



# JPAC Ltd Out of School Club Safeguarding Children Policy 2024

**A COPY OF THIS POLICY MUST BE ON DISPLAY AT ALL JPAC LTD SETTINGS**

## **What is safeguarding?**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

[Safeguarding children and child protection | NSPCC Learning](#)

**Ryan Robertson (07971957839) MUST be informed of any concerns. Even if you think the matter can be resolved.**

**JPAC Ltd** is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm and as a result achieve the best possible outcomes in life.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Partners (LSCP).

The Club's designated Child Protection Officer (CPO) is Setting Manager. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCP and Ofsted).

## **Forms of 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.

**\*Safeguarding action may be needed to protect children and learners from:**

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour

- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults

Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues (The term 'online safety' reflects a widening range of issues associated with technology and a user's access to content, contact with others and behavioural issues.
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

### **Signs of child 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
- inappropriate behaviour displayed by other members 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.

### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action BUT NOT MAKE PROMISES
- Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. 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.

## Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations and relationships where young people receive something (food, drugs, alcohol, money, gifts etc) as a result of engaging in sexual activities. This can also be peer on peer. If we are worried about a child being at risk of CSE, we will follow our safeguarding procedures.

Signs which may indicate criminal exploitation:

- Persistently going missing from school or home and / or being found out-of-area;
- Unexplained acquisition of money, clothes, or mobile phones
- Excessive receipt of texts /phone calls
- Relationships with controlling /older individuals or groups
- Leaving home / care without explanation

Suspicion of physical assault /unexplained injuries

- Parental concerns
- Carrying weapons
- Significant decline in school results / performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes in emotional well-being

Criminal exploitation of children is a Safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals; including, reference to the reference to the Local Safeguarding Partnership procedures. This will mean a referral into the Police and Starting Point and supporting the child in a sensitive manner.

## LGBTIQA+

Where children fall into the LGBTIQA+ categories, we will consult with their school and comply according to their protocols.

## Female Genital Mutilation

Female Genital Mutilation (FGM) – it is illegal in the UK to subject a girl or woman to female genital mutilation, to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from risk of FGM. Any information that a girl or young woman is at risk or has undergone FGM must result in a referral to Children's Social Care.

- If we are worried about a child who is at risk of FGM or has had FGM, we will follow our safeguarding procedures.
- We will not, however, approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care.
- All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance.

## Allegations against Staff (JPAC Ltd has a Whistle Blowing Policy)

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- 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.

## Peer to Peer abuse

It is very important to be aware that at times it can be another child who is the abuser. Staff need to ensure that children can be observed even when making play dens/tents for example. Complaints about another child's inappropriate behaviour needs to be investigated and taken seriously.

Any peer-on-peer abuse will be dealt with via the setting's positive behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will also be considered along-side those who have been abused.

## **Taking Children Outside During Club Time**

It is **essential** that children are supervised at all times. The following procedures **must** be in place:

- **Risk Assessment** completed before taking children outside. Check, for example, that all gates are closed and, where appropriate, locked.
- Children **must** be counted out and counted again once gathered together **before** returning inside. Count again as they enter the building to go back inside the club.
- Children should walk back to the club in pairs. Use a system that the children are familiar with, for example KS1 at the front and KS2 at the back or a buddy system. A member of staff should be at the front **and** the back of the queue.
- Children **must not** return inside or delay returning inside without permission from a member of staff. If permission is given to go to the toilet, for example, the child must return to the member of staff who gave permission **before** returning to play.

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

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Staff, children and parents may **NOT** use their mobile phones to take photographs at the Club.

## **Serious Violence/Carrying Knives**

Bringing and carrying a knife/offensive weapon onto an early years and childcare setting premises is criminal offence and immediate action will be taken by calling the police.

## **The Sending of Indecent Images from One Person to Another Through Digital Media Devices**

This early years and childcare setting accepts that this is a Safeguarding concern, and one that is increasing which requires a robust response. We will seek advice from agencies and professionals acknowledging that there are both national and local guidance that we need to adhere to in order to tackle the concerns and work in partnership with other agencies-

**Under no circumstances** should any member of staff, either at work or in any other place, make, deliberately download, process or distribute material known to be illegal, for example child sexual abuse material.

**Staff must not share information about the setting or individual children on personal social media accounts, verbally or in any other method.**

## **\*Responsibility with regards to Preventing Radicalisation and Promoting British Values**

**\*(See JPAC Ltd Policy Regarding Prevent Duty)**

It is not sufficient to place posters around the setting and have a few books promoting understanding of our multicultural society. It is important that we actively help children to understand the fundamental values of a modern British Society e.g. children learn the difference between right from wrong when you help them to resolve conflicts by discussion and listening to each other's point of view; they learn the importance of understanding and tolerance of other cultures and religions through books, role play and art; they learn the importance of equality and understanding when children of all ages are included in a game of, for example dodge ball or football; they learn to listen carefully to others when during circle time you give children the opportunity to talk about things they have done - this shows respect and tolerance. There are many more activities which help to promote British values and staff play an important part in helping children to relate these activities to everyday life situations in the United Kingdom.

## **Promoting awareness among staff**

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Its designated CPO has relevant experience and receives appropriate training.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect.
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse.
- Staff are familiar with the Safeguarding File which is kept Locked away with Registration Documents
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2013)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

## **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern.
- Date and time at which the record was made.
- Name and date of birth of the child involved.

- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

**\*PLEASE NOTE JPAC LTD MUST INFORM OFSTED WITHIN 14 DAYS IF THERE IS A SERIOUS INCIDENT AFFECTING THEIR CHILDCARE**

\*(From: [Ofsted](#) Published 19 February 2020 Last updated 11 November 2020)

**What you must tell Ofsted**

You must inform us about:

- the death of a child
- where a person's suitability to look after children might be affected, including:
  - involvement with social services or the police
  - something significant affecting their health.
- events that might affect the smooth running of the childcare, such as a fire or flooding at the premises.
- serious accidents, injuries or illnesses to a child, including confirmed cases of COVID-19 (coronavirus)
- food poisoning affecting 2 or more children.

More information is available on what Ofsted sees as a [serious accident, injury or illness](#) that you must report.

Allegations of harm or abuse.

You must also tell Ofsted about any allegations of serious harm or abuse anywhere by any person at the premises who is:

- living there
- working there
- looking after children there

**What you do not need to tell Ofsted**

You do not need to tell us about:

- minor injuries
- general hospital appointments
- routine treatments by a doctor

Minor injuries include:

- sprains, strains and bruising

- cuts and grazes
- wound infections
- insect and animal bites

More information is available on what Ofsted sees as a [minor injury](#).

You do not need to tell us about closing your childcare in the short term.

### **How to tell Ofsted**

You will fulfil your legal requirements if you submit the online report within 14 days. It will take about 10 to 20 minutes to complete.

<https://www.report-childcare-incident.service.gov.uk/>

To complete this, you'll need to have:

- your reference number,
- the childcare address,
- and details of the incident and those involved.

### **After you give us information**

Ofsted may:

- review our provider information portal,
- look for records of previous serious incidents and how we assessed risk,
- talk to you about it at your next inspection,
- contact you to discuss the incident,
- and/or carry out an inspection or visit.

### **PLEASE NOTE**

**When there is a Safeguarding issue involving a child registered with JPAC Ltd the Company will share information both verbally, written and/or electronically with appropriate services -** "Sharing information enables practitioners and agencies to identify and provide appropriate services that safeguard and promote the welfare of children" (Working Together to Safeguard Children 2018 updated Dec 2020). See attached 2020 update further updates to be included.

## **Local Safeguarding / Children's Social Care** **Contact Numbers**

**IN ALL CASE IF A CHILD IS IN IMMEDIATE**  
**DANGER PHONE 999**

### **Derbyshire Safeguarding Children Contacts**

#### **Derbyshire Police**

If you believe that a child or an adult is at immediate risk of harm and in need of protection then you should call the Police - **999**, straight away.

Alternatively, if you want advice from the Police and the child or adult is not in immediate need of protection, you can call the Police on the telephone number **101**.

#### **Children's Social Care in Derby and Derbyshire**

If you are a practitioner and wish to talk to a Social Worker about ways to engage children and families in early help and/or whether thresholds for Social Care or Early Help have been met, please ring the area where the child lives:

- In Derbyshire - Starting Point Consultation and Advice Service for Professionals [01629 535353](tel:01629535353). (advice line)
- Referrals [01629 533190](tel:01629533190)

**The service operates Monday to Friday from 8am – 6pm.**

If you are concerned about a child's welfare, or worried they are being abused, you should make a referral to Children's Social Care in the area where the child lives.

In Derbyshire via Starting Point Telephone contact to Starting Point [01629 533190](tel:01629533190) or via an online at : <https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-contact-and-referral-service.aspx>

### **Nottinghamshire Safeguarding Children Contact Numbers**

**If a child is in immediate danger of harm call: 999**

The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns.



You can contact the MASH team in one of the following ways:

**\*Online form:** <http://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

**\*Online form:** <http://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse>

- telephone: 0300 500 80 90
- email: [mash.safeguarding@nottscc.gov.uk](mailto:mash.safeguarding@nottscc.gov.uk)

## **NOTE**

Nottinghamshire's Multi-Agency Safeguarding Hub (MASH) operates between the hours of 08:30-17:00 Monday to Thursday and 08:30-16:30 on Friday. If you require an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0300 456 4546.

## **Sheffield Contacts for Safeguarding**

**The Sheffield Safeguarding Hub -**

email: [sheffieldsafeguardinghub@sheffield.gov.uk](mailto:sheffieldsafeguardinghub@sheffield.gov.uk)

phone: 0114 273 4855 (24 hours)

**At all other times including Bank Holidays, calls will be responded to by the Emergency Duty Service**

Professionals and members of the public can call The Sheffield Safeguarding Hub at any time; you will be put through to a social worker to discuss your safeguarding concerns about a child or young person.

- Includes South Yorkshire Police Officers, Social Workers including Early Help Prevention and Intervention Social Workers, Independent Domestic Violence Advisers and Health staff
- Will respond to **new** concerns about vulnerable children and young people by providing an integrated service with swift and secure information sharing between professionals
- **Will not** replace Early Help services where children are not at risk but may need support
- **Will not** replace police reporting mechanisms - to report non-urgent matters for police action ring **101**
- **Will not** deal with open cases where the child/family have an existing social worker, please contact the area team directly via this link:

<https://www.safeguardingsheffieldchildren.org/sscb/contact-us/childrens-social-care>

**If a child or young person is in immediate danger, contact the police on 999**

## **LADO INFORMATION**

**CENTRAL NUMBER            0300 123 2044**

**DERBYSHIRE CONTACT: 01629 531940**

**NOTTINGHAMSHIRE CONTACT: 0115 8041498**

**SHEFFIELD CONTACT: 0114 2734855**

Reviewed January 2024

### References / Further Information

DFE Statutory Framework for the Early Years Foundation Stage 2021

OFSTED Early Years Inspection Handbook for Ofsted Registered Provision from Sept 2021

NSPCC <https://learning.nspcc.org.uk/safeguarding-child-protection>

Staff and Parents can also request a copy of the School Safeguarding Policy.

All 3 Authorities also have websites with further information

## **Working Together to Safeguard Children**

**Update information 09.12.2020**

### **Information sharing**

24. Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Serious case reviews (SCRs<sup>13</sup>) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

25. Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan).

Practitioners should be alert to sharing important information 12 National Referral Mechanism. 13

Pathways to harm, pathways to protection: a triennial analysis of serious case reviews, 2011 to 2014. 19 about any adults with whom that child has contact, which may impact the child's safety or welfare.

26. Information sharing is also essential for the identification of patterns of behaviour when a child is at risk of going missing or has gone missing, when multiple children appear associated to the same context or locations of risk, or in relation to children in the secure estate where there may be multiple local authorities involved in a child's care. It will be for local safeguarding partners to consider how they will build positive relationships with other local areas to ensure that relevant information is shared in a timely and proportionate way.

27. The Data Protection Act 2018 and General Data Protection Regulations (GDPR) do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To ensure effective safeguarding arrangements:

- all organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency and with others who may be involved in a child's life
- all practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child's welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with local authority children's social care and/or the police. All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost
- the GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required. The legal bases that may be appropriate for sharing data in these circumstances could be 'legal obligation' or 'public task' which includes the performance of a task in the public interest or the exercise of official authority. Each of the lawful bases under GDPR has different requirements<sup>14</sup>. In some circumstances, it may be appropriate to obtain consent to share data but it is important to note that the GDPR sets a high standard for consent which is specific, <sup>14</sup> Further ICO guidance on lawful bases to share information can be found at Appendix B. <sup>20</sup> time limited and can be withdrawn (in which case the information would have to be deleted)

28. Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the GDPR. To share information effectively:

- all practitioners should be confident of the lawful bases and processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information including information which is considered sensitive, such as health data, known under the data protection legislation as 'special category personal data'
- where practitioners need to share special category personal data, for example, where information obtained is sensitive and needs more protection, they should always consider and identify the lawful basis for doing so under Article 6 of the GDPR, and in addition be able to meet one of the specific conditions for processing under Article 9. In effect, the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information, including without consent (where in the circumstances consent cannot be given, it cannot be reasonably expected that a practitioner obtains consent or if to gain consent would place a child at risk). However, practitioners should be mindful that a data protection impact assessment for any type of processing which is likely to be high risk must be completed, and therefore aware of the risks of processing special category data <sup>21</sup> <sup>15</sup> Further ICO guidance on Data Protection can be found at Appendix B. <sup>16</sup> Practitioners looking to share information should consider which processing condition in the Data Protection Act 2018 is most appropriate for use in the particular circumstances of the case. This may be the safeguarding processing condition or another relevant provision.

## Myth-busting guide to information sharing

Sharing information enables practitioners and agencies to identify and provide appropriate services that safeguard and promote the welfare of children. Below are common myths that may hinder

effective information sharing.

Data protection legislation is a barrier to sharing information **No** – the Data Protection Act 2018 and GDPR do not prohibit the collection and sharing of personal information, but rather provide a framework to ensure that personal information is shared appropriately. In particular, the Data Protection Act 2018 balances the rights of the information subject (the individual whom the information is about) and the possible need to share information about them.

**Consent is needed to share personal information No** – you do not need consent to share personal information. It is one way to comply with the data protection legislation but not the only way. The GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required. The legal bases that may be appropriate for sharing data in these circumstances could be 'legal obligation', or 'public task' which includes the performance of a task in the public interest or the exercise of official authority. Each of the lawful bases under GDPR has different requirements.<sup>15</sup> It continues to be good practice to ensure transparency and to inform parent/ carers that you are sharing information for these purposes and seek to work cooperatively with them.

**Personal information collected by one organisation/agency cannot be disclosed to another No** – this is not the case, unless the information is to be used for a purpose incompatible with the purpose for which it was originally collected. In the case of children in need, or children at risk of significant harm, it is difficult to foresee circumstances where information law would be a barrier to sharing personal information with other practitioners<sup>16</sup>.

**The common law duty of confidence and the Human Rights Act 1998 prevent the sharing of personal information No** – this is not the case. In addition to the Data Protection Act 2018 and GDPR, practitioners need to balance the common law duty of confidence and the Human Rights Act 1998 against the effect on individuals or others of not sharing the information.

**IT Systems are often a barrier to effective information sharing No** – IT systems, such as the Child Protection Information Sharing project (CP-IS), can be useful for information sharing. IT systems are most valuable when practitioners use the shared data to make more informed decisions about how to support and safeguard a children.

Further Information can be found on the Government Website

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>