



## Safe Guarding Child Protection Policy

Conker Club fully recognises its responsibilities for safe guarding children. This means that the health, safety and well being of all our children are of paramount importance. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be respected and be safe in our After-School club.

**DSL staff on site: Lorraine Oliver, Bev Cole, Sian Burrage, Emily Skinner, Cathy Taylor, Isabelle Woollhouse**

We will achieve this by:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Ensuring that only people who have been approved by Ofsted as suitable are ever alone with a child or take them to the toilet.
- Ensuring that staff are not usually alone with a child or small group and that the layout of the After-School club allows for constant supervision of all children.
- Raising awareness of safeguarding children issues and enabling staff to receive appropriate training.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children who have been abused in accordance with his/her agreed safe guarding children plan.
- Establishing a safe environment in which all children are helped to have a go and do their best; are encouraged to talk and are listened to; are valued and cared for.
- Providing opportunities for all children to acquire skills to keep themselves safe.
- Build up trusting and supportive relationships with all families and ensure that they are aware of our Safe Guarding Children Policy.

### **Procedures in case of suspicion of abuse.**

- The Manager is directly responsible as the Named Person for Safeguarding Children issues. (In case of the manager's absence the Deputy would assume this role.) The Named Person ensures that they keep up to date with legislation and advice and develops effective links with relevant agencies.
- If any member of staff suspects that a child may be a victim of abuse, they must inform the Manager immediately. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect. All staff know that they should be alert for any significant changes in

children's behaviour, unexplained bruising or marks, comments children make which give cause for concern, or any deterioration in a child's general well-being. Questioning of the child should be kept to a minimum, with open questions (usually no more than 3) being used to ascertain the accuracy and urgency of the situation. It is important that staff do not make promises to keep things a secret, but say that they will have to tell someone and that the child will be all right.

- We keep written records of concerns about children, even where there is no need to refer the matter immediately. These records are kept securely, separate from main records, and in a locked location.
- Information is shared strictly on a 'need to know' basis -usually manager, deputy manager and key worker.
- Records are timed and dated; written objectively without comment or interpretation; include exact words spoken by the child as far as is possible; include notes of any communications or meetings with carers. To ensure this, notes must be made as soon as possible and signed and dated. (Under the Education Regulations 1989, these notes are exempt from the requirement of disclosure.)
- Parents will normally be informed of any concerns, unless it is felt that there is a significant threat of danger to the child or staff member.
- - The Head Teacher of North Farnborough will be notified.
  - Social Services will be contacted.
  - **OFSTED will also be notified.**
- A log of these calls will also be kept. Again parents would normally be informed that this action had been taken.
  - The Manager will work closely with Social Services to investigate any allegations of abuse, in a sensitive manner, remembering always that the interest of the child is of paramount importance. Where appropriate other staff are expected to attend and participate in all case conferences and meetings.

**Conker Club recognises it is an agent of referral and not of investigation.**

### **Staff protection from allegations**

- Any allegations of abuse against staff will be treated seriously and investigated fully.
- The staff member will not be left unsupervised or will be suspended until the investigations are completed.
- The Local Safeguarding Children Board and Ofsted will be informed.
- The Manager will make initial investigations and ensure that only those who need to know are informed. It is important that confidentiality is maintained.
- Written statements will be obtained from anyone concerned (parent, staff member, witness etc) and signed and dated.
- Pending the outcome of investigations and advice, the matter may be reported to the police.

- If a member of staff, whilst under investigation of abuse, the LSCB and Ofsted will be informed immediately.