



## "Every Child Matters"

When the government published "Every Child Matters" it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

There was a clearly stated need that, while each are of society has an important part to play in child development, Conker Club must embrace the document both individually and collaboratively.

### **Conker Club Safeguarding Children Statement**

At Conker Club the health and safety of all our children is of paramount importance. Parents send their children to us with the expectation that we provide a secure environment in which their children can flourish. Conker Club therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

### **The Health & Safety Policy**

Conker Club has a health and safety policy, which is monitored each term and on yearly basis. The Manager has responsibility to oversee this. Any concerns from staff are reported and dealt with immediately.

Each term there is a fire drill that practices efficient evacuation from the building. Conker Club conduct an annual Fire Risk Assessment.

### **First Aid**

At Conker Club we have a first aid and medicines policy which can be shared on request. There are always trained members of staff who oversee first aid. There are a number of first aid kits around the club. When a child is poorly, or has suffered an accident there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- For head injuries a Head Note is issued
- If there is any doubt at all a parent is contacted

## **Site Security**

Conker Club provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

Therefore:

Gates should be locked.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance after signing in at the office window.

Children will only be allowed home with adults with parental responsibility or confirmed permission. Children should never be allowed to leave Conker Club alone during the sessions, and if collected by an adult, signed out.

## **Appointments of staff and induction of newly appointed staff and work placements**

All staff that are appointed to work in Conker Club have a criminal records search called a CRB check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Manager of Conker Club.

The Manager sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at the club but especially the children.

## **Child Protection Policy**

The designated adult for Child Protection is Lorraine Oliver., There is a detailed Child Protection Policy, which is available upon request. It is the managers' duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain staff have Child Protection training, which is updated at least every three years.

## **Internet Security**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Children must never be left unattended whilst online and staff should ensure that this does not happen. If staff know of misuse, this should be reported to the manager without delay. We have an internet safety policy that all staff and children know. As Child Protection Officer the Manager has overall responsibility for internet security.

## **Equal Opportunities**

At Conker Club we aim to provide a broad and enriched environment so that every child has access to all the club has to offer.

A copy of our Equal opportunities policy is available on request.

## **Behaviour Policy**

Good behaviour is essential in any community and at Conker Club we have high expectations for this. We have a behaviour policy which gives more detail.

## **Anti Bullying Policy**

Conker Club's definition of bullying is: "Bullying is the wilful, conscious desire to hurt, or threaten or frighten someone else. All bullying is aggression, either verbal or psychological, although not all aggression is necessary bullying".

There is a more detailed Anti-Bullying Policy that is available on request.

All incidents of Bullying are dealt with immediately and appropriate action is taken.

## **Racial Tolerance**

At Conker Club we have a policy on racial equality which is available on request. All incidents to do with racial intolerance are dealt with immediately and appropriate action is taken.

## **Whistleblowing**

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. Conker Club has a whistleblowing policy that follows the Local Education Authority's guidance. A copy of this can be made available upon request.