**CAMBERWELL AFTER SCHOOL PROJECT**

**SAFEGUARDING CHILDREN POLICY**

**(CHILD PROTECTION POLICY)**

**APRIL 2022**

**Updated**

**Camberwell After School Project**

**SAFE GUARDING (CHILD PROTECTION POLICY)**

Camberwell After School Project (CASP) is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

The purpose of the Child ProtectionPolicy and Procedure is to ensure that appropriate action is taken when a young person (up to the age of 18) is suspected of either being abused or at risk from parents, guardians, carers, adult visitors, other responsible adults, or other young people. The safety and protection of children is paramount and has priority over all other interests.

The purpose of this policy is to protect any young people who receive our services.

Camberwell After School Project recognises the vulnerability of children and believe that it is always unacceptable for a child or young person to experience abuse of any kind. Camberwell After School Project wholly supports the principle that the welfare of the child is paramount and accepts the United Nations Declaration of the Rights of the Child. Camberwell After School Project believes that all children, regardless of ethnicity, gender, culture, sexual orientation, disability, faith or religious belief, have a right to equal protection from all types of harm or abuse.

Camberwell After School Project's Child Protection policy and procedure draws upon the principles of “Every Child Matters”, duty conferred by the Children Act 1989, section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage. 29, the 2002 Education Act and the guidance contained in “Working Together to Safeguard Children 2018”, the current DfES circular (0027/2004) and procedures produced by the London Area Child Protection Committee (Local Safeguarding Children Board) and Southwark Local Are Safeguarding Committee.

From 1st July 2015, all childcare providers including schools and registered early years are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in carrying out their functions, to have “due regards to the need to prevent people from being drawn into terrorism”. The prevent duty comes into effect from the 1st September 2015 revising common inspection framework for education, skills and early years. The need to have safeguarding arrangements to promote pupils’ welfare and prevent radicalisation and extremism.

This policy is applicable to all on and off-site activities undertaken by young children whilst they are the responsibility of Camberwell After School Project.

**Information Sharing and Confidentiality**

It is the responsibility of the management staff to ensure that information is available to, and exchanged between all those involved. When sharing information, staff will be sensitive to the level of understanding and maturity, as well as to the level of responsibility of the people with whom they are sharing. We understand that some information is confidential and will only be shared on a strict need-to-know basis. Camberwell After School Project will ensure that staff understand the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and human rights legislation are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

**PROCEDURE**

**RESPONSIBILITY AND IMMEDIATE ACTION**

All adults working in this organisation (including visiting staff, volunteers and students on placement) have **a duty of care** to the children whom we look after and are required to report instances of actual or suspected child abuse, neglect or suspicion of radicalisation and extremism behaviour and concerns to the Designed Person with the responsibility for the child protection.

The Designated Person (DP) is: Carmen Lindsay MBE

The Deputy Designated Persons (DDP): After School Service Manager, Jennies Patterson,

Beanstalk Climbers: Early Years Project Manager Silvie Zeka

The designated person is also the first point of contact for external agencies that are pursuing Child Protection (CP) investigations and co-ordinates the school’s representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the designated person, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Person and the member of staff reporting the concern, advice will be sought from the Deputy Designated Person, the Local Safeguarding Committee Board (LSCB). Lead Officer for safeguarding or the Deputy Manager of the Education Welfare & Attention Service.

The parent/carer will normally be contacted before a referral to social services is made. However, if the concern involves alleged or suspected sexual abuse or the Designated Person has reason to believe that informing parents at this stage might compromise safety of the child or a staff member, nothing will be said ahead of the referral.

In circumstances where a child has unexplained or suspicious injury that requires medical attention, the CP referral process should not delay the administration of First Aid or emergency medical assistance. **If a child is thought to be in immediate risk because of parental violence, drunkenness, substance abuse or mental illness, urgent Police intervention will be requested.**

Where a child sustains a physical injury or is distressed as a result of reported chastisement or alleges that they have been chastised by the use of an instrument or substance, this will be immediately reported for social services or police investigation.

All referrals to The Children’s Social Care department will be made using a CAF form (Common Assessment Framework), and sent to the referrals and assessment team, unless immediate support is required in which case the designated person will contact the duty officer for further advice.

All parents applying for places at this organisation will be informed of our safeguarding responsibilities and the existence of this policy. In situations where children sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the organisation, parents will be notified of this as soon as possible.

Camberwell After School Project recognises the need to be alert to the risk posed by strangers or others (including the parents or carers of other children) who may wish to harm children in school or children travelling to and from school and will take the reasonable steps to lessen such risks.

**COVID -19**

Camberwell After School Project recognises that during the coronavirus pandemic, children are at increased risk due to limited interaction outside of their household and social distancing measures. Camberwell After School Project will continue to be vigilant in relation to child protection and adheres to the steps outlined in this policy.

**VULNERABLE CHILDREN**

Particular vigilance will be exercised in respect of children who are subject to a Child Protection plan and any incidents or concerns involving these children will be reported immediately to The Children’s Social Care Department via the CAF form (and confirmed in writing; copied to the LADO Lead Officer). If the child in question is a Looked After child, this will also be brought to the notice of the Designated Person with the responsibility for the children in public care.

**DOMESTIC VIOLENCE AND ABUSE**

There is a strong link between domestic abuse and all types of significant harm to children and young people. Witnessing domestic violence is a form of emotional abuse to a child/young person which may result in long lasting implications for their future wellbeing. Staff at Camberwell After School Project must follow local child protection reporting procedures if they are concerned that a child is witnessing domestic violence, is at risk of being harmed or is being harmed as a result of domestic violence or abuse.

If a child discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Person as a child protection issue. CASP acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, and the effects of substance abuse within the family, those who are young carers, mid-year admission and children who are excluded from school.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a child of this organisation, this will result in an immediate referral to the Children’s Social Care Department. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the London Child Protection Committee procedures. This will determine how and when information will be shared with parents and the investigating agencies.

**CHILD ON CHILD BEHAVIOUR**

CASP has a strong commitment against bullying and will consider all coercive acts and inappropriate child on child behaviour, as serious incidents. We often consider that most abuse is perpetrated by adults on children, and we have a legal duty to uphold a child’s fundamental right to be protected from harm. However, we must also be aware that children can and do abuse other children in the ways outlined in this policy and the child’s right to be protected from harm equally applies in such cases, even in situations where the child may be unaware that they are being abused. To this end we must be alert to this possibility and respond as we would if the abuser was an adult; following the procedures laid down in at Chapter 16 of the London Child Protection Procedures (5th Edition).

It must be remembered that staff responding to such instances should be alert to the risk the child poses to other children in addition to the risk to the victim(s). It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to physical or sexual harm themselves, or may have committed other offences

**FEMALE GENITAL MULTILATION**

Female Genital Mutilation (FGM) is illegal in the UK. It can impact on the child or young person’s emotional and physical wellbeing. It is a severe form of child abuse and violence against women and is therefore a safeguarding issue. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons.

The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either: are informed by a girl under 18 that an act of FGM has been carried out on her; or they observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18.

Although there are no circumstances in which a staff member or social worker should be examining a girl. It is possible that a staff member, perhaps assisting a young child in the toilet or changing a nappy, may see something which appears to show that FGM may have taken place. In such circumstances, the staff member must make a report under the duty but should not conduct any further examination of the child.

Staff must understand their responsibilities to report concerns. If you think a girl is at risk of FGM or that FGM may have taken place you must report it immediately as you would any other form of child abuse. You must inform your Safeguarding /Child Protection lead and Local Authority Advisor. Free E-Learning training is available through the Home Office.

**EXTREMISM AND RADICALISATION**

 We will help support a child who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a child is being directly influenced by extremist materials or influences, we will make the appropriate referrals. In such instances CASP will ensure that pupil is offered mentoring and seek external support from the Local Authority and/or local partnership structures working to prevent extremism. However, staff at CASP will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example, this could be due to a child displaying risky behaviours in terms of the activities they are involved in or the groups they are associated with. Equally staff may become aware of information about a child’s family that may equally place a child at risk of harm, or a pupil may disclose that they are being exposed to extremist views or practices at home or in their community.

Therefore, all adults working in CASP (including visiting staff, volunteers’ contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher, including any harm believed to be through extremism or radicalisation.

**FORCED MARRIAGE AND HONOUR BASED ABUSE/VIOLENCE**

Children and young people can be subjected to domestic abuse~~s~~ perpetrated in order to force them into marriage or to “punish” them for “bringing dishonour to the family”. Camberwell After School Project recognises that forced marriage of children must be regarded as a child protection issue and staff must not contact the parents in this situation but make a referral direct to the Designated Safeguarding Lead or Headteacher (best to use gender neutral terms)

**TRAINING**

Whole-organisation in service training on safeguarding issues will be organised at least every three years and the next CP INSET session for all staff will take place during September 2022. All newly recruited staff (childcare and non-childcare) and trustees will be informed of this policy and are encouraged to attend the Child Protection session of the relevant Local Safeguarding Committee Board (LSCB) induction programmes. The Designated Person (and their deputies) will attend the Local Safeguarding Committee Board’s dedicated induction course and then refresher training at least every two years. Designated staff will be encouraged to attend appropriate network meetings and to participate in the multi-agency training programme organised by the Local Safeguarding Committee Board (LSCB).

**RECRUITMENT**

Camberwell After School Project is committed to the process of becoming a safe organisation. Safe recruitment processes are followed, and all staff recruited to the organisation will be subject to appropriate identity, qualification, and health checks. Camberwell After School Project will ensure that the level of Disclosure and Barring Service (DBS) check required for the role will be confirmed and that clearance is obtained before the applicant commences employment. It is our responsibility to refer concerns to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006 and all concerns must be reported to the Child Protection Team. References will be verified, and a (DBS) check undertaken. Consultation with the DfES will be completed before staff are appointed and commence their duties. DBS checks on all staff will be required and updated on a 3-yearly cycle. CASP will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LSCB. Staff joining the organisation on a permanent or temporary basis will be given a copy of this policy. Additionally, the Staff Handbook confirms CP procedures in the organisation.

**VOLUNTEERS**

Any parent or other person/organisation engaged by CASP to work in a voluntary capacity with children will be subjected to all reasonable vetting procedures and a DBS check. Where it is not appropriate to DBS/PoCAL check volunteers, they may be asked to provide references and will be asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which could preclude their employment as a worker with children. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the organisation. Volunteers will at no time be given responsibility for the personal care of children. Voluntary sector groups that operate within the organisation or provide off-site services for our children or use CASP's facilities will be expected to adhere to this policy. Alternatively, they may operate a policy which is compliant with the procedures adopted by Southwark Area Child Protection Committee (Local Safeguarding Children Board). Premises lettings are subject to acceptance of this requirement.

**STAFF CODE OF CONDUCT**

All staff (paid or voluntary) is expected to adhere to a code of conduct in respect of their contact with children and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards allowed outside of those detailed in the organisation’s Behavioural Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in an exceptional circumstance where it becomes necessary to physically restrain a child for their own protection or other safety, this will comply with DfES and LSCB guidance.

Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If necessary for the child to remove clothing for First Aid treatment, there will, whenever possible be another adult present. If a child needs help toileting, nappy changing or washing after soiling themselves, another adult should be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. All First Aid treatment and non-routine changing, or personal care will be recorded and shared with parents/carers at the earliest opportunity.

For their own safety and protection, staff should exercise caution in situations where they are alone with children. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the activities, counselling or meeting is taking place should be left open. Where this is not practical because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for activities for the children will have clear and unobstructed glass panels in the doors.

Organisation staff should also be alert to the possible risks that might arise from social contact with the children outside of the organisation. Home visits to children should only take place within the work capacity with the knowledge and approval of the Chief Executive Officer.

Staff will not disclose their personal telephone numbers or computer usernames to children or parents or engage in conversation via personal computers, mobile messages or applications or online such as social networking / emails etc.

**CONTRACTORS**

Building contractors who are engaged on behalf of CASP to undertake works on site will be made aware of this safeguarding policy and the reasons for this. Long-term contractors who work regularly in CASP during term time will be asked to provide their consent for DBS checks to be undertaken.

**CAMBERWELL AFTER SCHOOL PROJECT**

**COMPLAINTS / ALLEGATIONS MADE AGAINST STAFF**

Camberwell After School Project takes seriously all complaints made against members of staff. Procedures are in place for children, parents and staff to share any concern that they may have about the actions of any member of staff or volunteer. All such complaints will be brought immediately to the attention of the Chief Executive Officer (or Play Manager), in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under the organisation’s Complaints Procedure.

If the allegation is of physical assault, the Manager will take action in accordance with CASP’s complaints procedure, unless one of the following criteria applies;

* The allegation is one of actual bodily harm – i.e. an injury has necessitated first aid or medical treatment.
* There is reason to suspect parental instigation or collusion.
* The allegation had been reported to the police or Social Services by the child or parent.
* The child is Looked After in Public Care.
* The child is subject to a child protection plan.
* The child has a disability or Statement of Special Educational Needs.
* The member of staff concerned has been subject to previous complaints.
* The allegation is one of sexual abuse.

In these cases, advice will be sought from the Chief Executive Officer (or the Chair) with a view to a Strategy Meeting or Discussion being held in accordance with CASP (ACPC and LSCB) procedures. This process will agree upon the appropriate course of action and the time scale for investigations.

In considering whether or not a referral to the children’s social care department is appropriate, the Chief Executive Officer may seek advice from the Chair of Trustees the LSCB’s Lead Officer and human resources advisers (where applicable). Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Chief Executive Officer, this should be brought to the attention of the Deputy Designated Person, who will inform the Chair or designated officer of the Trustees and the appropriate persons as listed below:

**Designated Officer for Trustees:** Angela Clarke - Chairperson

**Child Protection concern: making a referral to Children’s Social Care Department. Tel. 020 7525 1921 or 020 7252 5000 (out-of-hours)**

**In the event of an allegation against staff, contact Southwark Local Authority Designated Officer (LADO) Eva Simcox on: 020 7525 0689 or Southwark Quality Assurance Duty number on 020 7525 3297**

**Ofsted: 0300 123 1231**

Staff who are formally disciplined for the mistreatment of children (or who resign before disciplinary action can be investigated), will be notified to the LSCB and the Disclosure and Barring Service, for possible inclusion on their PoCAL consultative index.

**RECORDS**

Brief and accurate written notes will be kept of all incidents and child protection or child in need of concerns relating to individual children. This information may be shared with other agencies as appropriate. Parental consent will be sought before making a child in Need (S17) referral to Social Services. If consent is withheld, consideration will be given to the potential impact of this for the child and to the need for a child who is the subject of the concern, but staff will be alert to the dangers of colluding with dangerous “secrets”.

Child Protection (CP) records are not open to children or parents. CP records are securely kept by the Designated Person, separately from educational records, and can only be accused by the Designated Person, their Deputy and the senior manager of the organisation. Referrals made to Social Services under the ACPC procedures will be recorded on a CAF form with copies sent securely to the Children’s social care department and LSCB’s Lead Officer.

The consent of CP Conference or Review reports prepared by the organisation will be shared with the parents / carer in advance of the meeting.

The organisation will require documentary proof as to the identity of children presented for admission. If there is any doubt as to the identity of a child, advice will be sought from the LSCB and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility or someone acting with their own written consent.

**SAFETY IN ORGANISATION**

No internal doors to playrooms will be locked whilst pupils are present in these areas.

Entry to organisation premises will be controlled by doors that are secured physically or by constant staff supervision. Authorised visitors to the organisation will sign in and out of the premises using the visitor’s book and will be asked to wear their identity badge or be issued with organisation visitor badges. Unidentified visitors will be challenged by staff or reported to the Play Manager. Carelessness in closing the door will be constantly challenged.

The presence of intruders and suspicious strangers seen loitering near the organisation or approaching children will be reported to the Police (call 999 immediately) and the LSCB with a view to alerting other local organisations through appropriate systems.

Parents, carers or relatives may only take still video photographic images of children in organisation or organised activities with the prior consent of the organisation and only then in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

**ACTIVITIES**

Camberwell After School Project acknowledges the important role that the extra curriculum can plays in the prevention of abuse and in the preparation of our children for the responsibilities of adult life and citizenship. It is expected that all Play Managers will consider the opportunities that exist in their area of responsibility for addressing personal safety issues and respect for others regardless of their religion or race.

As part of developing a healthy, safer lifestyle, pupils will be taught, for example.

* To recognise and manage risks in different situations and then decide how to behave responsibly.
* To judge what kinds of physical contact are acceptable and unacceptable?
* To recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help.
* To use assertiveness techniques to resist unhelpful pressure.

All computer equipment and Internet access within the organisation will be subject to “appropriate controls” and Internet safety rules.

Camberwell After School Project will work with partners to promote “Healthy environment” status through the extra curriculum activities with the aim of;

* Promoting a services ethos and environment which encourages a healthy lifestyle for children
* Using the full capacity and flexibility of activities to help children to achieve healthy lifestyles.
* Ensuring that food and drink available across the organisation day, reinforces the healthy lifestyle message.
* Promote physical activities.
* Promoting an understanding of the full range of issues and behaviours which impact upon a lifelong health.

**WORKING IN PARTNERSHIP WITH PARENTS**

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of this organisation;

* We will try to use a clear statement in our brochures and correspondence.
* We will involve parents and children in the development of Codes of Conduct and Equalities and Behaviour Management policies.
* We will liaise with agencies in the statutory, voluntary, and community sector that are active in supporting families.
* We will be aware that we have parents/carers who do not have English as their first language.
* We will distribute the LSCB’s leaflet for parents, “What To Do if you’re Worried A Child Is Being Abused”.
* We will keep parents informed as and when appropriate.

**COMPLAINTS & MONITORING**

All complaints arising from the operation of this policy will be considered under the organisation’s complaints procedure, with reference to the LSCB’s Lead Officer as necessary.

The Board of trustees of the organisation will consider safeguarding issues and their implications for this policy on an annual basis. For this item, the Chief Executive Officer will report upon levels of child protection referrals made by the organisation during the past year, training undertaken by staff and Board of Trustees and any changes in legislation or notional /local guidance.

**This policy will be reviewed and updated in: April 2024**

**Designated Officer: Carmen Lindsay Position: Chief Executive Officer**

**Deputy Designated Officer: Jennies Patterson – After School**

**Deputy Designated Officer: Silvie Zeka – Beanstalk Climbers Nursery**

**Designated Officer for Trustees: Angela Clarke - Chairperson**

**Date Reviewed: April 2022**

**Signed by: AClarke**

**Mobile phone & camera policy**

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones / phone cameras and personal cameras cannot be used when in the presence of children, on the premises or on outings.

The aim of the policy is to address the following issues:

* Staff being distracted from their work with children
* The use of mobile phones around children
* The inappropriate use of mobile phone cameras or personal cameras around children

To achieve this aim, we operate the following acceptable use policy:

* The centre allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the centre allow a member of staff to contact a child currently using the service or a parent / carer using their personal device.
* Users bringing personal devices into the centre must ensure there is no inappropriate or illegal content on the device.
* All staff must ensure that their mobile telephones / devices are left inside their bag or locker throughout contact time with children. Staff bags should be placed in the lockers provided for staff.
* Mobile phones / devices should not be left in staff pockets throughout contact time with children.
* If staff have a personal emergency, they are free to use the office phone or make a personal call from their own mobile phone in the designated staff area i.e. the office.
* If any staff member has a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the manager or leader and the mobile phone should be placed in the manager’s tray.
* Staff will need to ensure that the manager has up to date contact information and that staff make their families, children’s schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* All parent helpers / volunteers / students will be requested to place their bag containing their phone in a locker or other appropriate location and asked to take or receive any calls in the office area or outside the premises.

**Relevant legislation:**

Children and Families Act 2014

The Police Act 1997

The Sexual Offences Act 2003

United Nations Convention Rights of the Child 1989

Modern Slavery Act 2015

Digital Economy Act 2017

Adoption and Children’s Act 2002

Borders, Citizenship and Immigration Act 2009

Children and Young Persons Act 1993

Children and Social Work Act 2017

Chronically Sick and Disabled Persons Act (CSDPA) 1970

The Young Carers’ (Need Assessment) Regulations 2015

Counter Terrorism and Border Security Act 2019

Serious Crime Act 2015

Female Genital Mutilation Act 2003

The Care Act 2014

Children Act 1989

Children Act 2004

Equality Act 2010

Human Rights Act 1998

Public Interest Disclosure Act 1998

Safeguarding Vulnerable Groups Act 2006

Data Protection Act 2018

UK GDPR 2018