

Strawberry Hill Clubs

Safeguarding children and Child Protection Policy

Wrap Around Care =
St Richard Reynolds Breakfast and After School Club
Twickenham Prep After School Wrap Club

Strawberry Hill Clubs is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and work with statutory agencies in accordance with the procedures that are set down in 'Working together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children' (HMG March 2018) and Keeping Children Safe in Education (September 2021). A copy of these publications is kept in each setting.

Strawberry Hill Clubs will work with children, parents, and the community to ensure the rights and safety of children and to give them the very best start in life.

Safeguarding and promoting the welfare of children are defined as protecting children from maltreatment: preventing the impairment of children's health or development and ensuring that children are provided with safe and effective care.

To this end we will do the following:

- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children
- Act quickly and responsibly in accordance with Local Safeguarding Children procedures and statutory guidance if we have a concern about a child
- Work as part of a multi- agency team in the best interests of the child
- Ensure that children are never placed at risk while in the charge of the settings staff
- Ensure that confidentiality is always maintained
- Ensure that all staff are trained to understand the safeguarding policy and procedure, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children i.e., bullying, racism and discriminatory behaviour
- Ensure parents are fully aware of child protection policies and procedures when they register with the setting and are kept informed of all updates when they occur
- Keep the child at the centre of all we do
- A child's privacy will always be considered when needed for example going to the toilet.
- There will always be a first aider present when children are eating. If a child ever chokes on food this will always be recorded.
- Regularly review this policy, with staff and parents as appropriate.

Contact telephone numbers

Ofsted

Phone: 0300 123 4666

Email: **enquiries@ofsted.gov.uk**

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Single Point of Access (SPA)

Any concerns regarding the safeguarding and care of a child, would be reported to the SPA team.

Kingston and Richmond SPA acts as a central hub and front door for Children Services.

SPA contact details: 020 8547 5008

Out of hours: 020 8770 5000

SPA offers phone consultation with a social worker to professionals and will provide advice and support in managing concerns.

The SPA team are specifically trained to handle concerns, liaising with other teams to investigate concerns.

The Local Authority Designated Officer (LADO)

The LADO is alerted to all cases in which allegations have been made of inappropriate behaviour by any person who works with children.

Contact LADO directly or contact SPA if a child is named or at risk of harm who will forward to LADO.

LADO can also be contacted directly for advice and guidance:

Email: LADO@achievingforchildren.org.uk

Phone: 0208 547 5008

Procedures

We carry out the following procedures to ensure we meet the key commitments of the EYFS Statutory Framework.

- Our designated people who co-ordinate child protection issues are: -
- Sheila Strudwick (LSO)– Safeguarding Officer (TPS Wrap Club at Twickenham Prep School)
- Lisa Neagle (LSO) (St Richard Reynolds Breakfast and After School Club)
- All staff are inducted into the setting including the Safeguarding procedures.
- Staff details are kept by the Owner and Management of Strawberry Hill Clubs (Lisa Neagle). The staff details are kept up to date and an annual Disqualification by Association declaration is made to confirm that staff do not live or work in the same household as someone who is barred from working with children or young people, even if they would not otherwise be disqualified themselves.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

- Applicants are informed of the need to check existing DBS certificates or carry out enhanced disclosure checks with the Disclosure & Barring Service to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- We request two references from previous employers for any new member of staff.

- Volunteers do not work unsupervised.

- We follow the procedures set out in Working Together to Safeguard Children (2021) in respect of any person who is dismissed from our employment or resigns in circumstances relating to child protection that would otherwise have led to dismissal.

- We have procedures for recording the details of any visitor to the settings.

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual, and neglect as set out in Working Together to Safeguarding Children. We will take action if a child makes comments to a member of staff that gives cause for concern (disclosure), or staff observe signs or signals that gives cause for concern, such as a significant change in behaviour, deterioration in general well-being or unexplained bruising.

If a child discloses abuse:

- the adult will reassure the child and listen without interrupting.

- Staff will not promise confidentiality. This promise cannot be kept.

- The child will be allowed to talk openly, and that disclosure is not forced, or words put into the child's mouth.

- Staff will offer reassurance and assurance that he or she will act.

- Staff will not question the child

- Staff will write an objective record of the observation or disclosure that includes:

1. the date and time of the observation or disclosure,

2. the exact words spoken by the child as far as possible

3. an objective description of the child's emotional state and body language

- The matter will be referred to SPA

If staff observe a sign or indication of potential abuse

- The observed instances will be detailed in a confidential report

- Staff will record the type and position of injury on a body map

- The observed instances will be reported to the Lead Safeguarding Officer and DSO.

- The matter will be referred to SPA

- An Early Help Assessment may be completed

In general:

- We record all cuts and grazes from normal childhood injuries
- Unusual childhood injuries are always logged and discussed with the settings Manager
- All signs of marks/injuries to a child, when they come into setting or occur during time at setting, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded, and the parent will have access to such records
- If we have any concerns regarding the injury, the SPA team will be notified.

Recording suspicions of abuse and disclosure

Staff should make an objective record, supported by the settings Manager or LSO, of any observation or disclosure and include:

- Child's name
- Child's Address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses
- Name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time
- Any discussion held with the parent (s) (where deemed appropriate).

These records should be signed by the person reporting this; the LSO and the DSO, dated and kept in a separate confidential file.

Informing parents

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the SPA team does not allow this. **If the child is deemed to be at immediate risk of injury, we will keep the child at the setting until the statutory services arrive.** This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.

- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer, within the setting, or working on the premises occupied by the setting, has abused a child.

- We will respond to any disclosure by children or staff that abuse by a member of staff or volunteer, or anyone working on the premises occupied by the setting, may have taken or is taking place, by removing this adult from contact with the children.

- We will immediately contact SPA.

- We will report any alleged incident to Ofsted and outline the measures we have taken.

- We will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

- Where the Director and statutory services agree it is appropriate in the circumstances, they will suspend the member of staff on full pay, or the volunteer, 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.

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, statutory services will decide whether to notify the Independent Safeguarding Authority so that their name may be included on the Protection of Children and Vulnerable Adults Barred List.

  Strawberry Hill Clubs is committed to promoting awareness of child abuse issues throughout its training and learning programmes for all practitioners. It is also committed to empowering young children, through its early childhood curriculum, promoting their rights to be strong, resilient and listened to.

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

- We support children to develop an understanding of how to keep safe.

- **Mobile phones and smart watches:** Staff are not permitted to use their mobile phones are smart watches during working hours. They make access them off the premises or in break times only. If staff fail to follow this guidance, disciplinary action will be taken in accordance with the Strawberry Hill Pre-School contract. If staff need to make an emergency call, they must do so either in the kitchen areas or the rear room, if children are not using this area and with the Managers' permission. Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs anywhere within the settings grounds. Members of staff may only contact a parent/carer on school approved mobile phones. Please refer to the mobile phone policy.

- **Social Networking Sites.** Relationships will stay professional between staff and parents therefore it will be recommended that staff should avoid communication with parents via social networking sites I.e facebook and Instagram. Staff using sites between themselves will not discuss any incidents that have occurred at the setting. Any emails sent to management via the settings email address will remain confidential and only discussed with relevant members of staff.

Confidentially

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 Local Safeguarding Children Board. Staff will not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

Support to families

- We believe in building trusting supportive relationships with families, staff and volunteers in the group.

- We make 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 always liaising with statutory services.

- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

Strawberry Hill Clubs has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Director at the earliest opportunity.

Prevent Duty

Strawberry Hill Preschool and Clubs has due regard to the need to prevent people being drawn into terrorism. We will therefore:

- Assess the risk of children being drawn into terrorism

- Demonstrate that we are protecting children from being drawn into terrorism by having robust safeguarding policies

- Train staff to give them the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas which can be used to legitimise terrorism

- Ensure children are safe from terrorist and extremist material when accessing the internet.

The Prevent duty defines terminology relating to terrorism as:

Radicalisation: '*the process by which a person comes to support terrorism and forms of extremism leading to terrorism'*

Extremism: '*Vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.*

Factors may include:

- influence to support an ideology from other people or via the internet

- bullying

- being a victim or perpetrator of crime

- anti-social behaviour

- family tensions

- hate crime

- lack of self-esteem or identity

- personal or political grievances

If you think that somebody is being drawn to terrorism, who do you contact?

SPA – Police and Channel (Kingston and Richmond)

Channel provides early support for anyone who is at risk of radicalisation, supporting terrorist organisations, or committing acts of terrorism, regardless of age, faith, ethnicity or background. People can receive support before they begin on, or once they are on a trajectory towards participating in terrorist related activity. Cases should not be adopted onto Channel where no such terrorism concerns exist.

Categories of Abuse

Sexual

Physical

Emotional

Neglect

Domestic

At Strawberry Hill Clubs we recognise that domestic violence as a category of abuse and understand that a child witnessing family violence is at risk of:

- Behavioural and emotional difficulties
- Learning difficulties
- Long-term developmental problems
- Aggressive language and behaviour
- Restlessness, anxiety and depression

FEMALE GENITAL MUTILATION

FGM is child abuse and against the law. It causes serious physical and emotional harm. Professionals who are worried a child is at risk can call the FGM helpline on **0800 028 3550.**

Families who practice FGM don't think of it as abuse. We need to give families advice and information that is sensitive to their culture and beliefs, but we need to make clear that FGM is illegal.

If a local authority has reason to believe a child is likely to suffer FGM it can apply for a court order to prevent the child being taken abroad for mutilation. This should be to prevent the child from undergoing FGM rather than removing her from her family.

From October 2015, the FGM Act 2003 (as amended by section 74 of the Serious Crime Act 2015) introduced a mandatory reporting duty for all regulated health and social care professionals and teachers in England and Wales.

We will make a report to the police, if, in the course of our duties:

- we are informed by a girl under the age of 18 that she has undergone an act of FGM
- we observe physical signs that an act of FGM may have been carried out on a girl under the age of 18

CHILD SEXUAL EXPLOITATION (CSE)

CSE is recognised as a category of sexual abuse. Children under school age are unlikely to be exploited but Strawberry Hill Preschool and Clubs will work with statutory agencies as required if a child in one of our families is being exploited in this way.

The National Working Group for Sexually Exploited Children and Young People defines sexual exploitation as:

"Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.
Child Sexual Exploitation can occur through use of technology without the child's immediate recognition; for example, the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain.
In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, physical strength and / or economic or other resources.
Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability"

BREAST IRONING

Breast ironing, or "breast flattening," is a harmful practice involving the pounding or massaging of a pubescent girl's breast tissue with hot, hard objects to stop development or make breasts disappear. Mostly performed by female relatives in parts of Cameroon, this abuse aims to prevent sexual harassment, rape, and early pregnancy.

Key Aspects of Breast Ironing:

- Meaning & Purpose: It is a form of child abuse intended to "hide" a girl's emerging sexuality, often driven by the belief that developing breasts make girls ready for sex.
- Usage Examples/Methods:
    - Tools: Heated wooden pestles, grinding stones, coconut shells, spatulas, and hammers are used to massage or pound the chest.
    - Actions: The chest is often pressed, flattened, or massaged with hot leaves or stones.
- Synonyms: Breast flattening.

Breast ironing can cause serious physical issues such as:

- abscesses (a painful collection of pus that develops under the skin)
- cysts (fluid-filled lumps under the skin that can develop into abscesses)
- itching
- tissue damage
- infection
- discharge of milk
- breasts becoming significantly different shapes or sizes
- severe fever
- the complete disappearance of one or both breasts

Keeping Children Safe in Education (September 2021)

Annex B contains important additional information about specific forms of abuse and safeguarding issues:

- **Child abduction** – unauthorized removal or retention of a minor from a parent or person with legal responsibility.
- **Children and the court system** – where children are required to give evidence in criminal courts

- **Children missing from education** – all staff should be alert where children go missing repeatedly from education, as it can be a warning sign of a range of safeguarding issues.
- **Children with family members in prison** – these children are at risk of poor outcomes, and require additional support
- **Child criminal exploitation and child sexual exploitation** – signs might include children appearing with unexplained money or new possessions
- **County lines** – where children and vulnerable adults are exploited to move, store and sell drugs and money

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf

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