



This document was created using the 'Keeping children safe in education 2022'. ALL staff must read this policy.

This policy will be reviewed annually by all staff.

Safeguarding definition:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. **(The term children, includes everyone under the age of 18).**

Safeguarding is what we do for all children and young people to keep them safe whilst in our care. Child protection describes the policy specifically for those young people who are at risk of serious harm or have been seriously harmed.

Our policy aims

- To provide Staff with the framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities.
- To ensure consistent good practice across The Playscheme; and
- To demonstrate our commitment to protecting and supporting our vulnerable children, children who need support through early help, children in need and children who have a child protection plan.

Principles and values

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We understand that safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with our children and families has a role to play in identifying concerns, sharing information and taking prompt action. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of "**it could happen here**" where safeguarding is concerned. We will adopt a '**child-centred**' approach to safeguarding and child protection, and we will act in the 'best interests' of our children. We ensure that everyone is aware of their safeguarding responsibilities. We provide staff, volunteers and governors with the framework and support they need in order to keep children safe and secure on our Playscheme and to inform parents and guardians how we will safeguard their children whilst they are in our care.

The Playscheme acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and relevant sporting regulatory requirement.



The Playscheme

Child protection policy statement

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience at The Playscheme in a safe and child centred environment.
- are protected from abuse whilst participating in our playscheme or outside of the activity.

The Playscheme acknowledges that some children, including children with disabilities and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The Playscheme will:

- promote and prioritise the safety and wellbeing of children and young people.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in **The Playscheme**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance.
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils.
- as a result of any other significant change or event.

Information Sharing

Our team understand the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and



secure. Our staff understand this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm, they understand that fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Parental Responsibilities

At the Playscheme we have an open-door policy where we encourage parents to share any concerns regarding their own children or any other child/children who they feel may be at risk of harm. All concerns will be explored in a sensitive and timely manner. Parents /carers should ensure their child attends the allocated times and that they arrive on time and are collected on time. We expect parents/carers to notify us of any changes in family circumstances and inform us of any changes of address and contact numbers and where reasonably possible to provide more than one emergency contact number.

Use of mobile phones, cameras and other devices.

Unauthorized or secret use of a mobile phone or other electronic device, to record voice, pictures or video is forbidden. Unauthorized publishing of such materials on a website which causes distress to the person(s) concerned will be considered a breach of the Playschemes code of conduct, whether intentional or unintentional. The person responsible for the material will be expected to remove this immediately upon request and appropriate procedures will be followed. Where any crime may have been committed, the police will be informed. We recognise that many aspects of the curriculum can be enhanced using multi-media and that there are now a wide and growing range of devices on which this can be accomplished. Digital images, video and sound recording are only taken with the permission of participants; images and video are of appropriate activities and are only taken of children wearing appropriate dress. Full names of participants are not used either within the resource itself, within the file-name or in accompanying text online. We ask all parents/carers to sign an agreement about taking and publishing photographs and video of their children and this list is checked whenever an activity is being photographed or filmed.

Worries of child abuse- Recording and reporting concerns and disclosure procedures.

All staff and volunteers at the Playscheme are urged to take an active approach towards the safeguarding of children and ensure that they all understand that **'it could happen here'**. All staff must be aware of the four key steps to follow to help identify and respond appropriately to possible abuse and/or neglect:

- Be alert
- Question behaviour
- Ask for help
- Refer



Dealing with a disclosure

Should a child ask any member of staff if they are able to keep a secret, it is paramount that no false promises are made about confidentiality. **All pupils must be made aware that the member of staff is happy to listen and would like to talk to the pupil, but if a pupil may be in danger, their secret may be passed onto adults who are there to keep them safe.**

Where there is a disclosure that is made all staff are asked to follow the guiding principles:

- Keep an open mind
- Reassure the child
- Listen carefully
- Work at the child's pace
- Ask only open questions, clarifying the facts
- Explain your next act

All staff must remember that the disclosure will have required a great deal of courage for the child to share, and so should ensure that the child's emotional and pastoral wellbeing are catered for. This will then be recorded where necessary and passed on to the relevant agencies or advice sought. If, a child is in immediate danger or is at risk of harm a referral should be made to children's social care and /or the police immediately.

Recognising Child Abuse

Any child may be at risk however all staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- has returned home to their family from care
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child, or
- is persistently absent from education, including persistent absences for part of the school day.



Child abuse manifests itself in a variety of different ways, some overt and others much less so. Most staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative or nonpenetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

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 causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of the child.

Child Criminal Exploitation (CCE)

Children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. (Page 12- Keeping Children Safe in Education-2022).

Child Sexual Exploitation (CSE).

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex.



Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship. (Page 12- Keeping Children Safe in Education- 2022).

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. (Page 12- Keeping Children Safe in Education- 2022).

The Domestic Abuse Act 2021 received Royal Assent on 29th April 2021. The act now recognises the impact of domestic abuse on children, as victims in their own rights, if they see, hear or experience the effects of abuse.

Female Genital Mutilation (FGM)

Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on professionals. If a professional, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the professional must report this to the police. (Page 13- Keeping Children Safe in Education- 2022).

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

(Page 13- Keeping Children Safe in Education- 2022).

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators that a family may be at risk include household debt, rent arrears, domestic abuse and anti-social behaviour as well as a family being asked to leave the property. Any concerns should be reported to the DSL or DDSL.

(Page 28- Keeping Children Safe in Education- 2022).



Radicalisation

Children are vulnerable to extremist ideology and radicalisation, Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of The Playscheme's safeguarding approach.

Extremism is the vocal or active opposition to British Fundamental Values including democracy, rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system.

Staff need to be aware of extremist vocabulary and ideologies and pass these onto the DSL or DDSL immediately.

(Page 28- Keeping Children Safe in Education- 2022).

Code of conduct

Our Playscheme has a code of conduct; that all staff are aware of. You should seek to keep your personal contact with children under review and seek to minimise the risk of any situation arising in which misunderstandings can occur. The following sensible precautions can be taken when working alone with children:

- Work in a room where there is a glass panel in the door or leave the door open.
- Make sure that other adults visit the room occasionally;
- Avoid working in isolation with children unless thought has been given to safeguards;
- Must not give out personal mobile phone numbers or private e-mail addresses;
- Must not give pupils lifts home in your cars;
- Must not arrange to meet them outside of Playscheme hours;
- and must not chat to pupils on the social websites.

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a pupil even when the pupil is over the age of consent. Any use of physical force or restraint of pupils will be carried out and documented and only used in an emergency situation. If it is necessary to use physical action to prevent a child from injury to themselves or others parents will be informed.

Allegations against staff

The Playscheme expects that all staff should take care not to place themselves in a vulnerable position with a child and that it is always advisable that interviews or work with individual children or parents will be conducted in view of other adults. All allegations of abuse of children carried out by any staff member or volunteer will be taken seriously. If an allegation is made regarding a member of staff or volunteer, the following will be considered:

Has the member of staff/volunteer;



- Behaved in a way that has harmed a child, or may have harmed a child?
- Possibly committed a criminal offence against or related to a child?
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children?

This will then be recorded and dealt with appropriate insurance companies and further matters if required.

Any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or in the case of a volunteer, when we cease to use their service as a result of a substantiated allegation⁸.

Our procedures and approach to dealing with allegations will be applied with sensitivity and common sense. Our Playscheme will exercise its duty of care to employees, we will act appropriately to manage and minimise the stress inherent in the allegation process. Our Playscheme will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Child on child abuse: Allegations of abuse made against other children which are safeguarding issues.

Some allegations may be of such a serious nature that they may raise safeguarding concerns. These allegations may include physical abuse, emotional abuse, sexual abuse, sexual violence and harassment and sexual exploitation and sexting.

It is likely that, to be considered a safeguarding allegation against a child, some of the following features will be found.

If the allegation:

- Is made against an older child and refers to their behaviour towards a younger child or a more vulnerable child;
- Is of a serious nature, possibly including a criminal offence; Raises risk factors for other children in the Playscheme;
- Indicates that other children may have been affected by this child;
- and Indicates that young children outside the Playscheme may be affected by this child.

A discrimination between what constitutes exploratory play that is appropriate to the child's developmental stage and what may constitute sex abuse must be made using as many factors as are available including.

- The possible impact on the child / victim
- Any disparity in age between the abusing and the abused child
- Where there is any element of coercion or violence

If this is deemed as exploratory play, a discussion with the child and a discussion with parents would take place. If it is a more serious allegation then it would be passed on to social services or police.



Whistle Blowing

All staff, volunteers and parents at the Playscheme should feel they are able to raise concerns about poor or unsafe practice and potential failures in our safeguarding regime and such concerns will be taken seriously.

All staff are made aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the Playscheme, they should speak in the first instance, to the staff, who would take appropriate action.

Anti-Bullying

The Playscheme acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms i.e. cyber, racist, homophobic and gender related bullying. A record of known bullying incidents is logged after factual incidents have taken place. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We will ensure we have appropriate mechanisms and our policy in place to assist these children.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflecting the consideration we give to the protection of our children both physically within the environment, and for example in relation to internet use.

Whistle Blowing

- All staff should feel able to raise concerns about poor or unsafe practice in the Playscheme's safeguarding regime and these concerns will be taken seriously.
- The NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk. (Page 13- Keeping Children Safe in Education- 2022).

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