



ALL STARS AFTER SCHOOL CLUB
www.allstarsclub.co.uk



SAFEGUARDING POLICY

1. General statement of purpose

This policy should be read with reference to current Safeguarding legislation, Copplesstone Primary School's Safeguarding Policy and Copplesstone Methodist Church's Safeguarding Policy. 'Staff' includes employees, visiting activity providers and volunteers.

The purpose of All Stars' Safeguarding Policy is to provide a secure framework for the staff in safeguarding and promoting the welfare of those children who attend All Stars. The policy aims to ensure that:

- all our children are safe and protected from harm
- other elements of provision and policies are in place to enable children to feel safe and adopt safe practices
- staff, children, All Stars Management Committee, visitors and parents/carers are aware of the expected behaviours and All Stars' legal responsibilities in relation to safeguarding and promoting the welfare of all of our children.

'Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS)

Safeguarding at All Stars is considered everyone's responsibility and as such the club aims to create the safest environment within which every child has the opportunity to achieve their full potential. All Stars recognizes the contribution it can make in ensuring that all children attending the club feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with *Working Together to Safeguard Children March 2013*; and we will seek to establish effective working relationships with parents/carers and others to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

2. Responsibilities and expectations

2.1 Copplesstone Methodist Church

All Stars After School Club is run by Copplesstone Methodist Church. Copplesstone Methodist Church, represented by the Children and Families Worker, has the legal responsibility to ensure that:

- All Stars has an effective safeguarding policy and procedures in place
- the club complies with the policy
- the policy is made available to parents/carers if requested
- all staff, visiting activity providers and volunteers are properly DBS checked to make sure they are safe to work with the children who attend the club
- the Ofsted minimum adult/child ratio of 1:30 is met at all times; the club regards as good practice the Devon County Council recommended adult/child ratio of 1:8 for children aged 4 to 8

- the club has procedures for handling allegations of abuse made against members of staff, visiting activity providers or volunteers
- the club has appointed a Safeguarding Designated Officer (SDO) who has lead responsibility for dealing with all safeguarding issues at All Stars.

2.2 Safeguarding Designated Officer

The Safeguarding Designated Officer (SDO) is Sean Schofield, the Children and Families Worker. If he is not available, contact Revd John Wiltshire, Minister, Copplestone Methodist Church (see contact details in section 12).

The SDO has responsibility for:

- ensuring that all safeguarding issues raised in the club are effectively responded to, recorded and referred to the appropriate agency
- arranging and ensuring attendance at safeguarding training for all All Stars staff and volunteers, at least every three years
- ensuring that visiting activity providers comply with the Safeguarding Policy
- ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. (See the All Stars E-safety Policy, which includes the Camera and Image Policy, Mobile Phone Policy and Acceptable Use Policy).

The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at All Stars and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

2.3 All adults associated with All Stars

All child protection concerns need to be acted on immediately. If they are concerned that a child may be at risk or is actually suffering abuse, they must tell the Safeguarding Designated Officer. All adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Young Peoples Service (CYPS) – Social Care, MASH (Multi Agency Safeguarding Hub) or the Police. Where a disclosure is made to an employee, visiting activity provider or volunteer it is the responsibility of that person to formally report the referral to the All Stars' Safeguarding Designated Person in the first instance.

Any records made should be kept securely on the child's Safeguarding File.

3. Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. It includes such things as child safety, bullying, racist abuse and harassment, intimate care and internet safety etc. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

3.1 Indicators of abuse

Physical abuse	This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.
Emotional abuse	This is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include: <ul style="list-style-type: none"> • excessively clingy or attention seeking. • very low self-esteem or excessive self-criticism. • withdrawn behaviour or fearfulness. • lack of appropriate boundaries with strangers; too eager to please. • eating disorders or self-harm.
Sexual abuse	Sexual abuse involves 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. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.
Neglect	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

3.2 What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- stay calm and listen carefully
- reassure them that they have done the right thing in telling you
- do not investigate or ask leading questions
- let them know that you will need to tell someone else
- do not promise to keep what they have told you a secret
- inform the Safeguarding Designated Officer as soon as possible
- make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the Safeguarding Report Form.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Safeguarding Designated Officer however, this should be reported to the Minister of Copplestone Methodist Church (see

contact details at section 12), following the procedures set out in the All Stars Whistle Blowing Policy.

4. Safeguarding disabled children

Disabled children have exactly the same human rights to be safe from abuse and neglect and to be protected from harm as non-disabled children. Disabled children do however require additional action. This is because they experience greater risks and '*created vulnerability*' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment.

All Stars will ensure that disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff have access to specialist advice in the event they have concerns regarding abuse of a child.

5. Managing allegations

See the All Stars Managing Allegations Policy for full details of procedures that must be carried out.

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst at the club. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- abuse has actually taken place
- something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different: children can misinterpret language or actions
- some children recognize that allegations can be powerful and if they are angry about something they can make an allegation as a way of hitting out
- making an allegation is a way of seeking attention.

If an allegation is made against an adult in a position of trust, whether they are members of staff, visiting activity providers or volunteers, this should be brought to the immediate attention of the SDO who will advise the Copplestone Methodist Church Minister. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the Minister. The SDO/Minister will need to discuss with the Headteacher and Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

The SDO/Minister will need to:

- refer to the Headteacher and Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours
- consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser
- contact the parents/carers of the child/young person if advised to do so by the LADO
- consider the rights of the staff member for a fair and equal process of investigation

- advise Ofsted of allegation within 14 days of the allegation
- ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- act on any decision made in any strategy meeting
- advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

6. Training

6.1 All adults in contact with children at All Stars

All staff will have access to All Stars safeguarding training at least every three years in line with Devon Safeguarding Children's Board (DSCB). All newly appointed staff, visiting activity providers and volunteers will also, as part of their induction, be issued with information in relation to the All Stars Safeguarding Policy and any other policy related to safeguarding and promoting our children's welfare.

6.2 Safeguarding Designated Officer

The SDO will undertake Inter-agency Child Protection training for Group 3 (Safeguarding) at least every three years. This will support the SDO to be better able to undertake their role and support the school in ensuring that safeguarding arrangements are robust and achieving better outcomes for the children in the club.

6.3 All Stars Management Committee

The All Stars Management Committee will have access to safeguarding training at least every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including staff and volunteers. All Stars safeguarding arrangements are reported on an annual basis to the Committee and the Safeguarding Policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

The Safeguarding Policy is included on the All Stars website and is available in the club. Where parents/carers' first language is not English, the policy can be made available in their own language, on request.

7. Safer recruitment of staff

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At All Stars we will ensure that all our employees are recruited using the 12 Steps to Safer Recruitment (*Recruiting Safely 2010*) in conjunction with the *Safer Recruitment Policy for the Church of England and the Methodist Church of Britain*. All staff, visiting activity providers and volunteers are subject to an enhanced DBS check. All staff will be appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

8. Related All Stars policies and forms

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population.'

Safeguarding Children and Safer Recruitment in Education DfES 2007

Safeguarding Report Form
Safeguarding File
Managing Allegations Policy
Whistle Blowing Policy
Behaviour and Anti Bullying Policy
Confidentiality and Information Sharing Policy
E- Safety Policy
Health and Safety Policy
Drugs and Substance Abuse Policy
Equality and Diversity Policy
Physical Restraint Policy
Code of Conduct
Safeguarding Policy, Coppleshone Primary School
Safeguarding Policy, Coppleshone Methodist Church

9. Legislation relating to this policy

Children Act 1989, 2004
Education Act 1996, 2002 (Section 175)
School Standards and Framework Act 1998
Safeguarding Children and Safer Recruitment in Education Guidance DfE 2011
Keeping Children Safe in Education 2014
Every Child Matters 2003
Statutory Framework for the Early Years Foundation Stage 2014
Working Together to Safeguard Children 2013
For further information regarding any child protection procedure, please consult www.swcpp.org.uk

10. Useful Contacts

10.1 All Stars

Safeguarding Designated Officer, Children and Families Worker
Sean Schofield 07527 101219 seansyw@yahoo.co.uk

Minister, Copplestone Methodist Church
Revd John Wiltshire 01363 877281 revjohnw@btinternet.com

10.2 Other contacts

MASH Consultation Line 0345 155 1071 (ask for Consultation Line)
Devon Safeguarding Children's Board www.devonsafeguardingchildren.org
South West Child Protection Procedures www.swcpp.org.uk
Devon Early Years and Childcare Service www.devon.gov.uk/eycs
Child Exploitation and Online Protection Agency www.ceop.org.uk
NSPCC Safe (Safe Activities for Everyone) Network www.safenetwork.org.uk
Multi-agency Safeguarding Hub (MASH) 0345 155 1071 mashsecure@devon.gcsx.gov.uk
Early Help Co-ordination Centre 0345 155 1071 (ask for Early Help)

Out of hours for CYPS (Social Care): 5pm -9am and at weekends and public holidays, please contact:
Emergency Duty Service 0845 6000 388 (low-rate call)

Police Central Referral Unit: 0845 605 116

EYCS Consultation Service:

If you have concerns about a child but are unsure whether to make a Social Care referral. The numbers are:

Nikki Phillips – Locality Manager for Exeter, East and Mid Devon 01392 385394

DSCB

Head of Safeguarding: 01392 386091
DSCB Office: Christina Ashforth 01392 386067

Child Protection Chairs and Local Authority Designated Officers for managing allegations against staff:

Allegations against staff Referral Co-ordinator 01392 384964
Devon's Domestic Abuse Helpline 0345 155 1074

Multi-Agency Safeguarding Hub – MASH

- Manages contacts and referrals received from any source (usually CYPS and Police 121A reports)
- Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.
- Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989
- Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold
- Provides consultation to agency referrers about thresholds, appropriate action to be undertaken and services.

The Hub contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for 'actual or likely harm'.

MASH Factsheet for Parents www.devon.gov.uk/mashparentsfactsheet.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Devon Safeguarding Children Board and Local Authority.

11. Current Safeguarding Issues

The following Safeguarding issues are all considered to be Child Protection issues and should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the South West Child Protection Procedures at www.swcpp.org.uk

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. All Stars does not condone practices that are illegal and which are harmful to children. If any of the areas of concern listed below are brought to the attention of All Stars we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Examples of particular practices are:

Child exploitation and E-safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people All Stars will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside the club and are aware of the dangers associated with social networking sites.

Our E-safety Policy clearly states that mobile phone, camera or electronic communications with a child at All Stars is not acceptable other than for approved club business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Forced marriage

All Stars does not support the idea of forcing someone to marry without their consent.

Under-age marriage

In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

Genital mutilation/female circumcision

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Honour Based Violence

'Honour based' violence is a crime or incident which has or may have been committed to 'protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from the club, infections resulting from female genital mutilation, isolation from peers, being monitored by the family, not participating in club activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from honour based violence All Stars will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where All Stars is made aware of a child who is suspected of or actually being trafficked/exploited, we will report our concerns to the appropriate agency.

Domestic Abuse

The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality". Staff need to understand what is required of them if children are members of a household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At All Stars we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare. A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than a:

- parent
- person who is not a parent but has parental responsibility
- close relative.
- Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at All Stars to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements.

Date: **January 2015**

Signed:

Reviewed: **August 2015**

Signed: