



BATH AREA PLAY PROJECT

Safeguarding Policy

Bath Area Play Project are committed to the protection of children using our services; where children are at risk of significant harm or there is a cause for concern about the child's behaviour, we have a legal duty to follow this procedure.

There are a range of Early Help services which are a multi-agency approach to support families before the situation may escalate to safeguarding levels which staff are aware of. Staff can also use the CAF process to ensure that early help is used to prevent children reaching thresholds for statutory interventions.

There are five types of child abuse. They are defined in the UK Government guidance Working Together to Safeguard Children (2018) as follows: Physical abuse, Emotional abuse, Sexual abuse, Neglect and Bullying. Please see definitions below.

All parents, carers, staff and volunteers have a duty to safeguard and promote the welfare of children including children with SEND (Special Education Needs & Disabilities).

Staff are likely to be involved in three main ways:

- you may have concerns about a child, and we need to refer those concerns to Social Services or the Police.
- you may be approached by Social Services and asked to provide information about a child or family or to be involved in an assessment or to attend a child protection conference. This may happen regardless of who made the referral to Social Services.
- you may be asked to carry out a specific type of assessment, or to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress (including attending child protection conference).

Responsibilities of Trustees in safeguarding

All Trustees are required to have an Enhanced DBS (Disclosure & Barring Service) Check and for those Trustees involved in Recruitment of staff, to have attended safer recruitment training.

Responsibility is designated to the Director for compliance with all Safeguarding requirements including DBS checks, Annual Safeguarding Audit and maintenance of the Single Central Record. All staff must have an Enhanced DBS Check which is redone every 3 years at a maximum. Staff are also expected to complete the Staff Suitability Declaration annually and the responsibility is on the staff to declare if there have been any changes during the year.

All Staff and Volunteer records including requirements for staff who have lived or worked outside the UK will be recorded on the Single Central Record along with Section 128 Prohibition Checks.

Responsibilities of staff in safeguarding matters

All staff are expected to understand their role in keeping all children - including those with disabilities and SEND - safe and protected from harm, including regard for the Prevent Duty. Any concern relating to possible extremism or terrorism is a Safeguarding concern and the procedure should be followed in the same way. As in the Staff Behaviour Policy & Code of Practice, at sessions staff have a responsibility to know where children are and who else is in the building/vicinity of where the play session is being held. Where staff feel that an unfamiliar adult or adults' behaviour is putting children at risk they may need to approach those adults.

This also includes helping children to understand how they can keep themselves safe which may include telling a Playworker if they are leaving the session and always playing in sight of a Playworker. When they leave the session staff can suggest that children walk with friends and along well-lit roads and pavements - choosing the safest route, rather than using the dark shortcut.

All staff should be aware of this procedure including regard for the Prevent Duty, Child Sexual Exploitation, Female Genital Mutilation and other child protection issues including peer on peer abuse. Access to training as well as information is provided in all staff Induction. See below for Definitions. The senior member of staff, usually the Director, is responsible for liaison with local Safeguarding agencies and with Ofsted in any child protection situation.

Ofsted must be notified about any allegations of serious harm or abuse against a child while the child is in our care.

Depending on the individual case, it may be more appropriate for the Senior Playworker to be involved and they should therefore be able to implement the policies and procedures as well.

All staff should be aware of the possible signs and symptoms of abuse including sexual exploitation, radicalisation, online safety and how children are at risk and be aware of their responsibility and report concerns to senior staff, police or social services and to keep concerns confidential.

How parents/carers will be informed

Parents / carers will be notified where a member of staff has a concern about a child's welfare. This will be discussed informally in the first instance.

Where there is serious concern for the child, concerns must be discussed with the parent/carer unless you have reason to believe this might significantly increase the risk to the child. Where a child discloses something which is abusive, including grooming behaviour on social media, demanding photos to be sent or cyber bullying, then this must be recorded and Duty Team contacted. Parents/carers must also be informed where this is safe to do so and does not put the child at any greater risk.

Where this concern is then written down, the parent or carer MUST see what is recorded and sign and date the record, where this is safe to do so and does not put the child at any greater risk. All discussions / meetings / recording will be confidential between the parent/carer and staff member concerned.

The Director, as the named Safeguarding Officer, or the named Deputy, should be kept informed of all meetings and records kept. Records must be kept securely and signed and dated.

Where the concern has arisen at a play service, records kept will remain on the premises until the session ends. Then all records will return and remain in the BAPP office.

Steps to be taken where a concern is raised

WORKER HAS CONCERNS ABOUT A CHILD'S WELFARE

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DISCUSS CONCERN WITH SENIOR MEMBER OF STAFF

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STILL HAS CONCERNS or DISCUSS WITH PARENT (where appropriate and safe to do so)

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SEEK ADVICE FROM SOCIAL SERVICES/ OTHER AGENCY

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Where no further action required, record and date decision

REFER TO SOCIAL SERVICES / POLICE

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RECORD CONCERNS AND SHOW TO PARENT/CARER

- You **must** always mention your concerns. You should inform the Senior Playworker and/or Director immediately (available at all times the provision is open).
- Where a disclosure of abuse or abusive behaviour including online or child sexual exploitation is known, this should be recorded as accurately as possible with facts rather than opinion, shared with the parents/carers unless this would put the child at further risk, and reported to the Duty Team. They may then require a Request for Support (C2) to be completed which either the Director would complete or the member of staff would be asked to complete.
- Where Child Sexual Exploitation is disclosed or you have serious concerns about a child or young person's vulnerability in relation to grooming, sexting, inappropriate social media usage, staff will be asked to complete a Risk Assessment Form which will then be sent to MARAC (Multi-Agency Risk Assessment Conference).
- Where you have any concerns about possible radicalisation or behaviour which is concerning in relation to possible extremism, please share with the Prevent SPOC (single point of contact), the Director, which may require a referral to the Channel Panel under the Prevent Duty.
- Concerns in relation to the Prevent Duty will be shared immediately with the B&NES Designated Officer

- Keep a dated record of all observations / concerns you may have and then report them to the Senior Playworker / Director. Parents/carers should be shown any written records and asked to sign them.
- You do not have responsibility to follow up concerns yourself unless you are the designated member of staff e.g. Senior Playworker or Director
- Your concern will be followed up by Social Care
- Delay can be dangerous – speedy action can bring rapid protection for the child.

Allegations Against a Member of Staff

Where an allegation is made against a member of staff or volunteer, please refer to Allegations Procedure. The Director will also need to follow the LADO (Local Authority Designated Officer) procedures for B&NES. This should be reported within one working day and where the Director is unavailable, the Deputy or Trustee responsible for Safeguarding should be informed.

Staff Recruitment is conducted using Safeguarding principles in line with our Staffing Policy. Prior to Interview, application forms are checked for gaps in employment history and where appropriate the candidate is asked at interview. Where an applicant is appointed, two references are sought and one followed up with a verbal reference and recorded on the Single Central Record. All staff employed to work directly with children and young people are expected to hold or be checked with the Enhanced DBS, certificate number and date of issue recorded and revised every 3 years.

If you wish to make a safeguarding referral or discuss concerns about a child or the behaviour of a member of staff or volunteer, you can contact the following numbers for B&NES

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| • Social Services Referral and Assessment Team | 01225 396312/313 |
| • Out of hours Emergency Duty Team | 01454 615165 |
| • LADO Mel Argyles | 01225 396810 / |
| Mobile: 07530 263372 | |
| • Police Child Protection Duty Team | 01225 842786 |
| • Prevent Project | 01225 396553 |
| • Local Authority Head of Safeguarding | 01225 396974 |
| • Ofsted Child Protection General Contact | 0300 123 1231 |
| Ofsted Concerns / complaints | 0300 123 4666 |
| Ofsted Whistleblower | 0300 123 3155 |

Please also refer to:

B&NES Children's Services – Safeguarding
Working Together to Safeguard Children 2018
Department of Health "What to do if you're Worried a Child is Being Abused"

This procedure will be reviewed regularly by Staff and Trustees and forms part of the Annual Safeguarding Audit and all actions required, recorded in the Action Plan and Strategic Objectives where applicable.

Definitions

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age- or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including both penetrative or non-penetrative acts such as kissing, touching or fondling the child's genitals or breasts, vaginal or anal intercourse or oral sex. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health

or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

Child sexual exploitation (CSE) 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

Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse.

Protecting children from radicalisation: The Prevent Duty covers all forms of terrorism and extremism and some aspects of non-violent extremism. The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes. Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of

CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.