**Child Protection Policy**

To be read in conjunction with Staff Safeguarding and Child protection further information and forms folder.

**Definitions**

Within this document:

***Child protection*** is an aspect of safeguarding but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

The term ***staff*** applies to all those working for or on behalf of the setting, full time or part time, in either a paid or voluntary capacity. This also includes parents and committee.

***Child*** refers to all young people who have not yet reached their 18thbirthday. On the whole, this will apply to children of our setting; however, the policy will extend to visiting children and students from other establishments

***Parent*** refers to birth parents and other adults in a parenting role for example adoptive parents, step parents, guardians and foster carers.

***Abuse*** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.



**Principles and Values**

* Children have a right to feel secure and cannot learn effectively unless they do so.
* All children have a right to be protected from harm.
* All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm, either in the setting or in the community, taking into account *contextual safeguarding*, in accordance with the guidance.
* We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
* Whilst the setting will work openly with parents as far as possible, it reserves the right to contact Children’s Social Care or the police, without notifying parents if this is believed to be in the child’s best interests.

**Leadership and Management**

We have established clear lines of accountability, training and advice to support the process of child protection and individual staff within that process.

In this setting, any individual can contact the Designated Safeguarding Lead (DSL) or their Deputy (DDSL) if they have concerns about a child or young person.

The **DSL** is ***Sharon Cope*** and the **DDSL** are ***Gemma Cheyney*** There is a nominated safeguarding committee member, ***Jon Hickey***, who will take leadership responsibility for safeguarding. The Chair of committee is Jon Hickey, hewill receive reports of allegations against the Director of Operations and Development and act on the behalf of the committee.

As an employer we follow safer recruitment guidance as set out in KCSiE 2020/1.

**Training**

All staff in our setting are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately. Training is provided as required, once a year awareness updates with the Junior School staff and via online training. Separate training is provided to all new staff on appointment via online training and a briefing with the DSL to confirm understanding. The DSL will attend training at least every other year to enable them to fulfil their role.

Any update in national or local guidance will be shared with all staff in briefings and then captured in the next staff meeting. This policy will be updated during the year to reflect any changes brought about by new guidance.

**Referral**

Following any concerns raised, the DSL will assess the information and consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached, or if it is not clear if the threshold is met, then the DSL will contact Children’s Social Care and if appropriate the police. If the DSL or DDSL is not available or there are immediate concerns, the staff member will refer directly to Children’s Social Care and the police if appropriate. We will use the guidance from NPCC to determine when to contact the police.

Generally the DSL will inform the parents prior to making a referral. However there are situations where this may not be possible or appropriate, particularly when informing parents/carers may place the child at further risk

***N.B****. The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the staff member to report directly to the police. The DSL should also be made aware.*

**Confidentiality**

* We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the ‘Information Sharing Advice for Practitioners’ (DfE 2015) guidance
* There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.
* Information will be shared with individuals within the setting who ‘need to know’.
* All staff are aware that they cannot promise a child to keep a disclosure confidential.

**As a setting we will educate children to recognise when they are at risk and how to get help when they need it through:**

* Working with the school and the content of the curriculum that they teach.
* A setting ethos which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.
* As a setting all documents will be stored securely for the required amount of time.

**Dealing with allegations against staff**

If a concern is raised about the practice or behaviour of a member of staff this information will be recorded and passed to the Deputy Manager - Gemma Cheyney.. The Local Authority Designated Officer (LADO) will be contacted and the relevant guidance will be followed

If the allegation is against the Deputy Manager staff need to pass this to the Director of OPerations and Development - Emma Polglaze, the person receiving the allegation will contact the LADO and/or Chair of AYA directly.

**Dealing with allegations against pupils**

If a concern is raised that there is an allegation of a pupil abusing another pupil within the setting, the ‘Peer on Peer Abuse’ guidance will be followed, alongside consultation with the Sun Hill Schools (Annex 6)

**Policy review**

As a club, we review this policy at least annually in line with DfE, HSCP and HCC requirements and other relevant statutory guidance.



**Roles and responsibilities within *AYA***

**Staff responsibilities**

All staff have a key role to play in identifying concerns early and in providing help for children. To achieve

this they will:

* Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
* Ensure children know that there are adults in the Club who they can approach if they are worried or have concerns.
* Plan opportunities within the activities for children to develop the skills they need to recognise, assess and manage risk appropriately and keep themselves safe, inline with the school curriculum delivered.
* Attend training in order to be aware of and alert to the signs of abuse.
* Maintain an attitude of “it could happen here” with regards to safeguarding.
* Be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
* Recognise that abuse, neglect, or other adverse childhood experiences can have an impact on the mental health, behaviour and education of children.
* Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not contactable immediately a DDSL should be informed
* Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or DDSL is not available.
* Follow the allegations procedures (Annex 5) if the disclosure is an allegation against a member of staff.
* Follow the procedures set out by the HSCP and take account of guidance issued by the DfE.
* Support pupils in line with their child protection plan.
* Treat information with confidentiality but never promising to “keep a secret”.
* Notify the DSL or DDSL of any child on a child protection plan or child in need plan who has unexplained absence.
* Have an understanding of Early Help and be prepared to identify and support children who may benefit from early help.
* Liaise with other agencies that support pupils and provide early help.
* Ensure they know who the DSL and DDSL are and know how to contact them.
* Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.

**Senior Management Team** **responsibilities**:

Alongside and in conjunction with the school:

* Contribute to inter-agency working in line with Working Together to Safeguard Children 2018 guidance
* Provide a coordinated offer of early help when additional needs of children are identified
* Ensure staff are alert to the various factors that can increase the need for early help (*para 18 KCSiE 2020*)
* Working with Children’s Social Care, support their assessment and planning processes including the school’s attendance at conference and core group meetings, if required.
* Carry out tasks delegated by the committee such as training of staff, safer recruitment and maintaining a single central register.
* Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the setting.
* Treat any information shared by staff or children with respect and follow agreed policies and procedures.
* Ensure that allegations or concerns against staff are dealt with in accordance with guidance from Department for Education (DfE) and the Hampshire Safeguarding Children Partnership (HSCP) procedures

**Committee responsibilities**

* Ensure the setting has effective safeguarding policies and procedures including a Child Protection Policy, a Staff Behaviour Policy or Code of Conduct, a Behaviour Policy.
* Ensure HSCP is informed in line with local requirements about the discharge of duties via the annual safeguarding audit.
* Recruitment, selection and induction follows safer recruitment practice including all appropriate checks.
* Allegations against staff are dealt with by the Director. Allegations against the Director are dealt with by the Chair of AYA
* A member of the Senior Leadership Team is appointed as Designated Safeguarding Lead (DSL) and has this recorded in their job description
* Staff have been trained appropriately and this is updated in line with guidance
* Any safeguarding deficiencies or weaknesses are remedied without delay
* A nominated member of the committee for safeguarding is identified.

**DSL responsibilities** *(to be read in conjunction with DSL role description in KCSiE 2020)*

**In this Club the DSL is *Sharon Cope***

**The Deputy DSL is Gemma Cheyney.**

**Committee member responsible for safeguarding is Jon Hickey**

In addition to the role of all staff and the senior management team the DSL will

* Refer cases to social care, and the police where appropriate, in a timely manner avoiding any delay that could place the child at more risk.
* Assist the Governing Body in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance
* Attend appropriate training and demonstrate evidence of continuing professional development to carry out the role.
* Ensure every member of staff knows who the DSL and the Deputy are, have an awareness of the DSL role and know how to contact them.
* Ensure all staff and volunteers understand their responsibilities in being alert to the signs of
* abuse and responsibility for referring any concerns about a child to the DSL and concerns about an adult to the Headteacher.
* Ensure that those staff that need to know, are aware of those children who have experienced, or are experiencing abuse in order to promote their educational outcomes and provide the appropriate support.
* Ensure whole setting training occurs regularly with at least annual updates so that staff and volunteers can fulfil their responsibilities knowledgeably.
* Ensure any members of staff joining the club outside of the agreed training schedule receive induction prior to commencement of their duties
* Keep records of child protection concerns securely and separately from the main file and use these records to assess the likelihood of risk
* Ensure that safeguarding records are transferred accordingly (separate from other files) if a child is transferring to another setting.
* Be aware of the training opportunities and briefings provided by HSCP to ensure staff are aware of the latest local guidance on safeguarding
* Develop, implement and review procedures in the school that enable the identification and reporting of all cases, or suspected cases, of abuse
* Meet any other expectations set out for DSLs in KCSiE 2020

| This policy was adopted by: AYA | Date: 01/09/23 |
| --- | --- |
| To be reviewed: 01/09/24 | Signed |