intend to allow children access to, to ensure the sites do not contain inappropriate material and are suitable for the age and maturity of their pupils.
- • Take prompt action if they or their pupils encounter inappropriate material on the Internet:
- • Inform the Supervisor of the site details as soon as possible

**The Playworker and Supervisor will then:**

- make occasional checks on files to monitor children.
- Discipline children if they make inappropriate use of the Internet. Punishments should be in line with the club's Behaviour policy.

**Email:**

- Incoming e-mail to children should be checked by a playworker wherever possible, before being read by children.
- Outgoing e-mail sent by children should be checked by a playworker before it is sent
- The forwarding of chain letters is not allowed
- Children should not send personal information (e.g. address and 'phone number) or arrange to meet someone, over the Internet.

**Children should:**

- Inform a playworker immediately if they encounter any material that they feel is offensive or they think may cause offence to others.
- Be aware that their files held on the system may be reviewed by the playworker at any time.
- Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Only send polite e-mail messages to the addresses their teacher has specified and not include personal details (e.g. address, 'phone number).

**The club will:**

- Inform all parents that their children will be provided with supervised Internet access as part of the club's activities.
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material.

## **9. ROLES AND RESPONSIBILITIES**

### **Our Management Team will ensure that:**

- the club has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the club operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the club has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the staff is designated to take lead responsibility for child protection (and deputy);
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the club premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the club on these matters where appropriate.
- they review their policies and procedures annually

### **Our Club Supervisor will ensure that:**

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner

### **Senior Member of Staff with Designated Responsibility for Child Protection will:**

#### **Referrals**

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support , advice and expertise within the educational establishment;
- liaise with the headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

#### **Training**

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- ensure that all staff have access to and understand the club's child protection policy;
- ensure that all staff have received training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

#### **Raising Awareness**

- ensure the child protection policy is updated and reviewed annually
- ensure parents are made aware of the child protection policy

- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

**All staff and volunteers will:**

- fully comply with the club's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

**Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of race equality, equality for disabled persons, gender equality and community cohesion using an appropriate Equality Impact Assessment. The policy may be amended as a result of this assessment.