



## Active Play Education Safeguarding/Child Protection Policy

**Active Play Education** is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

All staff will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Active play Education child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Designated Person/s for Child Protection (DP) are:

**Caroline Morton, Denise Marsham-Freear and Amy Cross.**

The DPs coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

We will follow Cambridgeshire and Peterborough Safeguarding Children Board (CPSCB) procedures. The setting has regard for Working Together to Safeguard Children 2018 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

### Our setting will:

- Ensure a DP is available at all times when the setting is open, and where possible on site at all times (to be able to access relevant records and take the necessary action).
- Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
- Ensure that all DPs in the setting refresh their training every two years. In addition to the formal training DPs knowledge and skills will be refreshed regularly and at least annually. This may be via the DP Knowledge Hub, Child Protection Information Networks (CPINS), **further relevant training**, and the Early Years Safeguarding Conference or Cambridgeshire and Peterborough Safeguarding Children Board (CPSCB) training.
- Recognise the importance of the role of the Designated Person and ensure she/he has the time and training to undertake their duties.
- Ensure that the Designated Person knows how to contact the Multi Agency Safeguarding Hub (MASH) and the Early Help Hub and knows how to make a referral to social care.

### The roles of staff, **volunteers**, and management

The setting will ensure every member of staff knows:

- The names of the Designated Persons and what their role includes.
- How to record and pass on concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in CPSCB procedures if there is no DP present and/or they feel the child remains at risk of harm.

All staff and volunteers will receive a safeguarding briefing at induction. All committee members will undertake a safeguarding briefing upon election. All staff, volunteers and committee members will receive regular updates on safeguarding (at least annually).

The setting will ensure that all staff attend basic child protection training every three years as a minimum and within 6 weeks of starting work at the setting. Training will contain details of the local safeguarding procedures within Cambridgeshire and enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way.

## **Confidentiality and information sharing**

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people.

The DP will read and follow the the Department for Education (DfE) Guidance 'Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers' - July 2018

Fears about sharing information will not be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. The General Data Protection Regulation (GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

- 'information will be shared legally without consent, if the DP or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.'
- 'relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.'

(Information sharing, July 2018, Page 5)

## **What information will be shared?**

When taking decisions about what information to share, the DP will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk.

Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DP will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

**A note will be made of what information has been shared, and with whom.**

## **Communication with Parents**

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.

- Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not (circumstances may include if the DP is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

## Supporting Children

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will support children through:

- Activities to encourage self-esteem, self-motivation and resilience.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and District Teams.
- A commitment to develop partnerships with parents.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

## Forms of 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
- inappropriate behaviour displayed by other members 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 incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Logging an incident/ Record keeping**

All information about the suspected abuse or disclosure 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 of the incident 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.
- All reports will be forwarded to the relevant safe guarding leads in the school concerned and a copy will be kept in a locked file in the office of Active Play Education.

The record will be given to the Club's DP who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

### **Promoting awareness among staff**

Active Play Education promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Its designated DP has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with where any log of concerns are kept. If they cannot be handed to Caroline Morton or another DSL in her absence straight away they will be kept in the club lock box until they are collected, they would have been emailed straight away to Caroline Morton and she would have instructed staff on what the next stage would be. All logs are kept in a locked cupboard and would always be emailed to the DSL in the relevant school.
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

## Domestic Abuse

Where there are concerns regarding Domestic Abuse, the member of staff must log the concern and pass to the **Designated Person** who will seek advice from the relevant agencies and follow child protection procedures.

Domestic Abuse is defined as: *‘any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional’*. (Home Office, 2013)

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

**The setting will have awareness of the Statutory Domestic Abuse Guidance -July 2022 and have shared with practitioners.**

### Summary: Domestic Abuse

Where there are concerns regarding Domestic Abuse, the member of staff must log the concern and pass to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures.

## Bruising, marks or injuries in pre-mobile babies

Research indicates that severe child abuse is six times more common in babies aged under one year than in children aged one to 4 years, and 120 times more likely than in the 5 - 13-year-old age group. Our setting adheres to the Bruising in Pre-Mobile Babies Protocol published by Cambridgeshire and Peterborough Safeguarding Children Partnership Board and has a copy onsite which all staff are aware of.

Bruising, marks or injuries are the most common presenting features in physical abuse in children. The younger the child the higher the risk that the bruising, mark or injury is non-accidental, especially where the child is under the age of 6 months. Bruising, marks or injury in any child who is ‘not independently mobile’ should be taken as a matter for inquiry and concern by the DP. This is also relevant to older children who are not independently mobile by reason of a disability.

The setting recognises that concerns may be raised about pre-mobile babies or older children, who are not independently mobile by reason of a disability, who do not attend the setting. These concerns may arise when younger siblings are present during drop off or collection of children who attend the setting. The above protocol will also be used as required in these circumstances.

## Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with significant harm to children, particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and alcohol abuse by a child’s parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent’s dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour

- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

## **Children Misusing Drugs or Alcohol**

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the setting will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the young person's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- Where the misuse is suspected of being linked to parent/carer substance misuse
- Where the misuse indicates an urgent health or safeguarding concern
- Where the young person is perceived to be at risk of harm through any substance associated criminality

## **Child on Child Abuse and Sexual Violence and Harassment between Peers**

Children and young people may be harmful to one another in a number of ways which would be classified as child on child abuse. Child on child abuse can include:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling
- Sexual bullying
- Being coerced to send sexual images (sexting)
- Sexual assault
- Teenage relationship abuse.
- Upskirting

The settings recognise that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

The setting will:

- Be clear that child on child abuse, sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage a report of child on child abuse, sexual violence or sexual harassment.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.

- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations
- Liaise closely with external agencies, including police and social care, when required.

Further information can be gained from:

- Keeping Children Safe in Education - Part Five, 2023
- Sharing nudes and semi-nudes: advice for education settings working with children and young people, UKCIS, December 2020
- Safeguarding Partnership Board: Child Sexual Behaviour Assessment Tool

#### **Summary Child on Child Abuse**

If there is any indication that a child has suffered from child on child abuse, sexual violence or sexual harassment between peers, the child protection procedures outlined in this policy must be followed.

### **Prevention of Radicalisation**

In 2010 the Government published the Prevent Strategy. This highlighted the need to safeguard children, young people and families from violent extremism and radicalisation.

The setting recognises that children and young people are **susceptible** to extremist ideology and radicalisation and that protecting children from this risk forms part of the setting's safeguarding procedures.

Staff are required to be alert to changes in children's behavior which could indicate they need help or protection. The committee/owner will ensure that the all staff have undertaken Prevent online training.

See also 'The Prevent Duty, Departmental advice for schools and childcare providers', DfE (June 2015), and 'Revised Prevent Duty Guidance: for England and Wales,' HM Government, (April 2021).

#### **Summary: Prevention of Radicalisation**

If there are concerns that a child, young person or adult may be at risk of radicalisation, exploitation or involvement in terrorism, the member of staff should log the concern and pass it to the Designated Person. The DP will seek the appropriate advice and make a Prevent referral if required.

### **Children at Risk of Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

(Child Sexual Exploitation, Definition and Guide: DFE, 2017)

Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

## **Children at Risk of Criminal Exploitation**

Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.

The setting will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.

The DP will complete the Safeguarding Partnership Board Exploitation Risk Assessment and Management tool and refer to CSC if there is a concern that a young person may be at risk of criminal exploitation.

### **Child Sex Trafficking (CST)**

CST is a repeated process involving two or more adults in which a child is recruited and transferred to a location in order to be sexually exploited.

#### **Summary: CSE or Criminal Exploitation**

If CSE or Criminal Exploitation is suspected the member of staff must complete a Log of Concern form and pass it immediately to the Designated Person who should follow safeguarding procedures and refer to the MASH.

## **Children at risk of 'Honour- Based' Violence including Female Genital Mutilation**

So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is under 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DP, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child or young person's wishes. The Multi-agency statutory guidance on female genital mutilation, 2020 will be followed.

In accordance with the Female Genital Mutilation Act, it is a statutory duty for professionals to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police.

Breast ironing also known as 'Breast Flattening' is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like FGM, Breast Ironing is a harmful cultural practice and is child abuse and is classified as physical abuse.

Although there is no specific law passed about Brest Ironing we would consider it to be a form of physical abuse and would treat a reported case as physical abuse, following the appropriate advice from CSC and completing a log of concern, then reporting to the DP.

## **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The legal age of marriage was raised in February 2023 to 18 years. It means that 16 and 17 year olds will no longer be allowed to marry or enter a civil partnership, even if they have parental consent. It is now illegal and a criminal offence to exploit vulnerable children by arranging for them to marry, under any circumstances whether or not force is used.

### **Summary: Honour Based Violence**

If there is a concern about a child in relation to Honour Based Violence (including FGM) the member of staff must log the concern immediately and pass it to the Designated Person who will contact children's social care and the police.

## **Children who have Family Members in Prison**

The setting is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child.

The setting recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The setting will treat information shared by the family in confidence and it will be shared on a 'need to know' basis.

The setting will work with the family and the child to minimise the risk of the child not achieving their full potential.

## **Privately Fostered Children**

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

The setting will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangement and refer to the 'Specialist Fostering team'.

## **Young Carers**

The setting recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

The setting will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

## Children with Special Educational Needs and/or Disabilities (SEND)

Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively.

Children who have difficulty with expressive language may be particularly vulnerable to abuse so practitioners will be alert to changes in behaviour and other possible signs of abuse. Staff supervision will be vigilant to create a protective ethos around the child.

## 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, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Club. All staff have read Active Play Education's Mobile Phone policy.

## Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

- **Content** - being exposed to illegal, inappropriate or harmful material
- **Contact** - being subjected to harmful online interaction with other users
- **Conduct** - personal online behaviour that increases the likelihood of, or causes, harm

### Best practice:

- **Whole setting approach** - staff recognise and are aware of e-safety issues and the management team make online safety a priority; online safety.
- **Policies** - online safety policies and procedures are in place and implemented.
- **Monitoring and evaluation** - risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.
- **Management of Personal Data** - data is managed securely and in accordance with the requirements of the Data Protection Act/GDPR.)

## Promoting a protective ethos

The setting will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.

- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure **and this is actively supported within the setting.**
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers in line with our setting's staff code of conduct/behaviour policy.
- **Ensuring the Designated Person keeps themselves up to date with safeguarding concerns in the local area and disseminates this to staff as relevant.**

## Preventing unsuitable people from working with children and young people

The setting has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

### **Summary: Suitability to work with children**

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

## Whistleblowing

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

### **Summary: Allegations of abuse against adults who work or volunteer in the setting**

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate but will immediately contact the Local Authority Designated Officer (LADO) should be contacted direct: 01223 727967).

- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter themselves.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable. For further information, refer to the setting's safer recruitment policy.

### **Management safeguarding responsibilities**

The owner fully recognises their responsibilities with regard to safeguarding and promoting the welfare of children. They will:

- Designate a member of staff (where applicable) for safeguarding (a 'Safeguarding Officer') who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

The following staff have safer recruitment training; Mrs Sam Cross

### **Covid - 19**

Here at Active Play education we are constantly updating and liaising with the schools we work in as to Covid-19 procedures and policies. We follow government guidance on health and safety, infection control and have a robust system in place to follow government procedures for track and trace. All staff are aware of symptoms and will follow the risk assessments and procedures to implement safe working practices.

Management will advise staff and keep them up to date with any changes or revised risk assessments or policies. Staff are to report to management any concerns or changes, or if they become unwell.

### **Contact numbers**

#### **Active Play Education - Designated Persons**

**Caroline Morton 07904435515 / 01354 278747**

**Denise Marsham-Freear 07930872736**

**Amy Cross: 07551450406**

Social Care: 0345 045 5203

Out of hours contact: [01733 234724](tel:01733234724)

LADO (Local Authority Designated Officer): [Senior Advisor for Intervention safeguarding manager](mailto:Senior Advisor for Intervention safeguarding manager)

[Gemma Hope 01223 714760](tel:01223714760)

LADO :01223 727967

LSCB (Local Safeguarding Children Board): 01223 729039 [ECPS.General@gambridgeshire.gov.uk](mailto:ECPS.General@gambridgeshire.gov.uk)  
Ofsted: 0300 123 1231  
Police: [999](#)  
NSPCC: 0808 800 500

This policy was adopted by: <a href="#">Active Play Education</a>	Date: 20/09/2023
To be reviewed: <a href="#">As required</a>	Signed: <i>L Maskell</i>

## Useful contacts

### Children's Social Care

Contact Centre (for telephone referrals)	0345 045 5203
Emergency Duty Team (out of hours)	01733 234724

Early Help Hub	01480 376666
Early Years Safeguarding Manager	01223 714760
Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231

**Education Safeguarding Team:** [ecps.general@cambridgeshire.gov.uk](mailto:ecps.general@cambridgeshire.gov.uk)

## Useful Contacts and Sources of Advice

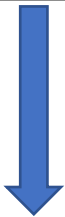
<p><b>Children's Social Care (CSC):</b></p> <p>To make an Immediate child protection referral contact the Customer Contact Centre:</p> <p style="text-align: center;">Tel: 0345 045 5203</p> <p style="text-align: center;">Referral email: <a href="mailto:Referralcentre.children@cambridgeshire.gov.uk">Referralcentre.children@cambridgeshire.gov.uk</a></p> <p><b>Emergency Duty Team (out of hours)</b> Tel: 01733 234724</p>	<p><b>Early Help Hub (EHH):</b></p> <p style="text-align: center;">Tel: 01480 376 666</p> <p style="text-align: center;"><a href="mailto:Early_HelpHub@cambridgeshire.gov.uk">Early_HelpHub@cambridgeshire.gov.uk</a></p> <p style="text-align: center;">For advice and guidance about Early Help Assessments (EHAs)</p>
<p><b>Allegation against a person who works or volunteers with children</b></p> <p><b>Local Authority Designated Officer (LADO):</b> Tel: 01223 727967</p>	<p><b>Cambs Police</b> General Tel: 101</p> <p><b>Includes the Domestic Abuse and Safeguarding Unit.</b></p> <p><b>Cambs Police - Prevent:</b> 101 x2286 or x2595</p>
<p><b>Domestic Abuse</b></p> <p><b>National Domestic Violence Helpline</b> Tel: 0808 2000 247 <a href="http://nationaldomesticviolencehelpline.org.uk">nationaldomesticviolencehelpline.org.uk</a></p> <p><b>Independent Domestic Violence Advisers, Professional Support Line: 01480 847718</b></p> <p><b>Cambridge Women's Aid (Cambs City, South and East Cambs): 01223 255821</b></p> <p><b>Women's Refuge (Fenland and Hunts):</b> 07787 255821</p>	<p><b>Children's Health</b></p> <p><b>School Nurse and Health Visitor Duty Desk</b> Tel: 0330 029 5050 Email: <a href="mailto:ocs.cambs.hcp.schoolnursingdutydesk@nhs.net">ocs.cambs.hcp.schoolnursingdutydesk@nhs.net</a></p> <p style="text-align: center;">Further Information: <a href="http://cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/cambridgeshire-0-19-healthy-child-programme">cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/cambridgeshire-0-19-healthy-child-programme</a></p>
<p><b>Cambridgeshire and Peterborough Community Child and Adult Mental Health Services (CAMHS)</b></p> <p><b>Single Point of Access (SPA):</b> Tel: 01480 428 115 Email: <a href="mailto:accesscamhs@nhs.net">accesscamhs@nhs.net</a></p>	<p><b>Sexual Behaviour Service</b></p> <p><b>Trudy Potter, Manager</b> Tel: 01223 703 591</p> <p>Email: <a href="mailto:trudy.potter@cambridgeshire.gov.uk">trudy.potter@cambridgeshire.gov.uk</a></p>
<p><b>Adult drug and alcohol misuse</b></p> <p><b>Inclusion Substance Misuse Treatment Services</b></p> <p>Tel: 0300 555 0101 Further Information: <a href="http://www.inclusion.org">www.inclusion.org</a></p>	<p><b>On-line Safety</b></p> <p><b>UK Safer Internet Centre</b></p> <p><b>Professionals On-line Safety Helpline</b> Tel: 0344 381 4772 Email: <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a></p> <p style="text-align: center;">Further Information: <a href="https://www.saferinternet.org.uk/our-helplines">https://www.saferinternet.org.uk/our-helplines</a></p>

# Safeguarding Flowchart

Safeguarding concern or concern about a child's welfare



Concern logged and passed immediately to the Designated Person (DP) for Child Protection



DP will decide what action to take, which may include a Children's Social Care referral to the Multi Agency Safeguarding Hub (MASH):  
**0345 045 5203**



If the DP is unavailable or not contactable for any reason and you have immediate concerns about a child's welfare, contact the Multi Agency Safeguarding Hub (MASH)  
**0345 045 5203**

Allegation made against member of staff



Refer to and follow the allegations flow chart (turquoise and yellow flow chart)

No safeguarding concern, but emerging needs of the child indicate that additional services or support may be required



Discuss with the setting manager or DP



Manager/SENCO or DP will **consider** completing an Early Help Assessment (EHA) **after gaining parental consent** and contact the Early Help Hub for further advice