

123 AFTER SCHOOL CLUB

SAFEGUARDING AND CHILD PROTECTION (OCT 2024) Policy Statement

Staff at the 123 After School Club are committed to practice which promotes the welfare of children and protect them from harm.

We wish to ensure that all children can participate in an enjoyable and safe environment in which they can have fun and feel valued.

Staff in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause harm to children, and to establish and maintain a safe environment for them we are committed to reviewing our policies, procedures and practices at regular intervals, at least once a year.

The Children's Order (NI) 1995 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation.

SAFEGUARDING AND CHILD PROTECTION

The Children's Order defines harm as the ill-treatment or the impairment of health and development.

Harm from abuse is not always straightforward to identify and a child may experience more than one type of harm. Harm can be caused by:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- exploitation

Physical Abuse - deliberately physically hurting a child.

This may involve hitting, biting, pinching, shaking, throwing, poisoning, burning or scolding, drowning or suffocating a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, also sometimes called psychological abuse and it can have severe and persistent adverse effects on the child's emotional development.

Emotional Abuse may involve deliberately telling a child that they are worthless, unloved and inadequate. It may include not giving a child the opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. Emotional Abuse may involve bullying.

Sexual Abuse

Sexual abuse occurs when others use and exploit children sexually for their own gratification or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology).

Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse as can other children.

Neglect

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. It may involve a parent or carer failing to provide adequate food, clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical or emotional harm or danger; failure to ensure access to appropriate medical care or treatment.

Exploitation

Exploitation is the intentional ill-treatment or abuse of power and control over a child to take selfish or unfair advantage of a child for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation.

Exploitation can be sexual in nature.

Bullying

Although bullying is not defined as abuse, in its more extreme forms it could be regarded as abuse. It can take many forms, including emotional, physical, racist, sexual, homophobic, verbal, and cyber.

Bullying can leave children with feelings of worthlessness and self-loathing, they can feel lonely and isolated. At worst bullying can result in a child self-harming.

Indicators of abuse

It is imperative that staff are aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

A child who is being abused and/or neglected may:

- show signs of pain or discomfort
- Have bruises, bleeding, burns, fractures or other injuries
- Look unkempt and uncared for
- Appear fearful
- Have difficulty making and sustaining friendships
- Self-harm
- Show signs of not wanting to go home
- Display changes in behaviour, eg. from quiet to aggressive, or happy to withdrawn
- Be wary of physical contact
- Display sexual knowledge or behaviour beyond the norm for their age.

It is very important that concerns are reported to the designated person immediately.

Taking Action

3 key words should be remembered

LISTEN. RECORD REPORT

If a child makes a disclosure to you the most important thing is to LISTEN.

The designated Officer (Michelle Scott) should be informed immediately. If Michelle Scott is not available Ciara Woods (Deputy Designated Officer) or Rhona Reilly (Deputy Designated Officer) should be informed.

Notes should be made as soon as possible after disclosure.

The member of staff to whom the disclosure was made should then RECORD all allegations on the 123 Club Child Protection Referral Form.

It is important that statements and observable things rather than interpretations or assumptions are recorded.

Original notes will not be destroyed.

Information should not be discussed with colleagues, friends or family. Confidentiality is of the utmost importance.

Where possible, concerns will be discussed with the parent/carer to provide a satisfactory explanation, providing it does not put the child at immediate risk.

Parents should be aware that, in line with current legislation, if there is reasonable concern that a child may be at risk of or is suffering abuse or neglect the 123 Club will pass information without parental consent.

Designated officer may wish to consult with the school Designated/Deputy Designated Officers, Mrs Farry/Mr Mc Mahon if clarification is needed with regards to changes in family circumstances or other issues that the school may have more information.

Advice will be sought, if necessary from the Early Years Team or Gateway.

A decision to make a referral will be recorded and all information supplied signed and dated.

Designated Officer (Michelle Scott) will seek advice in such matters from the Link Social Worker (Lyndsey Mawhinney) or the Gateway Team.

Signed M. Scott Oct 2024

The Safeguarding of our children is promoted through:

The provision of policies and procedures known and understood by all staff and parents

The regular review of policies and procedures

Access to approved training for all staff on Safeguarding issues on a regular basis

The availability of a clear Whistleblowing Policy known to all staff

Any area in the After School Club to be under the supervision of at least 2 members of staff, keeping with the required ratio

All staff are aware that Michelle Scott has designated responsibility for Safeguarding and Child Protection. All staff have access to Michelle and can contact her should the occasion arise. If in an emergency Michelle cannot be contacted Ciara Woods or Rhona Reilly should be informed.

Parents are made aware of the 123 Club's Link Worker (Lyndsey Mawhinney) and the fact that they may readily contact the Early Years Team if they have any concerns relating to their child's care.

Details are provided on the Parent's Noticeboard regarding whom to contact should this event arise.

Parents are aware of the role of the Gateway Team and how they can be accessed. This information will be displayed on the Parent's Notice board.

The purpose of our Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legally duties in relation to each child's welfare.

The 123 Club aims to provide a caring, supportive and safe environment where each child is valued and seen as an individual.

We hope to encourage children to be confident and assertive.

We aim to develop a respectful and trusting relationship with each child.

CHILD PROTECTION PROCEDURES FLOW CHART

On discovery or suspicion of child abuse or neglect

1. Inform Designated Officer - Michelle Scott
2. If a Child Protection Referral is needed contact THE GATEWAY TEAM without delay 02890507000/0800 197 9995 (out of hours)
3. Where Designated Officer is unsure whether it is a child protection issue, advice may be sought from THE GATEWAY TEAM
4. Phone the EARLY YEARS TEAM to inform them 02895042811
5. REMEMBER always make and keep a written factual record of all events and action, date and sign each entry to this record. records are kept confidential and secure.

Signed: M Scott Oct 2024

Care, Development and Play

At 123 Club we constantly strive to ensure that each child is valued and respected in a warm, welcoming and nurturing environment.

Children are encouraged to make their own decisions and choices about their activities and we take into account their opinions and views when planning.

We provide a range of indoor and outdoor activities and also opportunities to relax and rest.

We give the children opportunities to play at their own pace and to have fun.

Observations of what the children say or do are used to inform the planning of future activities and to meet their individual needs.

Speech, language and communication skills are promoted within the 123 Club. Children are given access to the broadest range of environments and play opportunities.

Children's Health and Wellbeing

At the 123 Club the overall health and wellbeing of each child is promoted and safeguarded.

We ensure the premises and equipment are clean.

Good hygiene is practised and promoted in order to minimise the spread of infection.

We have an Administering Medication Policy and we ensure that all medicines are inaccessible to children.

There is a First Aid box complying with the Health and Safety (first Aid) regulations NI 1982 which is checked frequently and replaced as necessary. This is easily accessible to carers but out of reach to children.

There is a policy and procedure for dealing with medical emergencies.

Michelle Scott, Ciara Woods, Rhona Reilly, Emma Beattie and Mary Lagan have first aid training which is updated every 3 years,

At least one member of staff in each session has this qualification.

All buildings and school grounds are designated smoke free.

Signed M Scott Oct 2024

Health and Safety

At the 123 Club health and safety is promoted at all times and we ensure that proper precautions are taken to prevent accidents and minimise risk.

Michelle Scott will carry out a Risk Assessment of the premises annually and provide a written plan to identify actions to minimise identified risks.

A Risk Assessment of the outdoor play area, toilet areas and safety and security of the rooms will be carried out daily prior to use.

All visitors are identified and their access to children is controlled as necessary.

Due care and attention is paid to minimising fire risks and assuring fire safety.

Records of fire drills are kept in a log book.

Accidents are recorded and signed by witnesses and parents and kept in an Accident File.

Incidents are recorded and signed by witnesses and parents and files in an Incident File.

The 123 Club has employers and public liability insurance. This certificate is on display.

There is a policy and procedures on how to deal with medical emergencies.

Signed : M Scott Oct 2024

Promoting Positive Behaviour

At the 123 Club we have created an environment which encourages positive behaviour and promotes the children's social and emotional development.

We have a policy on Behaviour Management which is understood and used by all staff and discussed with parents.

Communication between staff and children is positive and encouraging and contributes to the development of children's confidence, self-esteem, self-control and tolerance.

Strategies to manage challenging behaviour do not involve isolating children and do not include methods that are degrading, humiliating or frightening for children or that involve derogatory comments about them.

No form of physical restraint is used unless the child is in danger of hurting themselves or others.

Physical punishments including smacking, slapping or shaking are neither used nor threatened.

Signed M Scott Oct 2024

Working in Partnership with Parents

At the 123 Club we have a Statement of Purpose which sets out information for parents.

An agreement is reached with parents regarding the exchange of information about their child.

Appropriate action is taken in response to parents' wishes or concerns.

This issue is addressed in the relevant policies.

Records are kept about each child stating:

Name and address

Name by which the child prefers to be known

Age and DOB

Email address

Name of parents/those with parental responsibility

Emergency contact details

Details of those adults over the age of 18 years authorised to collect the child from the club

GP details

Any health issues/ allergies and medication required

Any specific dietary requirements

The needs of any parent who has a disability or whose first language is not English are taken into account in the provision of information and in the arrangements for access to the building.

Signed M Scott Oct 2024

Equality

At the 123 Club children are admitted based on criteria which comply with equality legislation.

All staff, children and adults are treated with equal worth, respect and value in compliance with equality and anti-discrimination legislation.

Equal opportunities are promoted with regard to employment and training of staff, trainees, students and volunteers.

Signed M Scott Oct 2024

Additional Needs

At 123 Club the inclusion, welfare and development of children who have additional needs are actively promoted, based on appropriate assessment.

If we identify a child in our care as possibly having additional needs, our observations and information are sensitively discussed with parents and they are encouraged to seek relevant help. If necessary an individual care plan may be developed.

We respect the children's right to privacy and confidentiality when discussing these matters.

The Manager (Michelle Scott) will consult with parents about the child's needs, including any special services or equipment for a child with additional needs.

The Manager will ensure the physical environment is suitable for the child.

If a child is identified as a child in need (Article 17, Children NI Order 1995) the Manager, with the knowledge of the parents, will give the appropriate information to the referring agencies.

The 123 Club has a written policy which addresses how the setting responds to children with additional needs including SEN and Disability.

Staffing arrangements meet the needs of individual children with additional needs that attend the setting.

Signed M Scott Oct 2024

