

HOLIDAY CLUBS APPENDIX

We believe that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to the protection of the children in our care. Safeguarding children is everyone's responsibility, and a child's needs must come first.

We will ensure that children are kept safe by:

- Adhering to the 'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines. (Worcestershire Safeguarding Children Board (WSCB)).
- Ensuring every member of staff undertakes Safeguarding training before the playscheme starts.
- Ensuring every single staff member, volunteer and visitor reads this policy.
- Issuing these guidelines to all staff members, discussing them during staff induction and reinforcing this policy during the playscheme period.
- Ensuring that all parents/carers are aware of the Safeguarding Policy.
- Ensuring that all playleaders, playworkers and where possible, all volunteers, undertake safeguarding training before starting at a playscheme.
- Ensuring all staff, students and volunteers have an enhanced and up to date Disclosure and Barring Service certificate before starting at a playscheme.
- The playscheme will take appropriate action in relation to the findings of any allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- A copy of 'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines. (Worcestershire Safeguarding Children Board (WSCB)) will be kept on the premises at all times.
- The school's Senior and Deputy Designated Person for Child Protection are fully trained to safeguard children and will support the staff.
- There is always one named staff member at each playscheme that will be the nominated Child Protection Officer, and they will be responsible for liaising with Children's Services in all child protection situations. They will have appropriate experience and training in this field.
- We will work closely with Children's Services as the majority of our children referred to us have a named social worker to ensure cohesion of safeguarding for the children. The contact details for these social workers will be made available to the staff to directly contact a social worker for a child in an emergency.

Processes for Safeguarding:

- We have a policy of not working alone and playleaders manage their staffing team accordingly. Volunteers also never work alone and will always be supervised and allocated to a staff member to shadow and support.
- The school maintains records of Disclosure and Barring Service checks in the Single Central Record. Checks will be renewed when staff have had a break in employment.
- The Safeguarding Folder will be kept in a separate locked storage box, away from other general playscheme paperwork with access only for those who need to access it. This folder must be given by hand from the Child Protection Officer to the school's Senior Designated Person for Child Protection (SDP) at the end of the playscheme.
- Every staff member will have references taken up by the school and staff will not be employed until adequate references have been received. Volunteers must ask a professional person known to them to write them a reference upon application and will go through an informal interview process and induction process before they are taken on.
- Every visitor to the playscheme setting must sign in and out of the premises. Anyone not known to playscheme staff must show their ID badge. Any workmen or callers to the playscheme with ID badges will have a phone call made to their head office to confirm their identity by the playscheme staff before they are allowed on the premises. If playscheme staff are unable to

gain adequate confirmation of a visitor's identity or are unsure about the visitor in anyway they will not allow the visitor to enter.

- No unauthorised person or visitor will have unsupervised access to the children.
- All playscheme staff will understand everyone has a responsibility in ensuring children at the playscheme are safeguarded. All staff will ensure children are given skills to develop and understanding of how to stay safe and play safe, according to the Every Child Matters Agenda.

Grievance Processes regarding safeguarding:

- Leaders will make contact information available to support parents/carers in complaining and the WSCB to complain about actions at the playscheme, which may include an allegation of abuse.
- Staff will follow the 'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines (WSCB) when an investigation of complaint is made that a staff member or volunteer has abused a child.
- Staff will follow recording procedures when investigating an allegation of abuse and will follow these procedures for suspicions of abuse too.
- We will all acknowledge that abuse of children can take place in different forms from Physical, Emotional, Sexual and Neglect as per our Safeguarding training.
- Staff will never carry out investigations themselves or make any decisions themselves, but instead, will gather information objectively. Staff will not influence outcomes of investigations.

Process for a child disclosing information:

1. Staff should follow the procedures detailed in the 'Safeguarding Advice' leaflet. Data should be recorded as follows: Child's name, address, date of birth, date and time of observation of the disclosure, objective record of the observation or disclosure, the exact words the child spoke, the name of the person to whom the concern was reported, the date and time of report and the name of any other person present at the time of the disclosure. This must be recorded on Disclosure form for Safeguarding in Safeguarding Folder.
2. Staff to sign the record above and date it and give it to the Child Protection Officer immediately to place it in the confidential Safeguarding Folder, which is stored securely and separately.
3. The Child Protection Officer should immediately contact the Senior/Deputy Designated Person (SDP/DDP) or Access Centre for support.
4. The Child Protection Officer should follow the steps outlined in this procedure immediately and should use this procedure as a tick list of tasks to be undertaken.
5. The disclosure should be kept confidential but shared with those that need to know. If the child has an allocated social worker from Children's Services, the Child Protection Officer should inform them immediately of the disclosure, and ensure the staff member witnessing the disclosure discusses the disclosure first hand to the social worker.
6. Staff must continue to welcome the child and family into the playscheme whilst investigations are being made in relation to abuse. Care and safety of the child will be paramount.
7. If the child does not have an allocated social worker, the Child Protection Officer will immediately disclose all concerns to the Children's Services Access Centre and follow up the call by completing a referral form [in Safeguarding Folder]
8. The Child Protection Officer must follow the steps given to them by Children's Services and the Police (if involved) and must record all steps taken.

Process for an allegation of child abuse against a staff member or volunteer:

1. The Staff member who knows of the allegation should respect the staff member involved and protect the children.
2. An allegation of abuse against the staff member should be kept strictly confidential: those authorised to know are the playleader/deputy, the Child Protection Officer and the SDP/DDP. If the allegation is against the playleader or deputy, only the SDP/DDP will be informed.
3. The person notified about the allegation against the staff member should not investigate the allegation themselves but,

- Immediately complete the form in the Safeguarding folder 'Handling and Recording Allegations or Complaints Against a Member of Staff'.
 - Record the name and position of the staff member against whom the allegation was made.
 - If it was made via a complaint, the complaints record should be immediately completed.
 - The staff member should identify who made the complaint –first hand or a concern from someone else? They must receive the information about the complaint first hand. The complaint may come from Children's Services, Police or Ofsted.
 - Immediately record the full name, age and date of birth of the child, home address and the date/s the allegation is alleged to have occurred.
 - Immediately check the register to confirm that the child and staff attended on the day of the allegation.
 - If the allegation/complaint was in writing, attach it to the form.
 - Write any other information objectively. Only write facts. Include any other minor concerns that may have arisen regarding the staff member.
4. The allegation should be made immediately on the same day to Children's Services Access Centre and the SDP/DDP must also be called to offer guidance on taking the steps outlined in this process.
 5. The staff member must make a note of who they speak to when they contact these bodies, and any actions they are advised to take as well as the date/time they implement them.
 6. The SDP/DDP will ring HR for advice on dealing with the staff member and may suspend the staff member/volunteer during the period of investigation. The reason for the suspension will be confidential.
 7. The authorised people and/or the person alerted to the allegation will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Services.
 8. Authorised people should encourage the staff team to cooperate with any investigation in any way they can and act impartially.
 9. If the Police and Children's Services decide not to investigate, Ofsted are likely to conduct their own investigation to ensure the playscheme staff are following the playscheme's policies and procedures.
 10. Once all investigations are completed, the playscheme will implement Worcestershire County Council's disciplinary proceedings to determine the future of the member of staff.

Support for Child Protection Officer and Staff members:

- The SDP/DDP should be notified of any steps being taken and may get involved in the steps above. They must be contacted immediately to offer guidance and support.

Safeguarding Concerns:

- The playscheme ethos is that concerns are shared, monitored and recorded.
- The playleader/deputy/Child Protection Officer should take all necessary steps leading up to making a referral.
- If the Child Protection Officer is unavailable or absent, the leader/deputy will take on the role. All will have adequate training in Safeguarding children before playscheme starts.
- Any information that must be shared to ensure a child is safeguarded should be shared with all necessary staff.
- Confidentiality will be managed by ensuring the Safeguarding Folder is stored securely, separately from other folders with access only from the leader/deputy/Child Protection Officer. Staff will ensure confidentiality is maintained whenever necessary and leaders should ensure they support their staffing team in this.
- It is good practice to share any initial concerns with the child's parents/carers, **if we consider it appropriate**, as there may be a perfectly innocent explanation for changes, which we have observed.
- If a child arrives with an existing injury, we will ensure staff complete the 'Existing Injury Form' with the child's parent/carer.

When making a referral staff will need to provide the following information:

- The name, address, date of birth, ethnic origin, and gender of the child, and if applicable, any disability or special need that the child may have.
- Who has parental responsibility for the child?
- The names and dates of birth of siblings or other children in the household (you may not have this information of other children do not attend the Playscheme).
- The names and contact telephone numbers of parents, and other carers or close family members if known.
- The name, address and telephone number of the child's Doctor and Health Visitor if applicable.
- The nature of the injuries observed, and or the reasons for the concerns.
- Whether or not English is the parent's/child's first language, and if not, what is.

CONTACTS FOR STAFF ONLY:

Children's Services Access Centre
Out of Office Hours

01905 768054
01905 768020

CONTACTS FOR PARENTS/CARERS ONLY:

Children's Services Access Centre
Ofsted
Family Information Service

0845 607 2000
08456 404040
01905 790560

Playschemes whistleblowing ethos:

- Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion.
- Each staff member and volunteer should be supported by their playleader/deputy in ensuring good communication for any concerns they might have, which meets the terms of the Public Interest Disclosure Act 1998.
- Playscheme staff who use whistleblowing procedures should be made aware that their employment rights are protected.
- Playscheme staff should ask to speak to their Child Protection Officer/playleader/deputy if they have any concerns.
- Concerns should be taken by the Child Protection Officer/playleader/deputy sensitively who will support them and appreciate them for making the concern.
- Concerns should be recorded in the Incident sheet and stored in the Safeguarding Folder.
- Child Protection Officer/playleader/deputy should reassure staff or volunteers that there will be no repercussion for them voicing their concern.
- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Child Protection Officer/playleader/deputy and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

The playscheme will ensure:

- Playleaders and deputies organise an Activity Timetable leaflet, which will be sent to all parent/carers for their children before the playscheme starts. This will detail:
 1. The activities provided for the children, the types of resources on offer to encourage imaginative play and the entertainment or opportunities on offer for the children each day. These will be age and ability appropriate for the children and will support the needs and disabilities of each child ensuring every child is included.
 2. The routines of the provision for each day. To support this information, leaders and deputies will ensure there is a timetable of routines available on the wall at the playscheme for parent/carers and children and a routine visual timetable for all children that require it.
 3. Food and drink provisions, ensuring that children arrive each morning with a healthy lunchbox, which will not be stored in the fridge, so should be brought with ice packs. Parent/carers will be notified that fresh fruit and veg will be available at snack times, and fresh covered water will be available freely throughout the day for the children.

- Playleaders and deputies will ensure that they introduce parent/carers and children to their key worker each day. Details of the staffing of the provision will be displayed on the walls at the playscheme, showing playscheme leaders, deputies, playworkers and volunteers.
- Copies of the policies and procedures will be kept on the admin desk where parents/carers sign in for them to read. Any parent/carer that wishes may have a copy to take home.
- The children's Passports to Play include information that will promote the welfare of the children as it asks for information on children's emergency contact numbers, dietary requirements, food allergies, health requirements, who has legal contact with the children and who has parental responsibility for the child.
- All staff will ensure the children's communication diary is completed every session, which will detail any development the child has achieved as well as the emotional state of their child and the activities the child enjoyed that day. This diary will be given to the parent/carers at the end of the playscheme as a record of their child's development over the playscheme period.