LPF – Kiddies Club

Community Interest Company

 Making learning meaningful and fun

 Company No: 8645341

 www.lpfkiddiesclub.com

**SAFEGUARDING AND WELFARE REQUIREMENTS FOR CHILDREN (CHILD PROTECTION) POLICY**

LPF Kiddies Club CIC’s designated Child Protection Officer (CPO), having undergone relevant and up to date training is Mrs Carmel Britto who can be contacted on 07426868190 or carmel.britto@yahoo.co.uk

Carmel Britto will take lead responsibility for safeguarding children whilst under the responsibility of LPF Kiddies Club CIC and liaising with the local authority children’s agencies as appropriate. This Child protection policy has been written to comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

LPF Kiddies Club CIC are committed to ensuring that all necessary steps are taken to protect the children who come into our care from abuse and harm. Child abuse and neglect can present itself in different forms such as 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 a child from harm.

We are determined to ensure that all children who participate in our activities, outings and or events are able to do so in an enjoyable and safe environment where they are protected from harm. We will work to promote an environment where children feel confident about sharing any concerns which they may have about their own safety or the well-being of others. This is the responsibility of every adult involved in LPF Kiddies Club CIC whether paid or unpaid. LPF Kiddies Club CIC recognises that abuse can be a very emotional subject however we will work to ensure that we do not allow our feelings to interfere with the judgement or action that needs to be taken.

LPF Kiddies Club CIC understands that it is our responsibility to safeguard and promote the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect or bullying. Our policy relates to activities undertaken by children whist they are the responsibility of LPF Kiddies Club CIC. All staff, volunteers and visitors working with us will take responsibility for the health, safety and welfare of all the children in our care.

Has a club we will respond promptly and in an appropriate manor to all incidents or concerns of abuse that may occur. LPF Kiddies Club CIC’s child protection procedures comply with all relevant legislation.

LPF Kiddies Club CIC will ensure that:

* The Welfare of the children is paramount.
* All children whatever their age, race, gender, disability, culture, racial origin, religious belief, and or sexual identity have the right to be respected and protected from harm.
* All suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.
* All staff and volunteers working with LPF Kiddies Club CIC have a responsibility to report concerns to **Carmel Britto**
* All staff and volunteers working with LPF Kiddies Club C.I.C who may come into contact with children have been recruited in line with the Safer recruitment policy and have had the appropriate DBS checks carried out.
* All staff and volunteers have had the opportunity to undergo safeguarding training through Greenwich Safeguarding board and basic awareness training is given as part of their induction.

The Club will promote awareness of child abuse issues throughout its staff training. The Club will ensure that:

* Its designated CPO has relevant experience and receives appropriate training
* Safe recruitment practices are followed for all staff
* All staff have a copy of the 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 in the care of **Carmel Britto**

**Procedures in the event of an allegation made against a member of staff**

We are aware that whilst the vast majority of adults working with children act professionally some will actively seek employment with children in order to cause them harm. All incidents and concerns should be reported to **Carmel Britto** immediately.

We will follow the procedures laid out in ‘Keeping Children safe in Education’ – enforced in 2019 (Chapter 4: p53–64) and the London Child Protection Procedures 3rd Edition 2007 (Chapter 15: p446-461). The following are instances in which LPF Kiddies Club CIC would employ such procedures:

1. Where there are suspicions or allegations of abuse by a person who works with our children in a paid or unpaid capacity. (employee/volunteer /any other position)
2. When it is discovered that an individual known to have been involved previously in child abuse, is or has been working with our children, and when the allegation or suspicion arises in connection to the individual’s work, her/his own children or in relation to other children.

In the case where concerns raised involving a member of our team have been reported to the above named person all allegations and suspicions will be considered in the first instance as requiring a child protection response, the allegation will be recorded in the Incident Book and any witnesses to the incident should sign and date the entry to confirm it. That member of staff would be suspended pending an investigation and Carmel Britto would contact the

Local Authority Designated Officer (LADO), Greenwich LADO call 0208 921 4477 or email:safeguardingboard@royalgreenwich.gov.uk for further advise on what course of action to take.

If, following the conclusion of child protection processes, further enquiries are pursued for the purpose of disciplinary, regulatory or complaint investigation, they should be arranged in a way that avoids the repeated interviewing of children or other vulnerable witnesses.

In the event that a child comes into our care with marks or bruise which did not occur whilst in our care we will record such findings in our injury on arrival book and the parent will be asked to witness this. If the child has any serious injuries, the manager will be notified and would ask the parent how this occurred, being careful not to convey accusations towards the parent. If the injury could not possibly be caused by accident, there are repeated injuries, or if not satisfied with the answer, the manager or named person will once again be notified and will contact:

 Greenwich safe guarding children board

First floor, The Woolwich Centre,
35 Wellington Street,
London

SE18 6HQ

020 8921 4477

020 8921 4448

safeguardingboard@royalgreenwich.gov.uk

If abuse is suspected or a child makes a disclosure to a member of staff, we will ensure that the member of staff will

Reassure the child that they were not to blame and were right to talk to them

* Listen to the child but not question them
* Give reassurance that the staff member will take action
* Record the incident as soon as possible (see 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. In such incidents we will also take into account aspects of a child’s comments or change in behaviour and general well-being and adopt the following approaches accordingly

Suspected cases of child abuse 999 will be call immediately

Children’s services Referral unit 0208 921 3172

Emergency duty services (out of hours) 0208 854 8888

Child Protection information needs to be dealt with in a confidential manner. A written record will be made of what information has been shared with who, and when. Staff will be informed of relevant details when the designated person feels their having knowledge of a situation will improve their ability to deal with an individual child and /or family.

Child Protection records will be stored securely in a central place separate from all other records. They should be kept for the period during which the child is attending our club.

Access to these by other staff, apart from the Designated Persons will be restricted, and a written record will be kept of who has had access to them.

Parents should be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents should be in line with any club policies and give due regard to which adults have parental responsibility.

***Staff are not to disclose to a parent any information held on a child, if it would put the child at risk of Significant harm.***

**A code of conduct for all staff**

When a child tells me about abuse s/he has suffered, what must I remember?

* Stay calm
* Do not transmit shock, anger or embarrassment.
* Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
* Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
* Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
* Tell the child that it is not her/his fault.
* Encourage the child to talk but do not ask "leading questions" or press for information.
* Listen and remember.
* Check that you have understood correctly what the child is trying to tell you.
* Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
* Do not tell the child that what s/he experienced is dirty, naughty or bad.
* It is inappropriate to make any comments about the alleged offender.
* Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
* At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
* As soon as you can afterwards, make a detailed record of the conversation using the child’s own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not the club staff’s role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk. Immediately afterwards you must not deal with this yourself. Clear indications or disclosure of abuse must be reported to social services without delay, by the Designated Person using the correct procedures as stated in the guidelines. New Mind School Child Protection Policy 14 Concern Form.

This policy is made available to parents, staff and children in the following ways: via our website [www.lpfkiddiesclub.com](http://www.lpf-kidsclub.wix.com) and upon request a copy may be obtained from Carmel Britto via email or by post.

The director of LPF Kiddies Club CIC will take lead responsibility for dealing with child protection issues. Carmel Britto will undergo a formal annual review of this policy for the purpose of monitoring and efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines are required.

Signed:  Date reviewed: 03/04/22

Director and Founder Carmel Britto

**Definitions and indicators of abuse-** These are not to be used as a quick checklist for staff but a concern should be sensitively compared to these using Judgments and if necessary reference to a colleague for a professional opinion.

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| **Indicators of Neglect**  | **Indicators of Physical Abuse** |
| Hunger • Tiredness or listlessness • Poor clothing/unkempt • Poorly or inappropriate clothing for the weather • Poor school attendance/often late for school • Poor concentration • Affection or attention seeking behaviour • Untreated illnesses/injuries • Pallid complexion • Stealing or scavenging compulsively • Failure to achieve developmental milestones, for example growth, weight • Failure to develop intellectually or socially • Neurotic behaviour | * Patterns of bruising; inconsistent account of how bruising or injuries occurred

• Finger, hand or nail marks, black eyes • Bite marks • Round burn marks, burns and scalds • Lacerations, wealds • Fractures • Bald patches • Symptoms of drug or alcohol intoxication or poisoning • Unaccountable covering of limbs, even in hot weather • Fear of going home or parents being contacted • Fear of medical help • Fear of changing for PE • Inexplicable fear of adults or over-compliance • Violence or aggression towards others including bullying • Isolation from peers |
| **Indicators of Sexual Abuse** | **Indicators of Emotional Abuse** |
| * Sexually explicit play or behaviour or age-inappropriate knowledge

• Anal or vaginal discharge, soreness or scratching • Reluctance to go home • Inability to concentrate, tiredness • Refusal to communicate, selective mutism • Thrush, Persistent complaints of stomach disorders or pains • Eating disorders, for example anorexia nervosa and bulimia • Attention seeking behaviour, self-mutilation, substance abuse • Aggressive behaviour including sexual harassment or molestation • Unusually compliant • Regressive behaviour, Enuresis, soiling • Frequent or open masturbation, touching others inappropriately • Depression, withdrawal, isolation from peer group • Reluctance to undress for PE or swimming • Bruises, scratches in genital area | Over-reaction to mistakes, continual self-deprecation • Delayed physical, mental, emotional development • Sudden speech or sensory disorders • Inappropriate emotional responses, fantasies • Neurotic behaviour: rocking, banging head, regression, tics and twitches • Self harming, drug or solvent abuse • Fear of parents being contacted • Running away • Compulsive stealing • Masturbation, Appetite disorders - anorexia nervosa, bulimia • Soiling, smearing faeces, enuresis |