

# COTTINGLEY CARE CLUB LTD

## CHILD PROTECTION AND SAFEGUARDING WELFARE POLICY

### RATIONAL

Because of their day to day contact with individual children during their time in Care Club, staff are particularly well placed to observe the outward signs of abuse, changes of behavior or failure to develop.

Cottingley Care Club fully recognises its responsibility for child protection and gives the highest importance to the safeguarding and promoting the welfare of children at all times. Our policy applies to all staff, and volunteers working in the Club who will carry out their responsibilities efficiently, effectively and diligently to ensure that the child is provided with a safe environment for children.

### SAFEGUARDING

#### Aims:

1. To create an environment for safeguarding, protecting and promoting the welfare of children.
2. To put into place recruitment procedures that safeguards, protects and promotes the welfare of children by carrying out the correct checks.
3. To verify the authenticity of the qualifications of staff before they take up a new post regardless of their start date.
4. to check and verify the identity of staff.

#### Broad Guidelines

1. All staff, and volunteers will, as appropriate, be checked with the Criminal Records Bureau and Independent Safeguarding Authority.
2. When appointing new members of staff CRB and ISA clearance will be obtained before an offer is made, or appointment is made subject to all checks being satisfactory.
3. Once staff are in place we will keep simple records that:
  - Note against the name of each staff member whether they are who they say they are,
  - Whether they have the qualifications they say they do
  - Whether they have criminal record, and when these things were last checked and by whom
  - Note the ISA registration status of each member of staff
4. Any disclosures which are brought to our attention will be immediately referred to OFSTED for advice.

#### Safeguarding actions include

- Recruitment timelines are drawn up so everything is in place before a recruitment assessment takes place.
- Detailed information on candidates is collated on their application form.
- The interview day is planned and candidates informed in writing.
- Efficient induction of all staff is carried out
- Anything of concern I reported to manager as a matter of course
- All job advertisements include reference to CRB registration.

#### Child Protection – promoting welfare

Child protection is the responsibility of all staff. We fully recognise the contribution it can make to protect children and support them, we will therefore:

1. Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
2. Ensure that children know that there are adults in Care Club that they can talk to if they are worried.

There are three main elements to our policy:

- a) Prevention: - Through a positive atmosphere and pastoral support to children
- b) Protection – By ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns
- c) Support – Support to children, staff and to children who have been abused.

We recognise that for children's high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.

We will therefore:

- Establish and maintain an ethos where children feel safe and secure, are encouraged to talk and be listened to
- Ensure that children know there are adults in our setting they can trust and can talk to.
- Ensure that every effort is made to establish effective working relationships with parents and outside agencies.
- To inform the schools designated child protection agent of any concerns
- To inform the Bradford safeguarding Board of anything that causes concern in this area.

### **Roles and responsibilities**

All adults working with or on behalf of children have the responsibility to protect them. There are key people within Care Club, school and the LA who have specific responsibilities under child protection procedures.

The named person responsible for safeguarding in Care Club is Miss. C Peterson.

### **Procedures**

- Care Club will follow all procedures set out by the Management Committee.
- Concerns are written on a child protection concern form found in second drawer of filing cabinet, dated and given to named person.
- Key actions and further steps are noted. It is vital that an evidence trail can be established in case a key member of staff involved in child protection was absent when a case required attention. Everything is dated and signed.
- Staff are expected to keep up with training and ensure they know what is expected of them and what this policy entails

### **Training and support**

- staff access up to date training on child protection

### **Professional confidentiality.**

- Confidentiality is upheld by all staff
- All staff are aware that they must promise not to keep secrets with the children and that if children disclose abuse this must be passed on to the named person for child protection
- Staff working with a child on the child protection register are made aware of this on a 'need to know' basis only
- In a situation where it is suspected a child may be at risk of significant harm consent is NOT required from parents/ carers.

### **Record keeping**

- Agencies are provided with documentation when required
- Records are passed onto school where appropriate
- Child protection records are kept locked away and confidential
- Care Club has a clear recording system

## Allegations against a member of staff

Cottingley Care Club recognises that it is possible for staff and volunteers to behave in a manner that may cause harm and will:

- Take any allegation made against members of staff or volunteers seriously
- Local arrangements for managing allegations are understood and followed
- All staff members know who to talk to if they are concerned about the behavior of an adult
- If an allegation is made against a member of staff the Management Committee will investigate the matter and decide whether suspension is necessary for the said member of staff. The staff member will be informed in writing by the Manager of the outcome of the investigation.
- In the instance where an allegation is made against the Manager or a member of the Management Committee at least two members of the Committee will investigate the accusation along with an independent school representative.

Ofsted will be informed of any allegations being made on a member of staff, parent or family member as soon as possible but at least within 14 days of the allegation being made.

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

In Bradford, these are the numbers that you can ring for advice and to make a referral:

- During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call Children's Social Services Initial Contact Point - **01274 437500**
- At all other times, Social Services Emergency Duty Team - **01274 431010**
- If you have reason to believe that a child is at **immediate risk of harm**, contact the police on **999**

For all general enquiries, or if you wish to find out more about the Bradford Safeguarding Children Board, please contact us at:

Second Floor  
Olicana House  
Chapel Street  
Bradford  
BD1 5RE

**t** - 01274 434361

**f** - 01274 434345

**e** - [info@bradford-scb.org.uk](mailto:info@bradford-scb.org.uk) (This **NOT** an emergency e-mail address)

## Ofsted

Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA  
0300 123 4666

## Supporting children at risk

Care Club recognises that children who are abused or who witness abuse may exhibit behavior of concern themselves.

We will endeavour to support these children through our ethos and promoting a positive, supportive and secure environment which gives all pupils and adults a sense of being respected and valued.

# Signs and symptoms of abuse

## Physical Abuse.

Physical Abuse may involve hitting, shacking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using such terms as factitious illness by proxy or Munchausen Syndrome by proxy.

Signs of Physical Abuse include

- Cower or demonstrate fear of adults.
- Acting out or displaying aggressive or disruptive behavior
- Be destructive to self or others
- May not want to leave with the collector-indicating possible fear of going home.
- Wearing clothing that covers up the body that maybe inappropriate to the weather. (being aware that this could be a cultural issue as well)
- Show regressive or less mature behavior.
- Changes of behavior
- Dislike or shrinks from physical contact- may not tolerate physical praise such as a pat on the back.
- Bumps and bruises in unusual places, or consistent bruise marks in places.

## Emotional Abuse.

Emotional abuse is about undermining a child's confidence and sense of self-worth- for example by ignoring them, giving degrading punishments or constantly threatening or humiliating them. It may involve conveying to children that they are worthless or unloved.

Signs of Emotional Abuse

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self- depreciation (I'm stupid, ugly, worthless etc) overreaction to mistakes
- Inappropriate response to pain (I deserve this)
- Neurotic behavior (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression.

## Sexual Abuse.

This is when a child is used sexually by an adult or young person. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non- contact activities such as involving children in looking at pornographic materials or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Signs of sexual Abuse include

- Has nightmares or other sleep problems without an explanation
- Seems distracted or distant at odd times.
- Has a sudden change in eating habits, such as refusal to eat.
- Loses or drastically increases appetite
- Has trouble swallowing
- Sudden mood swings: rage, fear, insecurity or withdrawal
- Leaves 'clues' that seem likely to provoke a discussion about sexual issues.
- Writes, draws, plays or dreams of sexual or fighting images.
- Developing new or unusual fears of certain places or people
- Refuses to talk about a secret shared with an adult or older child.
- Talks about a new older friend.
- Suddenly has money, toys or other gifts without reason.
- Thinks of self or body as repulsive, dirty or bad.
- Exhibits adult-like sexual behavior, language and knowledge.
- Pain, discoloration, bleeding or discharges in genitals, anus or mouth
- Persistent or recurring pain during urination and bowel movements
- Wetting and soiling accidents unrelated to toilet training.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve parents/ carers often intentionally failing to provide food, warmth, safety from harm or other basic needs. It could also include neglect of a child's basic emotional needs.

Signs of Neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies.

The following process will be followed if a child is suspected to be suffering some form of abuse.

SEE ATTACHED FLOW CHARTS

Any concern about a member of Cottingley Care Club staff can be taken up with ofsted on the following contacts.

### **Ofsted**

Ofsted National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Helpline: 0300 123 1231

Website: [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

### **Family Information Services**

For details of your nearest Family Information Service, phone  
0800 234 6346 or visit:

[www.familyinformationservices.org.uk/index.php?option=com\\_comprofiler&task=userslist&listid=7&Itemid=72](http://www.familyinformationservices.org.uk/index.php?option=com_comprofiler&task=userslist&listid=7&Itemid=72).