



# ClubsComplete

Opening a world of opportunities to  
children and young people

## Safeguarding and Children Protection Policy

### Introduction

ClubsComplete™ recognises the contribution we can make to protect children in any of the clubs that we run and we are committed to combat child abuse in every way in which it may arise. Safeguarding at ClubsComplete™ is considered everyone's responsibility and as such our company aims to create the safest environment in which every child or young person has the opportunity to maximise their potential. At ClubsComplete™, we recognise the contribution that we can make to ensure that all children who use our services feel that they will be listened to and appropriate action taken. Our beliefs and our policy directly reflect the UK's Department for Education initiative "Every Child Matters" (ECM), launched in 2003.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. ClubsComplete™ child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

### The aims of this policy:

- To ensure that the children and young people in our care are safe and protected from harm
- To provide staff and volunteers with the overarching principles that guide our approach to child protection; ClubsComplete™ believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them
- To ensure that children are effectively safeguarded from the potential risk of harm and that the safety and well-being of the children is of the highest priority in all aspects of our work

### The purpose of this policy:

To ensure that all members of the ClubsComplete™ community:

- are aware of their responsibilities in relation to safeguarding and child protection
- know the procedures that should be followed if they have a cause for concern
- know where to go to find additional information regarding safeguarding
- are aware of the key indicators relating to child abuse
- fully support our commitment to safeguarding and child protection

### Principles

ClubsComplete™ recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from

any situation or practice that results in a child being physically, emotionally, or sexually abused or neglected.

We agree that we have a primary responsibility for the care, welfare and safety of the children in our charge, and we will carry out this duty through our teaching and learning practice and activities. In order to achieve this, all members of staff (including volunteers and governors), in whatever capacity, will at all times, act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

ClubsComplete™ seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. ClubsComplete™ ensure that parents and children feel confident to talk about any concerns and will see our clubs as a safe place if there are any difficulties at home.

Children's worries, questions and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

At ClubsComplete™, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by the Local Safeguarding Children Board.

**We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

This policy is consistent with the legal duty to safeguard and promote the welfare of children.

**The main elements to our Child Protection Policy:**

- Prevention (e.g. positive atmosphere, leader's support to pupils);
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- Support (to children who may have been abused);

The policy applies to all staff at ClubsComplete™. We recognise that child protection is the responsibility of all staff within our company. We will ensure that all Head Teachers are aware of our child protection policy by making a copy available to them, displaying appropriate information on our website and by raising awareness at initial meetings with head teachers.

**ClubsComplete will:**

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure every effort is made to establish effective working relationships with staff at schools who use ClubsComplete™;
- Operate safe recruitment procedures by using a strict interview process, and ensuring that all appropriate checks are carried out on staff and volunteers who will work with Children; including references, declaration checks and employment history checks.
- All ClubsComplete™ staff will have a clear Enhanced DBS check
- NOT tolerate Bullying, and when Physical Intervention is necessary, ClubsComplete™ will fully investigate every incident.

**We will seek to keep children and young people safe by:**

- valuing them, listening to and respecting them;
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;

- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents and children appropriately
- Working closely with schools to make children feel safe at all times, and to follow the School's procedures and those outlined in the National Curriculum e.g. Schools having 'Show and Tell' afternoons in relation to projects done at ClubsComplete™ (For the Early Years Foundation Stage)

### **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 and/or
- 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.

### **Roles and Responsibilities – General**

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

Therefore, if staff have any concerns about a child, all staff must give a written report by completing a concern form to the ClubsComplete™ Designated Safeguarding Lead at the school setting and to the Designated Safeguarding Lead of ClubsComplete™: Amelia Gillespie.

The DSL will pass his/her concerns on to the appropriate regional Social Care or Social Services Board if she is concerned that the child or children are being harmed in any way (emotionally, sexually, physically) or being neglected or are at risk of being harmed in any way or being neglected.

All staff must not promise the child to keep the information a secret and bear in mind the children's safety at all times. Having the welfare of the children in mind, children's name should always be referred to with initials at all times and no full names of children should ever be discussed via any channel: e-mail, in writing or on social media.

### **Allegations against staff**

All staff must not promise the child to keep the information a secret and bear in mind the children's safety at all times. In the unlikely event that an allegation is made against a member of ClubsComplete™ staff, phone immediately the ClubsComplete DSL (Amelia Gillespie) who will report the allegation to the appropriate LADO and to OFSTED. 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.

If the allegation/concern is made about a member of the school staff/Head Teacher, ClubsComplete™ takes on the responsibility of reporting a concern of this nature to the appropriate LADO, to the appropriate Social Care and to OFSTED.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

### **Extremism and radicalisation**

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, eg:

- 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 at the school and at ClubsComplete™.

**All allegations and incidents are taken extremely seriously and ClubsComplete™ will make every effort to investigate each occurrence as promptly as possible.**

### **Promoting awareness among staff**

- Each member of staff is monitored by their staff coordinator during their trial period, who reports back to the Manager. Regular observations and appraisals are carried out with all staff throughout their employment.
- All ClubsComplete™ staff receive basic Safeguarding & Child Protection training and this is refreshed during every in house training and staff meetings. During term time, they may also be given training by the schools they work in for Safeguarding and ensure they are aware of the schools safeguarding policy, along with DVDs to watch and booklets for future reference.
- ClubsComplete™ provide training to all staff through companies such as Lifetime, to provide on -going training in the work place
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding (Child Protection) policy available to them at all times, and they will 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 training in the Prevent Duty
- All staff are aware of the procedures to follow if they have any concerns and how to report these

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the setting manager will be authorised to take photographs of children at the Club, except with the express permission of the manager.

For more details see our Mobile Phone Policy.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

### **Contact telephone numbers**

Local authority children's social care team (First Response Duty Team) **0116 305 0005**

Local authority Designated Officer (LADO) **0116 305 7597 & 0116 305 4532**

Ofsted **0300 123 1231**

Local Safeguarding Children Board (LSCB) **(0116) 454 6520**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

**For schools outside Leicestershire we will contact the Local authority for the area in which**

**the school is based.**

**LAST REVIEWED: 25th August 2021**

**TO BE REVIEWED: 6th January 2022**