

## Safeguarding Policy Overview

The Future Games and Kidz Zone Club fully recognize the responsibility it has regarding safeguarding and promoting the welfare of children. This policy sets out how both organizations will meet these responsibilities.

**Overall Aims:** We aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

We believe this policy should be a working document that is fit for purpose, represents the organisation ethos, enables consistency and quality across the organisation and is related to the following legislation.

### Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance, *Keeping Children Safe in Education and Working Together to Safeguard Children*, and the *Governance Handbook*. We comply with this guidance and the procedures set out by our local safeguarding children board.

All staff has an important role to play in noticing indicators of possible abuse or neglect through their contact with children. It is important that all staff know what to do if they have any concerns. Staff will create and maintain an ethos where children are encouraged to talk and are listened to. They will have an awareness of the indicators of abuse and always take any concerns seriously.

If staff have any suspicion that a child is being abused they will report this to **both:**

- Inform TFG / Kidz Zone Club **Designated Safeguarding Officer (Scott McCafferty / George Tippite)** on 01525 630199 / 07999 494 197.
- The Head teacher or Designated Officer at the school the child attends (if during a school event).

If a child discloses she/he has been abused, staff cannot promise to the child that this will be kept a secret. All staff that have unsupervised access to or contact with children are required to

- Recognise and accept their responsibilities.
- Develop awareness of the issues, which can cause children harm.
- Report concerns following the procedure below.
- Document all that has happened using an incident report form.

### **We will endeavor to safeguard children by:**

- Ensuring all staff hold a safeguarding qualification.
- Share all policies and procedures for all who work on behalf of the organization.
- Reporting concerns to the authorities.
- Carefully following procedures for recruitment and selection of staff.
- Provide effective updates for all staff.
- Carefully following related procedures for 'behaviour management'.

### **Safeguarding**

TFG/KZ are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

TFG/KZ have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If you recognise one of the above for a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously and they will be acted on quickly and correctly by following the procedure set by the Local Safeguarding Children's Board (LSCB)

### **Four Categories of Abuse - This list is not exhaustive**

All Types of abuse can occur in all types of homes, across all social and income groups.

#### **1. Neglect Definition**

Longstanding and/or severe neglect

Effect on the Child's development

Non-organic failure to thrive

Signs/Symptoms

Constant Hunger, Tiredness, stealing or scrounging

Poor personal hygiene, or inappropriate clothing for weather or activities Untreated medical problems

Low self-esteem, poor social relations

## 2. Physical Definition

Deliberate injury to the child - allowing injury. Beyond 'reasonable' chastisement  
Poisoning, inc. alcohol

Withholding drugs or apparatus

Both the use of an implement e.g. a belt or a physical strike that leave a mark are illegal

Signs/Symptoms

Unexplained or untreated injuries, especially if repetitive, refusal to discuss injuries, and untreated injuries Shrinking from physical contact

Fear of returning home, undressing, or medical help Aggression or bullying

Unexplained pattern of absences, which may server to hide bruises or other physical injuries

## 3. Sexual Definition

Sexual exploitation of any kind including watching others and viewing pornographic material

Signs/Symptoms

Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc

Frequent public masturbation

Attempts to teach other children about sexual activity Aggressiveness, anger, anxiety, fearfulness

This is a short summary, there are other signs, individual to certain children

## 4. Emotional Definition

Must be persistent

Must undermine the child's sense of self worth

Might reflect poor parenting skills

Includes witnessing domestic violent of primary carer

Signs/Symptoms

Continual self-depreciation, self-harm or mutilation inappropriate response to painful situations

Compulsive stealing/scrounging

Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal.

Eating problems, either overeating or a lack of appetite

### **Child Sexual Exploitation CSE**

All staff should be aware of indicators; involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationship to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

### **Female Genital Mutilation FGM**

All staff should be aware of indicators; illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report known cases to the police.

### **Forced Marriage**

All staff should be aware of indicators; illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence, threats or coercion is used.

### **Prevent Duty**

TFG/KZ recognises their duty to prevent children and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff have access to Prevent training
- We value all children and their families equally
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- We have a commitment to challenging prejudice
- Report any concerns about children, staff or families to the relevant authorities

### **Serious violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

### **Peer on peer abuse**

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault; sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;

- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

### County Lines

All staff should be aware of indicators; Gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

### Dealing with a Disclosure

1. Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you can't keep.
2. Reassure them.
3. Stay with them. Try to 'ground' them (“grounding” means to draw the child back to a more comfortable state of mind; through things like normal conversation e.g. what activities have you done today; what's your favourite TV programme).
4. Accurately record the child's words. Make it clear whether it is a fact, opinion or hearsay.
5. Report it to your relevant manager or head office as soon as possible; they will know the right procedure to follow. In some cases, they will speak to the parents first or report to the local safe guarding children's board.
6. 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.

If you have any concerns about a child's welfare at your event, do not keep it to yourself. Write it down and take advice. Only speak with your relevant manager or directly to the qualified designated persons for child protection at head office.

If you are not satisfied with an outcome or anything related to how we have conducted the raised concern; you will find the Local Authority contact details on the club noticeboard and can report directly to them.

### Immediate Danger

If you feel a child is in **immediate danger** you can make a referral to children's social care and/or the police immediately; if a child is in immediate danger or at risk of harm. Remember **anyone can make a referral**. Please inform your DSO as soon as possible if you make a referral directly. You must follow the local procedures for making referrals as agreed by Central Bedfordshire Safeguarding Children's Board using the Assessment and Thresholds Guidance:

<https://www.centralbedfordshirelscb.org.uk/lscb-website/professionals/the-importance-ofthresholds>

You may also find the following link helpful:

<https://www.gov.uk/report-child-abuse-to-local-council>

### Protecting yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Avoid being alone with a child (when possible).
  - Take a register of which children are with you for each session, noting the time of the session.
  - If you take a child somewhere e.g. an empty room, do not enter with them, wait outside. If you have to enter the room, it's vital you keep all doors open.
  - Do not play-fight.
  - Children should not be encouraged to sit on your lap or hold your hand.
  - Challenge any child using 'bad' language.
  - Never let children touch themselves or others inappropriately in any form.
  - Never let a child's allegation go unchallenged, unrecorded or not acted on.
  - Never do personal things for children that they are capable of doing themselves.
- Encourage children to help each other.
- Do not build 'special' relationships with individual children.
  - You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with TFG/KZ or through social networking websites.
  - Any images of children taken on site must only be of those children whose parents allow photos to be taken. Staff should not take any photos off site.
  - Any images taken must be appropriate.
  - Photos must only be taken on company-registered devices e.g. tablet.
  - Images must not be published elsewhere without the authorisation of a company director.

### **Whistle Blowing**

TFG/KZ will not accept or condone any behaviour by Staff or other adults associated with the organisation that is contrary to our Aims and Objectives, Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
  - Promoting an environment that is free from bullying, harassment and discrimination.
  - Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
  - Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the event as a whole.
  - Ensure that procedures are in place for reporting unacceptable behaviours/practices.
  - Provide all staff with a procedure to raise their concerns.
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- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

### **Allegation against a professional**

If there is a serious allegation of abuse made against you, TFG/KZ will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquires
- Seek advice - head office or citizens advice bureau.
- Not confront the/your accuser

- Not speak with your 'victim'
- Be supported through the process by a designated person at head office and/or your manager.

We provide a form for concerned parties to report any worries directly to the DSO. We take all allegations seriously and will seek advice from the LADO.

TFG/KZ has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if staff leave before an investigation is started or completed.

### **Promoting awareness among staff**

TFG/KZ promotes awareness of child abuse issues through its staff training. We ensure that:

- Its designated DSO has relevant experience and receives appropriate training
- 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 or neglect
- All staff are aware of the 'Safeguarding Children Procedure for staff' poster.
- All staff are aware of their statutory requirements with regard to the disclosure of information or discovery of child abuse
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

### **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given and informing parents of this.

### **Practices never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching

- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves

### **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child
- If he/she seems distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

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

. Staff working at 'Kidz Zone Clubs' will have a club phone providing an open line to Head Office for messages to be relayed from head office.

- Mobile phones should be stored safely in staff bags at all times during the hours of work or not brought into the school or venue at all.
- In certain circumstances they may be left in the office or area away from children.
- Staff should give customer the Head Office numbers for emergencies.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the organisations reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using our organisation.
- Staff must not post any photos of children from the events on social networking sites.
- Staff leaving our organisation continue to be bound by our Code of Confidentiality, if, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality.
- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all time.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

### **Parents**

- Parents/carers may not use their mobile phones once they have entered the events area or until they have left the events area.
- We are at liberty to ask parents to put away their phone before we allow them entry.

### **Camera Use and Photos and Social Networking**

- Permission is sought from parents before taking photos for the flyers / website.
- Photos are taken on the organisations cameras/devices.

- No member of staff may keep photos of children on their personal computers.
- Images may be stored on a USB solely for the purpose of using them for our website or photo board. They will be deleted immediately after.

### Venue Procedures

- Environmental risk assessment completed before each event (KZ).
- All staffs aware of venue evacuation and lock-down procedures.
- All staffs follow 'Safer food - better business' policies (KZ).
- All applicants complete an online booking form compiling all necessary information.
- All applicants detail any medical conditions on initial application forms - these are then listed on the register for the Supervisor leading that group.
- The staffs register the children at the start of the event.
- The staffs sign each child out at the end of the event with the parent / guardian of that child.
- **Any accidents or incidents;**
- That occur during PE lessons and lunch clubs during the school day are made aware to the school and school procedures are followed (during school day only).
- That occur before or after school on a club event - an accident / incident form is also completed and given to the parent on collection (clubs only) / parent and a copy retained for our health and safety records. Any accident / incident that occurs on a breakfast club will also be relayed to the school if deemed necessary as well as H/O who can contact the parent directly.
- Any head bump or collision that could result in a bruise - however small is made aware to the parent as per the guidelines above.
- Staffs also carry a response card they can use in emergencies on events requesting assistance from a member of staff. Staffs also have a walky-talky to communicate on after school events if required.

### Toilet Supervision

All children will ask to use the toilet facilities and will be sent in pairs. (This may change due to Covid-19 see RISK ASSESSMENT FOR VENUE)

If there is a staff member available they will supervise the children walking to and from the toilet.

Staff will monitor numbers and ensure children return to their play in the appropriate location.

See Toileting and Personal Care Policy.



## Covid 19

A Covid-19 RISK assessment has been completed for each venue; please see the RISK assessment for changes to existing 'policies'.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local safeguarding board via the details below.

- Central Bedfordshire Access and Referral Hub on 0300 300 8585 (*during office hours*)
  - Our office hours:  
  
08.45 until 17.20 Monday to Thursday  
08.45 until 16.20 on a Friday
- If you urgently need help outside office hours you can contact Social Care Emergency Duty Team on 0300 300 8123
- Bedfordshire Police on 101 or in an emergency 999.
- NSPCC 0808 800 5000 or Child line on 0800 1111.

## Related Policies and Information

Mobile Phone Policy Social networking Policy

Toileting and Personal Care

Local Authority's Guidance and Contact Numbers

TFG/ Kidz Zone Club Designated Safeguarding Officer is Scott McCafferty & George Tippite 01525 630199 / 07999 494 197.