

D.P.S

Out of School Club

**Safeguarding / Child
Protection Policy**

SAFEGUARDING AND CHILD PROTECTION POLICY

PRINCIPLE

DPS Out of School Club is committed to safeguarding the well-being of children; promoting their rights and best interests.

The purpose of this policy is to provide a secure framework for the staff in safeguarding and promoting the welfare of those children

This policy outlines the protection of children by identifying clear instructions in accordance with the legislative framework of The Children (NI) Order 1995, taking into consideration the five main principles of the Order, the first being “the welfare of the child is paramount”.

POLICY STATEMENT OF INTENT

Everyone at DPS Out of School Club who comes into contact with children and their families have a duty to safeguard and promote the well-being of children. At DPS Out of School Club management/staff/volunteers will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

- DPS Out of School Club promotes children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, culture traditions and home background.
- DPS Out of School Club promotes children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
- DPS Out of School Club promotes children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- DPS Out of School Club helps children establish and sustain satisfying relationships within their families, with peers, and with other adults.
- DPS Out of School Club works with parents/carers to build their understanding of, and commitment to, the principles of safeguarding all our children.

DESIGNATED SAFEGUARDING TEAM

- Designated Person: **Miss Heather Wilson**
- Deputy Designated Person: **Mrs Carrie Willis / Miss Taylor Green**
- Registered Person/Chairperson: **Mr David Thompson**

The Safeguarding team can be contacted via the school office - 02887722250
8.30am-6pm

Roles and Responsibilities of the Designated and Deputy Designated Officers

- To avail of designated training to enable them carry out their role effectively.
- To act as a point of contact for staff and parents.
- To ensure all safeguarding issues raised in the club are effectively responded to and recorded.
- Make referrals to Social Services Gateway Team or PSNI Protection Unit where appropriate.
- Maintain records of all child protection concerns.
- Arranging and ensuring attendance at safeguarding training for ALL members of staff including volunteers and updated every three years.

Roles of other staff members

- Refer concerns to the Designated / Deputy Designated Officer.
- Make a written record of the concern and record what a child has said.
- Do not investigate or ask leading questions.
- Reassure the child but tell them that you have to speak to another adult.
- Act promptly.

Parents

- Speak to the designated / deputy designated officer if they have a concern.
- Inform staff of changes to collection arrangements
- Assist staff with the completion of the bumps and bruises record and let staff know if your child has had an accident or hurt themselves at home.
- Medical confirmation such as a written letter or telephone call with the family doctor will be required if explanations for causes of bumps and bruises are as a result of a medical condition.
- Let the club know if your child will be absent.
- Familiarising themselves with the afterschool clubs policies and procedures including safeguarding, intimate care, reporting concerns and behaviour management.
- Complete the registration form accurately and provide details of all collectors.

RECOGNISING CONCERNS, SIGNS AND INDICATORS OF ABUSE

The following definitions of child abuse are taken from the Area Child Protection Committees' Regional Policy and Procedures (2005).

Definition of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

Types of Abuse

Physical Abuse is the deliberately physically hurting of a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating of a child.

Emotional Abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It is sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child an opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones by a child's peer.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Sexual Abuse occurs when others use or exploit children sexually for their own gratification or gain 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 or touching outside clothing.

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or groups take advantage of imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants and/or 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.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, 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.

Domestic Violence

It is now recognised that children who live in an atmosphere of domestic violence may be at risk. Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Symptoms which young people may display and which are indicators only include:

- Nervousness
- Low self-worth
- Disturbed sleep patterns
- Nightmares / flashbacks
- Physiological – stress / nerves
- Stomach pain
- Bed wetting
- Immature / needy behaviour
- Temper tantrums
- Aggression
- Internalising distress or withdrawal
- Truancy
- Alcohol and drugs
- Bullying

These symptoms can lead to a child/ young person being misdiagnosed as having an illness, learning difficulties, or being naughty or disruptive.

If it comes to the attention of staff that domestic abuse is or may be a factor for a child/young person this must be passed to the Designated/Deputy Designated Officer who has an obligation to share the information to Social Services

We will take seriously any concerns which are raised about a child in our care who has self-harmed and/or has expressed suicidal thoughts.

The Designated/Deputy Designated officer will immediately follow the after school's child protection procedures.

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

Signs and symptoms of abuse ~ Possible Indicators

Physical Abuse

<u>Physical Indicators</u>	<u>Behavioural Indicators</u>
Unexplained bruises – in various stages of healing – grip marks on arms; slap marks; human bite marks; welts; bald spots; unexplained/untreated burns;	Self-destructive tendencies; aggressive to other children; behavioural extremes (withdrawn or aggressive);

<p>especially cigarette burns (glove like); unexplained fractures; lacerations; or abrasions; untreated injuries; bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday</p>	<p>appears frightened or cowed in presence of adults; improbable excuses to explain injuries; chronic runaway; uncomfortable with physical contact; come to school early or stays last as if afraid to be at home; clothing inappropriate to weather – to hide part of body; violent themes in art work or stories</p>
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Emotional Abuse

Physical Indicators	Behavioural Indicators
<p>Well below average in height and weight; “failing to thrive”; poor hair and skin; alopecia; swollen extremities i.e. icy cold and swollen hands and feet; recurrent diarrhoea, wetting and soiling; sudden speech disorders; signs of self-mutilation; signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping).</p>	<p>Apathy and dejection; inappropriate emotional responses to painful situations; rocking/head banging; inability to play; indifference to separation from family indiscriminate attachment; reluctance for parental liaison; fear of new situation; chronic runaway; attention seeking/needing behaviour; poor peer relationships.</p>

Neglect

Physical Indicators	Behavioural Indicators
<p>Looks very thin, poorly and sad; constant hunger; lack of energy; untreated medical problems; special needs of child not being met; constant tiredness; inappropriate dress; poor hygiene; repeatedly unwashed; smelly; repeated accidents, especially burns.</p>	<p>Tired or listless (falls asleep in class); steals food; compulsive eating; begging from class friends; withdrawn; lacks concentration; misses school medicals; reports that no carer is at home; low self-esteem; persistent non-attendance at school; exposure to violence including unsuitable videos.</p>

Signs and symptoms of abuse ~ Possible Indicators

Sexual Abuse

Physical Indicators	Behavioural Indicators
<p>Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower</p>	<p>What the child tells you; withdrawn; chronic depression;</p>

<p>abdomen or thighs; bruises or bleeding in genital or anal areas; torn, stained or bloody underclothes; chronic ailments such as recurrent abdominal pains or headaches; difficulty in walking or sitting; frequent urinary infections; avoidance of lessons especially PE, games, showers; unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.</p>	<p>excessive sexual precociousness; seductiveness; children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; over concerned for siblings; poor self-esteem; self-devaluation; lack of confidence; peer problems; lack of involvement; massive weight change; suicide attempts (especially adolescents); hysterical/angry outbursts; lack of emotional control; sudden school difficulties e.g. deterioration in school work or behaviour; inappropriate sex play; repeated attempts to run away from home; unusual or bizarre sexual themes in children's art work or stories; vulnerability to sexual and emotional exploitation; promiscuity; exposure to pornographic material.</p>
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The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

Do:	Do not:
<ul style="list-style-type: none"> ❖ Listen to what the child says ❖ Assure the child they are not at fault ❖ Explain to the child that you cannot keep it a secret ❖ Document exactly what the child says using his/her exact words ❖ Remember not to promise the child confidentiality ❖ Stay calm ❖ Listen 	<ul style="list-style-type: none"> ❖ Ask leading questions. ❖ Put words into the child's mouth. ❖ Ignore the child's behaviour. ❖ Remove any clothing. ❖ Panic ❖ Promise to keep secrets ❖ Ask leading questions ❖ Make the child repeat the story unnecessarily ❖ Delay

<ul style="list-style-type: none"> ❖ Accept ❖ Reassure ❖ Explain what you are going to do ❖ Record accurately ❖ Seek support for yourself 	<ul style="list-style-type: none"> ❖ Start to investigate ❖ Do Nothing
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PROCEDURES

In accordance with Trust Guidelines, Our Duty to Care and Social Services at DPS Out of School Club we will endeavour to safeguard children by:

Key commitment 1

DPS Out of School Club is committed to building a culture of safety in which children are protected from abuse and harm in all areas of our service delivery.

Staff/Students/Trainees and Volunteers

At DPS Out of School Club we endeavour to ensure that:

- All staff and parents/carers are made aware of our safeguarding policy and procedures.
- DPS Out of School Club provides adequate and appropriate staffing resources to meet the needs of children.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the current up to date vetting procedures before posts can be confirmed. No person will be placed in a position (either paid or unpaid) which involves contact with children without being properly and effectively vetted.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- The setting adheres to the Health and Social Care Trust requirements in respect of references and criminal record checks for staff/students/trainees and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Students/trainees/volunteers do not work unsupervised.
- DPS Out of School Club adheres to the relevant guidelines in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- DPS Out of School Club has a procedure for recording the details of visitors to the setting. All visitors should report to and sign at reception.
- There are security steps in place to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

- **Key commitment 2**

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set out.

Responding to suspicions of abuse

- All those working with children are aware that abuse of children can take different forms – physical, emotional and sexual, as well as neglect and exploitation.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with the setting leader. The leader will then speak to the Designated Officer. The information is stored on the child's personal file.
- DPS Out of School Club will refer concerns to the Gateway team and co-operate fully in any subsequent investigation.
- Those involved will take care not to influence the outcome either through the way they speak to children or by asking questions of children.

The management team will use detailed procedures and reporting format when making a referral to Gateway.

- Contact Early Years Link Social Worker/Early Years Team. Early Years (Southern Trust) – 02837564020 Link Social Worker Robyn White
- Where a child is already known to Social Services and has a social worker, we will contact them directly.

Recording suspicions of abuse

Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, a member of staff will:

- Listen to the child, offer reassurance and give assurance that he/she will take action.
- Not question the child.
- Make a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with the date and time;

- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to Gateway

- DPS Out of School Club will follow any procedures that the Gateway team has in place.
- DPS Out of School Club will also inform our link social worker that we have made a referral to the Gateway team.
- Where the child already has a social worker, DPS Out of School Club will contact them directly.
- DPS Out of School Club will retain a copy of any forms filled in for Gateway in the child's personal file.
- All staff are aware of the referral procedures for recording and reporting.

Understanding the Needs of Children in Northern Ireland (UNOCNI)

- DPS Out of School Club is aware of the referral system of UNOCNI – Understanding the Needs of Children in Northern Ireland. The registering social worker and the Gateway Team will keep us informed of any changes and training available.

Contact details for Gateway Team are:

028 3756 7100 (Central Gateway)
0800 7837 745 (free from landlines)
028 9504 9999 (Regional Emergency Social Work Service-Out of hours)

If a child is thought to be at immediate risk- RING PSNI 101 and contact HSCT.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where guidance does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officer will inform parents.

Liaison with other agencies

- DPS Out of School Club will work with the Health and Social Care Trust guidelines.
- All staff are familiar with what to do if they have concerns.
- DPS Out of School Club has procedures for contacting the Health and Social Care Trust on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and the Trust to work well together.

- DPS Out of School Club will notify the Health and Social Care Trust of any incident and any changes in our arrangements which may affect the well-being of children.
- If a referral is to be made to the Gateway team, DPS Out of School Club will act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- DPS Out of School Club ensures that all parents know the complaints policy if they have concerns regarding the behaviour or actions of staff/students/trainees/volunteers within the setting.
- DPS Out of School Club will follow the guidance of the Health and Social Care Trust when responding to any complaint that a parent/carer has put forward.
- DPS Out of School Club will respond to any disclosure by children or staff that abuse by a member of staff, student/trainee/volunteer within the setting, by first recording the details of any such alleged incident.
- Management will refer any such complaint immediately to the Gateway team and the link social worker to investigate. DPS Out of School Club is aware that it is an offence not to do this.
- The Management of DPS Out of School Club will co-operate fully with any investigation carried out by the Gateway team / Early Years Team.
- Where the management team and Health and Social Care Trust agree it is appropriate in the circumstances, management will suspend the member of staff/volunteer/student/trainee, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

Disciplinary action

- Where a member of staff/student/trainee/volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, management will notify Gateway / Early Years and the Independent Safeguarding Authority of relevant information so that individuals who pose a threat to children (and vulnerable adults), can be identified and barred from working with these groups.

Key commitment 3

DPS Out of School Club is committed to promoting awareness of child abuse issues throughout child protection training for staff. DPS Out of School Club is also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Training

- Management will seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that

they are aware of the Health and Social Care Trust guidelines for making referrals.

- Management will ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- Management will ensure that staff/volunteers are trained in Safeguarding Children/Child Protection in line with current regulations and this will be reviewed annually at staff appraisals where training needs can be identified.

Planning

- The layout of the room allows for constant supervision. No child is left alone with staff/volunteer/students/trainees in a one-to-one situation without being visible to others.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Health and Social Care Trust.

Support to families

- DPS Out of School Club believes in building trusting and supportive relationships with families, staff/students/trainees/volunteers in the group.
- DPS Out of School Club makes clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Health and Social Care Trust.
- DPS Out of School Club follows child protection guidelines as set out by Health and Social Care Trust in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with Health and Social Care Trust guidelines.

Links with other policies:

Anti-Bullying Policy
Complaints Policy
Confidentiality Policy
Equal Opportunities Policy
Health and Safety Policy
Accidents and incidents
Intimate and Personal Care Policy
Staff Development and Training Policy
Whistleblowing Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: D. Thompson
(on behalf of the Management Team)

Position: Chairperson

Date: 26/8/20

Reviewed on:

Date: 19/01/22

Date: 12/01/23

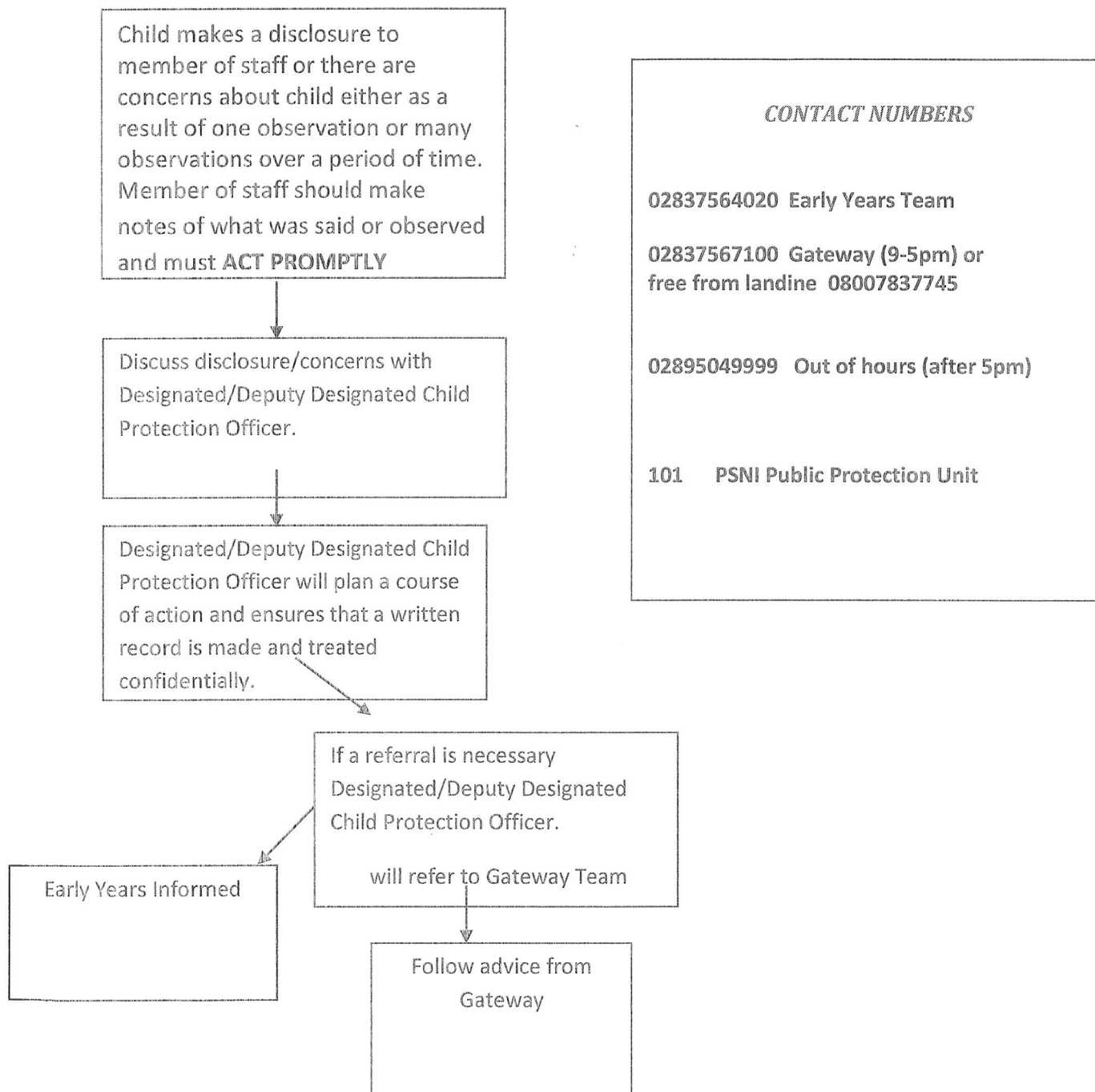
Date: 10/01/24

Signed: D. Thompson

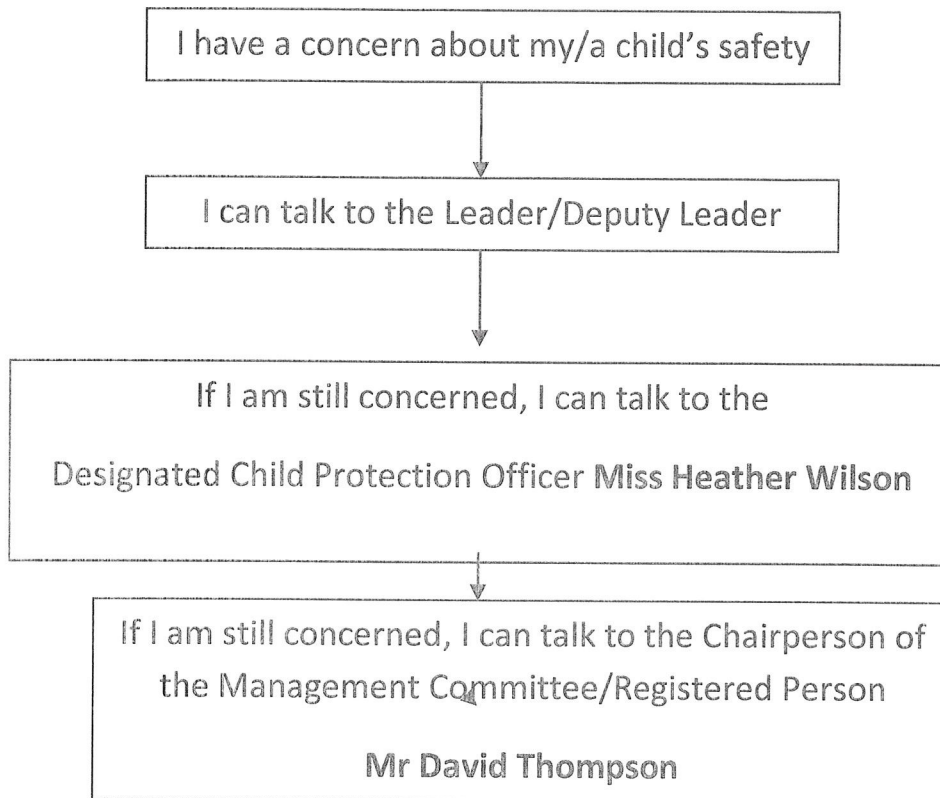
Signed: D. Thompson

Signed: D. Thompson

Flow Chart of action to take if you have a concern about a child



How a Parent can make a Complaint



At any time a parent can talk to a social worker at the Gateway Team

Tel: 028 37567100
0800 7837745

Or can contact the PSNI Public Protection Unit

Tel : 101