



Safeguarding/Child Protection Policy

Children have the right to be protected from all forms of violence; they must be kept safe from harm. They must be given proper care from those looking after them. (Article 19 - UN Convention on the Rights of the Child).

In Wales this is further underpinned by the Rights of Children and Young Persons (Wales) Measure 2011.

As an organisation working with children, the Club has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is the Club and the Responsible Individual's first priority.

This policy has been developed in line with the

- Wales Safeguarding Procedures (<https://safeguarding.wales>)
- Safeguarding Children: Working Together under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004/act/?lang=en>)
- Social Services and Wellbeing (Wales) Act 2014
- Counter Terrorism and Security Act 2015 – section 26

The Local Authority is the prime authority for dealing with safeguarding/child protection investigations, although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC) and CIW. Contact details are as follows:

The Duty Social Worker, Duty and Assessment Team, Social Services for Children, County Offices, Chapel Street, Flint, CH6 5BD. Telephone: **01352 701000** Out of hours: 0345 0533116
CIW, Government Buildings, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ. Telephone: 0300 790 0126

The Club takes steps to protect children by:

- Maintaining a child-centred ethos in the Club.
- Having a robust staff and volunteer recruitment procedure, this includes maintaining current enhanced DBS disclosures and checks on fitness references and qualifications in line with relevant day-care regulations.
- Having an awareness of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children.
- Having robust procedures for staff, students, visitors and volunteers.
- Ensuring no student, volunteer, visitor is left unsupervised at any time, and that a record of their attendance – including dates and times – is kept.

- Ensuring all staff attend safeguarding training and they regularly review and update this training at least every three years.
- Ensuring all staff are made aware of the Prevent Duty, including how to identify factors that can make people vulnerable to radicalization within 3 months of commencing employment. (see Prevent Policy).
- Maintaining appropriate staff: children ratios for the supervision of children (in line with, or exceeding, regulatory requirements).
- Implementing and maintaining a current risk assessment of all activity in the Club and ensuring adequate insurance cover is provided.
- Designating a suitable Safeguarding Officer (Mrs Dorans, Safeguarding Governor) who acts on behalf of the Club in any child protection matters.

Identifying Harm and Abuse

Abuse means physical, sexual, psychological, emotional or financial abuse (includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place)

Neglect means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example an impairment of the person's health or, in the case of a child, an impairment of the child's development)

Beech Tree Club recognises that harm and abuse can take many forms and ensures that all staff, students and volunteers are aware of what might constitute harm or abuse and have the appropriate training to recognise, record and report it appropriately.

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:
 - physical contact, including penetrative or non-penetrative acts;
 - non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- **financial abuse** - this category will be less prevalent for a child but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments;
 - or
 - complaints that personal property is missing.
- **neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Taken from Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk

- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use *(name of provision)*
- Operating an effective range of policies and procedures that support and safeguard children within the setting.
- Reporting, recording, and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behaviour and discuss any issues with parents who will normally be the first point of contact, *except when this may be considered to place the child at risk.*

The procedure

There are two routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

Route 1: In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering neglect or is at risk from radicalization.

The member of staff acts without delay (and as is appropriate to the age/stage of the individual child):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours

Makes a note of the date, time, place and people present in the discussion

Does not confront the alleged abuser

Reports the concerns to the Registered Person/Responsible Individual and/or designated Safeguarding Officer or in their absence their line manager as possible but without delay.

The written record is passed to the designated Safeguarding Officer and kept safely and confidentially.

Under the Social Services and Wellbeing (Wales) Act 2014 The Club's Registered Person/Responsible Individual/designated Safeguarding Officer has a duty to report the concerns immediately to the Duty Social Worker at the local office. – without delay

If the Club is registered with CIW and the incident is considered to breach Part 2 (child minding and day care for children) of the Children and families (Wales) Measure 2010, as amended by the Child Minding and Day Care (Wales) Order 2016, it should also be reported to CIW.

The need to seek advice should never delay any emergency action needed to protect a child.

Route 2: If the behaviour of a colleague, adult (including members of the public) towards children or young people causes concern:

In such circumstances, it is critical that suspicions/allegations of child abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person.

It will also be necessary to consider what action should be taken with regard to other children whom the suspected person has ongoing or unsupervised contact. This must include:

- The person's own children and family
- Any community activities undertaken by that person in light of the suspicion/allegation of child abuse/neglect.

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the guidance contained in Chapter 8 (*Dealing with Individual Cases*). (*Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3*)

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.
- The member of staff is informed and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure
- The Club's Registered Person/Responsible Individual/management considers the options for removal/suspension without prejudice from duty of the member of staff pending decisions made at the Strategy Discussion (which is arranged by Social Services).
- The Registered Person/Responsible Individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in the Club, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises.

Making the Referral (following Route 1 or Route 2)

- A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent and at least **within 24 hours**.
- Outside office hours, referrals are made to the Social Services Emergency Duty Team or the Police.
- The Duty Social Worker taking the referral is given as much of the following information as possible by the Club's referrer:
 - The nature of the concerns.
 - How and why those concerns have arisen.
 - The full name, address and date of birth (or age) of the child.
 - The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
 - The names and relationship of all those with parental responsibility, where known.
 - Information on any other adults living in the household.
 - Information relating to other professionals involved with the family, including the name of the child's school and GP.
 - Any information held on the child's developmental needs and his/her parents'/caregivers' ability to respond to these needs within the context of the wider family environment.

- Any information affecting the safety of staff.

The Club's Responsible Individual/designated Safeguarding Officer holds responsibility to ensure that safeguarding concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process. Note that abuse can take the form of

Physical eg, frequent injuries or unexplained bruises

Emotional eg, social withdrawal or a loss of interest or enthusiasm

Sexual eg, social withdrawal or a loss of interest or enthusiasm, changes in eating habits

Neglect eg, lack of clothing or supplies to meet physical needs, hiding food for later

If they remain concerned about a child they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child protection for the area.

Record Keeping

- The Club keeps accurate, concise and clear record keeping in straightforward language to underpin good child protection practice
- The Club's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- Records should:
 - Use clear, straightforward language;
 - Be signed, dated and timed;
 - Be concise, legible and comply with professional standards and requirements;
 - Be accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
 - Be organised and include detailed recording and chronologies and summaries including all contacts;
 - Be comprehensive;
 - Clearly record judgements made and actions and decisions taken;
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
 - Record both formal and informal supervision discussions;
 - Record directions given and agreements or disagreements made in consultation with managers.
- The Club's representative (Safeguarding Officer) attends any multi-agency meeting held (e.g. Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.

Further information

Each local authority in Wales has a Local Safeguarding Children Board, which coordinates what is done by its members to safeguard and promote the welfare of children in the area of the authority. Each Local Safeguarding Children Board (LSCB) has a co-ordinator.

Reviewed January 2020
Reviewed January 2021
Reviewed July 2021
Reviewed July 202
Reviewed January 2023
Reviewed January 2024
Reviewed January 2025

Signed: _____ Chair, Beech Tree Committee

Signed: _____ Club Leader