

Muskateers After School Activity Club

1. Safeguarding Children/Child Protection

Our Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur, and will discuss with Mr Peterson (Head Teacher) and Liz Allen (Deputy Head Teacher) who have offered to provide advice and support and have also agreed to be our Designated Safeguarding Officers/Designated Safeguarding Leader (DSO/DSL) as they have suitable experience, training and expertise and will be responsible for liaising with Social Care, the Local Safeguarding Children's Board (LSCB), and Ofsted in any child protection matter.

The club's safeguarding/child protection procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB) formally known as the Area Child Protection Committees (ACPC).

The club is committed to reviewing its Safeguarding Children/Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse

- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care, Children's Resource Services (formerly Mash) directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM, or may have been subjected to it.

Common names, female circumcision, cutting, sunna, gudniin, halalays, tahur, megrez, khitan It can happen has a baby, during childhood or as a teenager, just before marriage or during pregnancy, done for a number of cultural or religious and social reasons, although it is harmful and isn't required by any religion– child may talk of a special ceremony, or a relative visiting or a family arranging a long holiday overseas. It can happen both in the UK or abroad, and girls from the following communities are more at risk:

Somali, Kenyan, Ethiopian, Sierra Leonean, Sudanese, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish, Indonesian

We will follow the same procedures as set out above for responding to child abuse.

Honour Based Violence/Abuse

So-called 'honour based' violence/abuse (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community. Abuse committed in the context of persevering 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators not only from the UK but also from abroad.

Honour based violence can be physical, emotional and sexual abuse. Victims can be of any age, gender or sexual orientation.

Crimes committed in the name of so-called honour may include:

- female genital mutilation (FGM)
- forced marriage
- breast ironing – the use of heated objects to flatten a girl's breasts and stop them from developing domestic abuse
- being held against their will

All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Karma Nirvana is a recognised charity that provides advice and support to those at risk of honour based abuse. Website www.karmanirvana.org.uk Tel: 0800 5999 247

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
 - One of the children is significantly more dominant than the other (eg much older)
 - One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
 - There has been some use of threats, bribes or coercion to ensure compliance or secrecy. If peer-on-peer abuse is suspected or disclosed
- We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation (Prevent Duty)

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the DSL.

County Lines

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or “deal lines” are used to help facilitate county lines drug deals.

Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- ‘running a line’,
- ‘going OT/out there’
- ‘going country’
- ‘going cunch’.

These all refer to going out of town to deliver drugs or money

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- • name, signature and job title of the person making the record.

The record will be given to the Club's DSO/DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSO/DSL will contact Children's Resource Service (formerly Mash). The DSL will follow up all referrals to Children's Resource Service (formerly Mash) in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Children's Resource Service (formerly Mash) directly.

For minor concerns regarding **radicalisation**, the DSO/DSL will contact the Local Safeguarding Board. For more serious concerns the DSO/DSL will contact the Police on the non-emergency number (101), or the anti- terrorist hotline on 0800 789 321. For urgent concerns the DSO/DSL will contact the Police using 999.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the Club will make a referral to the Disclosure and Barring Service.

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- All staff receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme (see Government Website)
- All staff training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this Safeguarding policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and we periodically refresh knowledge on our staff newsletter
- all staff receive basic training in the Prevent Duty
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2020)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our Mobile Phone Policy.

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For minor concerns regarding radicalisation, the DSO/DSL will contact the Local Safeguarding Children Board (LSCB) For more serious concerns the DSO/DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSO/DSL will contact the Police using 999.

Promoting British Values

Our club actively promotes fundamental British values, namely democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The club undertakes this promotion in a variety of ways including children to participate in making and following the club rules which are then placed on the children's notice board, as well as deciding on activities particularly group games, good manners and mutual respect between all children and staff at all times and various posters are displayed within the setting to reinforce this promotion

All staff are aware of the main indicators of child abuse.

- Staff should be able to respond appropriately to:-
 - Significant changes in children's behaviour
 - Deterioration within their general wellbeing
 - Unexplained bruising, marks or signs of possible abuse
 - Neglect
 - Comments children make, which give cause for concerns
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- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse or any concerns to the Partners.
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- The club will take appropriate action detailed in the clubs procedure in relation to the findings of any investigation into allegations of abuse, consistent with it's duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
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- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.
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- Whenever worrying changes occur in behaviour, physical condition, or appearance a specific and confidential record will be set up by the Partners. In addition the parents would be approached in a sensitive manner to see what support could be given, unless it was felt that this would be of further detriment and safety of the child concerned. All actions recorded would be reported to the relevant Safeguarding Officer.

Safe Caring

All staff understand the club's safeguarding/child protection procedures and have had appropriate training and guidance in the principles of safe caring.

To this end:

- Play workers noting an obvious injury when entering the club, should ask about its cause in a non-threatening, non-judgemental way. Play workers are not permitted to look for bruises or injuries on parts of the body usually covered by clothing. Existing injuries that children arrive at club with, should be recorded on the accident body map and held within the accident register, except where this was felt to be directly to a safeguarding issue, in which case the information would be stored separately and locked securely away at all times.
- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

Dealing with Allegations

The club is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. The club will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the relevant Safeguarding Officer will immediately be informed and will refer the case to the local statutory child protection agencies. If the Partners feel that the matter has not been dealt with appropriately in relation to the problem, they will initially speak to the Safeguarding Officer and if still not satisfied that the matter has been correctly addressed, will contact Social Care direct.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Partners who will in turn report this to the relevant Safeguarding Officer at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents/disclosures and allegations will be produced and maintained. Information recorded will include full details of the alleged incident/disclosure; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. A body map should

be used where appropriate, when recording information from a disclosure. Be sure to write as accurately as you can, what you have said and what the child has said, using the child's own words.

The club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.

These records will be given to the clubs relevant Safeguarding Officer, who will decide whether they need to contact the Social Care team or make a referral. If other staff feel that the incident has not been followed up, they may call the social care team themselves.

- The Partners and the relevant Safeguarding Officer will be responsible for ensuring that written records are kept confidentially.

- If an allegation of abuse is made against a Safeguarding Officer, an alternative Safeguarding Officer would be informed as soon as possible and would then assume responsibility for the situation.

Whistleblowing/Speaking Out Policy

Under the Public Interest Disclosure Act 1998, individuals cannot be disciplined for speaking out against a colleague or employer. Muskateers After School Activity Club operates a whistleblowing policy which promotes and encourages disclosure by a member of staff of confidential information relating to some danger, fraud, or other illegal or unethical conduct/practices connected with or influential to the workplace. All persons involved in any whistleblowing incidents will be offered relevant support from the club. (Please see our full Whistleblowing Policy).

Referring Allegations to Child Protection Agencies

If the Partners or the Safeguarding Children/Child Protection Officer has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local social services department / Children's Resource Service

- The Partners or the Safeguarding Children/Child Protection Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services / Children's Resource Service and the police.

- At all times, the safety, protection and interests of children concerned will take precedence. The Partners and staff will work with and support parents/carers as far as they are legally able.

- The club will assist the social services / Children's Resource Service and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

- OFSTED will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.