

ABBOTS HALL OUT OF SCHOOL CLUB

SAFEGUADING CHILDREN

All children have a right to live their lives free from harm.

The safety and wellbeing of all the children who attend the Out of School Club will be paramount. We will work in partnership with parents, school staff and other agencies to ensure the safety of children. *Working together under the Children Act 1989 states that “it is essential that professionals who work with children and families should be alert to the signs of abuse”.

We will always listen to children and will take action under the safeguarding procedures if we believe them to be in need of protection.

We recognise that abuse can take many forms: physical, emotional, sexual, neglect or a combination of these.

1. All permitted staff in the Out of School Club will receive training on safeguarding children, which covers signs and symptoms of abuse, the legal framework, the Area Safeguarding procedures and club procedures.
2. All staff will be alert to the signs of abuse, if a member of staff has a concern that a child may have been abused or may be at risk of abuse they should talk with the manager of the club, who will then follow set procedures.
3. If a child alleges that they have been abused, a named safeguarding officer will listen to the child but avoid questioning the child in detail and follow set procedures.
4. Clear, concise written notes will be kept of all concerns raised and actions taken.

5. If there is a possible need for immediate protection, the senior staff member will contact Customer First/ Emergency Duty Service on; **0808 800 4005**
6. Advice can be obtained from Social Services duty officer or the designated teacher in the school (Mrs Bailey, Mrs Mason) at any time about a child who may need safeguarding.
7. When a child or parent/carer makes an allegation of abuse to a member of staff care should be taken not to give assurance of complete confidentiality but to be clear about our duty to pass on information to other agencies in certain circumstances.
8. When it is deemed necessary to pass a referral to customer first under the child safeguarding procedures, the child should be kept informed of the action being taken so that they do not feel they have lost control. A parent/carer should be informed of the concerns and the actions being taken unless there is the chance of further risk or danger to the child.
9. All child protection records will be stored in a confidential cabinet and information gathered will only be shared with appropriate fellow professionals.
10. A written report will be provided for the safeguarding conferences and review conferences where these are held in relation to a child attending the club. The contents of any report will be shared with the child and parent/carer of the child.
11. All staff and Committee are subject to disclosure and barring service checks on appointment, with updates as required. Students, volunteers must also have a clear DBS check and will not be unsupervised while helping within the club.

12. Adults will not be left alone for long periods of time with individual children or small groups, we do not lone work there is always at least two staff members in the setting during all session times.

13. Allegations of abuse against a member of staff should be made to the Club Manager. Where an allegation is about the Manager the child or parent must express their concern to the Safeguarding lead in the Committee: Seema Moss and Charmaine McCullum.

14. Any allegations concerning staff will be reported to the Committee by the Manager immediately.

15. Decisions will then be made about any disciplinary action and a referral will be made to the local child protection team. The chair of the committee may seek advice from Suffolk Children's Board in their decision making process.

16. Mobile phones/ electronic devices, We accept that staff, volunteers and visitors as well as older children bring mobiles into the setting however, in line with safeguarding best practice, the following procedures will apply:

- Staff are not permitted to use personal mobile phones to make or receive call or texts during working hours.
- Similarly children attending the club will be asked to surrender the device when they arrive and have it returned as they are leaving the setting.
- Staff can give out the setting contact number so they can be contacted in an emergency.
- Mobile phones will be locked away in a secure cupboard for safe keeping.
- Volunteers and visitors will be asked to surrender their phones and have them returned as they leave the setting.
- If a staff member has a specific need to have their phone on them they must first get permission from the manager.

- Staff members who bring in their mobile phone and or electronic devices onto the premises must ensure that there is no inappropriate or illegal content on the device. The club manager or committee reserves the right to check the image content of any electrical device if there is cause for concern. Should any inappropriate material be found the Local Area Designated Officer (LADO) will be contacted immediately.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the club manager. If this is not deemed possible then any concerns should be directed to the Local Authority Designated Officer.

17. Cameras: Only the designated club camera is to be used to take photos within the club, Any photographs taken must be deemed suitable without putting any children in compromising positions that may cause embarrassment or distress. Images taken on the camera should be downloaded as soon as possible on to a password protected computer and then deleted off the camera. The camera should not be taken into the Toilets or Bathroom area; the memory stick should be removed and locked away after use.

- SAFEGUARDING OFFICER CATHERINE MARTIN
 - DEPUTY SAFEGUARDING LOUISE ROUSE
 - COMMITTEE SAFEGUARDING SEEMA MOSS, CHARMIANE McCULLUM
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Are you concerned about a child? Telephone and refer!

Children's services

Customer First Freephone 0808 800 4005

Suffolk Police Main Switchboard 01473 613500

IN AN EMERGENCY 999

Updated: May 2019