

## **Statement of Intent.**

The welfare, protection and safety of every child in our care is a major priority and responsibility. We are committed to following the North Yorkshire Safeguarding Children Board and North Yorkshire LEA's child protection procedures and guidance. Everyone working in our setting recognises our responsibilities towards the children in our care. We have procedures in place to follow if we suspect abuse or neglect and we are able to put the procedures into practice. We will refer to the Social Care Department when appropriate, work with other agencies, attend and provide reports for child protection conferences and contribute where appropriate to any Child Protection Plan.

Staff Roles – The safety and well being of a child must come first. It must be placed before any personal or organisational goals and before loyalty to friends and colleagues. Any member of staff that has any concerns about any child has a duty and responsibility to bring this to the attention to the Senior Play Worker.

The designated person to assist the registered person in our setting is Christine Matthews Senior Playworker.

The Senior Play Worker shall be the one who discusses any matters with the child's parent/carers, where appropriate. This will also apply for any concerns or actions to be taken. Should a call be required to the Social Care Department or the Police this will also fall under the responsibility of the Senior Play Worker. The Senior Play Worker is also duty bound to inform the Chair Person of the Voluntary Management Committee of any concerns or actions taken for a child's welfare.

## **Confidentiality**

Voluntary Management Committee members and The Base employees are required to treat as confidential any information regarding children, parent/carers who use The Base or employees who work there.

Should any circumstances require a breach of confidentiality e.g. suspected child abuse or behavioural problems, employees must inform the Voluntary Management Committee immediately.

The Base employees and Voluntary Management Committee will be required to sign a declaration of confidentiality form.

All of the above statement applies to strict confidentiality; therefore any matters arising **WILL NOT** be discussed outside of the Management Forum. Any discussion that takes place outside this forum with members of The Base staff will result in a breach of this confidentiality act; therefore a disciplinary procedure will follow.

When a suspicion of abuse is reported the following steps should be followed:

- Your name, address telephone number and position within the setting.
- Full details of child affected – name, date of birth and address.
- What has been observed about the child in question (or told to you about the child).
- The action taken so far.
- All action taken/reported must be put in writing and put in the incident report book. This is kept locked away in a secure place.

Social Care department or the police will advise what action The Base should take next, including whether parent/carer should be involved. The outcome of the call will be logged in the incident book. Social Care will then take responsibility for ensuring that appropriate further enquiries are made. This may lead to a Child Protection Conference, bringing together different agencies concerned in the child's life, to decide what action should be taken.

**Contact Numbers:-**

**Emergency Duty Team: 01609 780780**

**Ofsted: 0300 123 1231**

**Police Child Protection: 101**

## **Staff Awareness**

All staff, volunteers, students and helpers will be shown a copy of The Base Child Protection Policy and must familiarise themselves with the content in order to be able to take appropriate action to help protect all children in our care. All members of staff/volunteers will be made aware of the designated person to share any concerns with. They also need to familiarise themselves with the possible signs of abuse as attached. ***(please see Health & Safety file – index: Child Protection for relevant forms.)***

**All staff, volunteers and students must adhere to The Base – Child Protection Policy and procedures at all times.**

The possible forms of abuse include:

### ***Physical Abuse***

Action will be taken under this heading if staff have reason to believe that there has been physical injury to a child. This involves hitting, shaking, throwing, burning, suffocating or any other physical harm deliberately causing a child's ill health also constitutes physical abuse. Also where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

### **Procedure:**

Any sign of a mark/injury to a child when they first arrive at The Base will be recorded. The incident will be discussed with the parent/carer. Such discussions will be recorded and the parent/carer will have access to such records. If there appear to be any queries regarding the injury, Social Care Department will be notified.

### ***Sexual Abuse***

Action will be taken under this heading if the staff have witnessed occasions where a child indicates sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

**Procedure:**

The observed instance will be reported to the Senior Play worker. The matter will be referred to Social Care.

***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. Such behaviour may involve conveying to a child that they are worthless, unloved or inadequate or making them feel unnecessarily frightened or vulnerable.

Action will be taken under this heading if the staff team have reason to believe that there is severe adverse affect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

**Procedure:**

The concern will be discussed with the parent/carer. Such discussion will be recorded and the parent/carer will have access to such records. If there appear to be any queries regarding the circumstances, the matter will be referred to Social Care.

***Neglect***

Neglect is a persistent failure to meet a Child's basic physical, emotional or psychological needs, such as is likely to impact on their health, development or emotional stability.

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation), which results in serious impairment of the child's health development including to thrive. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

**Procedure:**

The concern will be discussed with the parent/carer such discussions will be recorded and the parent carer will have access such records. If there appears to be any queries regarding the circumstances social care services will be notified, referred immediately to the Senior Play Worker.

**Internet Pornography:**

This involves

- Social networking/chatrooms
- Child pornography

Where possible the club will endeavour to advise children and parents/carers on internet safety. If a child makes a disclosure involving the use of the internet, this will be discussed with parents immediately. The DSO (Designated Safeguarding Officer) will record the disclosure and take further advice from Social Care Department and/or CEOP ( Child Exploitation and Online Protection ).

Staff will have knowledge of procedures in this area and will be able to advice children, Parents/carers appropriately.

The Website is: [www.thinkyounow.co.uk](http://www.thinkyounow.co.uk) Password is 3 Eastayton

**STAFF RESPONSIBILITIES**

Staff should not give out their mobile numbers or befriend children and young people online including social networking sites.

Where any child within the club discusses using any social networking sites, Parents/carers will be notified.

NOTE: It is illegal for children below 13 years of age to be on most social networking sites.

All staff mobile phones and camera phones must be switched off in the setting. At no time should photo's be taken of children in the setting using their camera phones.

### ***Behavioural changes***

Should there be a significant change in a child's behaviour this should be reported to the designated named person (see above). This will then be recorded in the incident book. If an incident occurs that is unusual for that particular child this will also be recorded and noted in the incident book. Senior Play Worker will discuss any behavioural change where appropriate with parent/carer.

If the child confides in you about their abuse it is extremely important that you:

- Remain calm sensitive and focused.
- Listen carefully to what they are saying and do not interrupt.
- Accept what they are saying.
- Be aware of your own none verbal messages.
- Tell them that they are right to tell, that they are NOT to blame and that you are sorry that this has happened to them.
- Do not ask leading questions.
- Do not promise to keep information a secret.
- Make a note of what was said and who was present. Use child's actual words whenever possible.
- Remember TED ( Tell me about it, explain, describe )

### **Dealing with allegations**

Where actual or suspected abuse comes to the attention of staff they will report this to the Senior Play Worker and the child protection officer at their earliest opportunity.

- Staff are encouraged and supported to trust their professional judgement 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 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 Senior Play Worker and the child protection officer will be responsible for ensuring that written records are dated, signed, kept confidentially, and shared with relevant professionals.

### **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 and volunteers are carefully recruited, have verified references and have DBS checks.

All staff and volunteers are given copies of all policies including 'Safe Guarding Children' during their induction and have its implications explained to them.

- All staff and volunteers receive training in 'Safe Guarding Children' issues every year and are provided with any relevant information and guidance.
- All staff are aware of the need to maintain caring and safe relationships with children and 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 volunteers are instructed to report the disclosure or discovery of abuse to the Senior Play Worker.
- The club will take appropriate action in the 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 and volunteers.

- Any member of staff or volunteer under investigation for the alleged abuse of a child will be subject to the provisions of the Staff Disciplinary Policy.

### **Late Collection of a Child**

There are three stages to follow should you encounter 'late collection of a child':

**Step 1 – At 6.00pm** – all contact numbers to be rung. The child cannot go with anyone other than the contacts on the registration form without prior notice.

**Step 2 – At 6.30pm** – Inform committee member and phone relief staff if needed.

**Step 3 – At 7.00pm** – Phone Social Care Services duty team Tel: 01609 780 780.

**CHARGES:** If later than 6.00pm a charge will be made to cover costs of staff. The committee's discretion used for individual circumstances.

**Police:-** 101

### **Collection of a child by an unfit parent/carer**

Should you suspect a parent/carer is unfit to collect a child from The Base due to alcohol/drugs or substance abuse then it is required by the Senior Play Worker to explain that the child cannot be taken from The Base by them. You will then be required to explain to that parent/carer that the next person on the contact list will be telephoned. Failure to reach additional contact will result in a call being made to Social Care Services to further advice.

Any such incident must be recorded in the 'Incident Book' so that a written record can be kept for reference on the child in questions file.

North Yorkshire County Council provide courses of 'Basic Awareness Child Protection Training' when required for all our staff/volunteers. This training is updated periodically and whenever necessary for all staff and volunteers. This helps them to understand and recognise the signs of possible child abuse. As an aid to help understand this delicate matter flow-charts are positioned in this setting.

### **Dealing with a hostile parent/carer**

In the event of a hostile parent/carer collecting a child/children then staff should ask the parent/carer to leave the reception area and move them into a quiet area where they can discuss their concerns in private and away from the children.

Firstly listen to the parent/carers concerns without interrupting them. Allow them to finish what they have to say. Then in a calm, un-patronising manner you can then try and answer their questions. If at this time you are unsure how to answer any questions then you should speak to the Senior Play Worker. If you feel threatened by the parent/carers mannerisms then you should ask another member of staff or the Senior Play Worker to accompany you. When speaking to the parent/carer keep a short distance between you so that you don't come over as aggressive and threatening. Try not to use hand signals and wave your arms about, also try not to fold your arms as that may appear defensive to the parent/carer.

If the parent/carer refuses to calm down after further discussions then it maybe necessary to call an outside source for assistance such as the Police.

### **Support for Care worker/volunteer**

The Senior Play Worker would help a member of staff/volunteer involved in a particular incident to seek the help of a counsellor should they wish to do so.

### **Disclosures**

Information will only be shared with staff on a need to know basis. Any concerns or disclosures should be logged in the incident book and the matter referred immediately to the Senior Play Worker.

### **Child Protection Policy**

Child abuse cannot be ignored or taken lightly. Guidelines issued by North Yorkshire County Council will be strictly adhered to.

If an employee suspect's child abuse, the Senior Play worker must be informed and they will ensure the correct procedures are followed.

Staff will attend ongoing training and learn how to recognise and deal with various forms of such abuse.

### **Photography and Mobile Phones**

The Base has a designated digital camera on site that belongs to the club. This will be used to record children's achievements. This is the only camera that is allowed to be used within the club.

- The photos will only be downloaded onto The Base computer.
- All mobile phones are kept in the club safe. The only mobile phone that is in use during club sessions is The Base mobile.
- If you see a staff member with a mobile phone (other than The Base mobile) during work hours, you must report this straight to the management.
- No personal cameras are to be used at The Base.

Permission from parents is requested during the child's registration for photos of their child to be taken for their development records, newspaper articles and for use on The Base Website/Twitter/Facebook page. If a parent refuses any of these we record it on a list and inform the playworker team.

### **Safe Internet Use**

The Base recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. Children will only be allowed to access the internet at the club if their parent or carer has given written permission.

If a child encounters something inappropriate on the internet the manager will be informed and the incident will be noted on an incident record on the child's file. The child's parent will be asked to sign the incident record.

We have put in place the following safeguards:

- The laptops are all located so that the screen can easily be seen from the rest of the room.
- The laptops are connected to the internet through the school's intranet.
- Staff will supervise the use of the internet.
- The laptops browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**