

# CLIFTON MOOR OUT OF SCHOOL CLUB



## Safeguarding policy

### **3.1 to 3.8**

The club intends to create an environment in which children are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to. The welfare of the child is always considered paramount. Staff training will be encouraged in areas such as behaviour management to ensure staff relate to children in an appropriate way. Children will be encouraged to develop self-esteem and independence.

**Our named designated safeguarding officer is (DSO) the manager Gail Potter**

All staff members will receive information on safeguarding children issues, all our policies and a staff hand book along with a briefing on this policy in their first week of work. All staff will also be expected to have completed a training course in safeguarding prior to, or within two days of commencing employment.

### Recruitment

All applicants for work within the club, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references, one of which must be from the last or current employer. All references will be followed up. Explanations will be sought where there are unexplained gaps in an applicant's employment history, or where an applicant has moved rapidly from one job to another.

All staff, committee members, students and volunteers will be subject to DBS checks and other clearance required under the terms of the Children Act (1989) updated in 2006 and by OFSTED as the registration authority. All staff are responsible for keeping their own DBS check on the update service. Staff will be informed when the DBS site is accessed to do routine checks on them. Staff/committee/volunteers/students will sign the six monthly criminal declaration form and will inform the manager/committee of any changes to their suitability.

The club may at times employ a one to one support worker when required. Employment of this person will follow the recruitment policy, but they may only be offered a flexibly short-term contract. Due to the terms of employment the club will except a suitable DBS check if they already work within Lakeside primary Academy (ideally the support worker would be on the update service)

No person will be accepted for work in the club, paid or otherwise, where they have been convicted of an offence, or been the subject of an order which disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989 or where the person is or has been the subject of an order mentioned in the Disqualification for Caring for Children Regulations 1991. It will be made clear to applicants that positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants will be sent a copy of the clubs safeguarding policy.

Refer to recruitment policy for full details.

### Procedure for dealing with concerns about a child or allegations of abuse

If a member of staff is concerned that a child attending the club may be being abused, they will report their concern to the manager, who will take the lead in informing the Mash Team and follow the advice given. Staff members will all be aware of the correct procedure to be followed in the event they are required to phone the Mash team. The club's chairperson (nominated Ofsted contact) will also be informed that a referral has been made. If abuse is suspected, we will follow the child protection concerns referral route map supplied by City of York Safeguarding partners.

If there is a worry about a child's progress/development/wellbeing, we will follow the Prevention Route Map from the Advice & early Intervention Team.

Referrals can be made without consulting with the parent/carers. This would be done if it were felt a child's well-being would be put in jeopardy if parent/carer were informed.

A written record will be kept which should include:

- The nature of the allegation/ observations
- Details of any abuse or other injury
- Times, dates and any other relevant information
- Dates, times and names of those adults involved in conversation with the child
- Details of any advice given from social services
- Details of any conversations with parents/ carers, with date, time and name of member of staff
- Details of any referral made, with date, time and the name of the member of staff shared only on a need to know basis.

All Low level concerns will be recorded and acted upon accordingly, Any member of staff who has any concerns regarding the children we care for must raise their concerns with the DSO. Low level concerns regarding operational activities must be reported to the committee. Advice may be sought from outside agencies such as YCC and LADO.

Where abuse at home is suspected, the club will continue to welcome the child and family while investigations proceed. With the proviso that the care and safety of the child must always be paramount, the club will do all it can to support and work with the child and family.

Records will be kept in the club of the relevant local police and local numbers. Multi agency safeguarding Hub (MASH), telephone number 01904 551900, and of other contacts as appropriate (e.g. NSPCC).

Local police 01904 669354 (family protection unit)

See additional information for signs and symptoms also peer on peer abusive in policy folder.

### Prevention of abuse by good practice

The organisation of staff within the club will permit constant supervision of all children. There will always be 2 members of staff available (in ear shot of each other) at all times in the club. Staff/child ratios will not fall below those laid down in statutory guidance.

No child/young person will ever be left in a one-to-one situation with a member of staff. Any person (staff or otherwise) who has not been vetted will never be left alone with the children. Visitors to the club will be required to sign in and out of the club, stating their name, times of attendance and purpose of visit. All staff are responsible for ensuring that visitors are there for legitimate purposes. If there is any doubt the visitor will not be admitted. Visitors will remain in the view of, or be accompanied by a member of staff at all times.

Any person who is not a member of staff on duty will be treated as a visitor. All staff and volunteers will be required to sign in and out of the club.

Volunteers do not work unsupervised. The manager must have done FEHA (family early intervention assessment) training. This allows the club to work with outside agencies and keep up to date with legislation.

### Allegations against members of staff/volunteer/committee member

The Designated Senior Manager, or their deputy, within the organisation, must not investigate the matter by interviewing the accused person, the child or potential witnesses, but must only gather sufficient information to establish whether there is enough credible information to proceed further (this is known as a 'fact find').

The Designated Senior Manager will:

- Obtain written details of the allegation, signed and dated by the person receiving the complaint, or allegation and any other relevant person at the point the allegation has been made;
- Countersign and date the written details;
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions;
- Decide whether any immediate action needs to be taken to safeguard any child or whether an urgent referral needs to be made to either the MASH and/or the Police;
- The accused adult must not be informed of the allegations before consideration has been given to the implications this may have on any subsequent investigation or safeguarding of a child/children.

The Designated Senior Manager must report it to the LADO within 1 working day using the LADO Referral Form. Referral must not be delayed in order to gather information.

Overall compliance with the procedures will be monitored and evaluated by the Safeguarding Children Partnership. Instances of non-compliance will be identified and followed up.

If a concern or an allegation requiring immediate attention is received outside normal office hours the Designated Senior Manager must consult straight away with the Children's Social Care Emergency Duty Team (Tel No 0300 131 2 131) or local Police and ensure that the LADO is informed the next working day.

The aim of the procedure is to:

- Ensure that allegations are dealt with expeditiously and in a fair manner.

- Ensure that where any person is not suitable to work with children that they are prevented from doing so by notification to relevant bodies. Each local authority has to appoint a designated officer (Local Authority Designated Officer - LADO) to oversee the investigation of all allegations and to maintain detailed records of their investigation and the outcomes.

The LADO will:

- Provide advice and guidance to employers and voluntary organisations
- Liaise with the police and other agencies
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

The Local Authority Designated Officer (LADO) can be contacted to answer general enquiries about these procedures and their implementation; and, to consult in cases where you are unsure about thresholds or actions. The National LADO principles are principles of practice which aim to ensure consistency between LADO's at a high level.

Advice and guidance, in respect of individual cases, can be accessed by contacting the LADO at the City of York Council: LADO City of York Council West Offices Station Rise YORK YO1 6GA **LADO Tel: 01904 551783** (messaging service available if there is no reply)

**Email: LADO@york.gov.uk** (monitored all week during office hours) The LADO is available; office hours, Monday to Friday, 8:30 - 5pm.

If there is a safeguarding issue in relation to a child, a referral should be made to the multiagency safeguarding hub (MASH). Phone: 01904 551900 Email: MASH@york.gov.uk Post: MASH, West Offices, Station Rise, York, YO1 6GA

LADO Referral Form(**copy on club laptop**) This form must be completed **WITHIN 24 HOURS** of any concern or allegation arising and sent to the LADO at City of York Council at the above email. If you do not have a secure email, please contact the **LADO at 01904 551783** for advice on safe information sharing.

If you have an urgent query or you believe a child is at risk please contact the **Multi Agency Safeguarding Hub (MASH) on 01904 551900**.

Outside office hours, at weekends and on public holidays please contact the **emergency duty team on 0300 131 2 131**

In circumstances where the manager is accused of abuse, the club's chairperson (the nominated Ofsted Contact) should also be informed.

In the event of an accusation being made relating to possible child abuse by a member of staff or volunteer, which is alleged to have taken place on the premises, OFSTED (0300123123), must also be informed immediately. These notifications must be made within 24hours of the allegation being made.

### Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Please refer to our data protection policy.

### Support to families

- The club takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The club continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the City of York Safeguarding children board guidelines.  
With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.
- We are aware and have a copy of the new SEND code of practice Jan 15
- The club will work alongside Lakeside Academy to establish any barriers that may prevent a family from accessing the club, and investigate any prolonged, unauthorised absences.
- The club holds additional emergency contacts for every child registered. (please see registration form)

### **Liaison with other bodies**

- We work within the City of York **Multi Agency Safeguarding Hub (MASH) on 01904 551900**. or out of office hours, at weekends and on public holidays contact the emergency duty team on **0300 131 2 131**
- We have a copy of City of York Safeguarding children's route map on our display board for all to see.
- We notify the registration authority (Ofsted 03001231231) and RIDDOR of any incident or accident that needs medical attention and Ofsted any changes in our arrangements which affect the well being of children.
- We have procedures for contacting the local authority on safeguarding issues or in an emergency.
- Records of the local NSPCC contacts are also kept.  
Osbalwick Lane, York, YO10 3AY Tel 01904 430455
- If a report is to be made to the authorities, we act within the City of York Safeguarding children guidelines, in deciding whether we must inform the child's parents at the same time

Callers to the Multi agencies safeguarding hub (MASH team) will be able to choose what service they think will best be able to respond to their call or concern. On phoning the MASH team on 01904 551900, callers will first be asked whether they are a member of the public or calling in a professional capacity.

CMOOSC @Lakeside Primary Academy, Oakdale Road, York, YO304YL.  
Charity Number 1081262 Registration Number RP910415  
Ofsted Number EY561557

MEMBERS OF THE PUBLIC will be able to choose to speak to a social worker if they have a concern about a child or speak to the \family Information Services (FIS) if they need information on childcare or any service that could support parent/carer in their role.

PROFESSIONALS will have the choice of 3 options.

1. Family information services (FIS) - if the practitioner needs information on childcare or any service that could support a parent/carer in their role. For more information on FIS go to [www.YorOk](http://www.YorOk) website.
2. The advice team (or Early Help) - if the query or concern can be dealt with at an early intervention/ early help level and
  - i the practitioner needs to find out which other agencies are already involved with the family.
  - ii needs advice and support with integrated working processes
  - iii needs help brokering support from other agencies.
  - iiii or wants to log an assessment process or log information about a child or family where consent has been obtained.
3. Social care (the child in need assessment teams) - if the practitioner believes that their concern merits involvement from social care. A social worker will discuss with the practitioner whether the case reaches the threshold for social care or whether an early intervention/early help approach would be more appropriate, in which case the practitioner will be passed to an advice worker for further discussion and support. Practitioners are invited to consult the integrated working threshold guidance on the INTEGRATED WORKING pages on YorOK website for further discussion with social care or with the advice team.

You can also send emails to [lat@york.gov.uk](mailto:lat@york.gov.uk)

If you urgently need to speak to someone outside office hours ,the contact number for the Emergency duty team is **0300 131 2 131** or email [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)

#### FOR MORE INFORMATION AND SUPPORT

##### THE ADVICE TEAM

Deliver regular training in assessment and integrated working processes (go to WDU for training courses)

Will roll out the new Family (early help) assessments promoting collaboration between agencies to meet the needs of the whole family (a template is available on the integrated working pages of YorOk website)

Provide a link worker to every school and partner agency to offer advice and support and bespoke packages of training where required (contact advice team on 01904 551900 )

Co ordinate networks for practitioners to use as learning forums to share good practice.

Will quality assure assessments and planning across the work force in order to further inform learning and building confidence. After contacting the advice team with their concern,

practitioners are invited to present cases with which they are involved in and which they feel would benefit from multi-agency perspective, a different approach and multiagency discussion about the best way forward.

The advice team use eTrak to maintain the central information hub (or child index) to enable effective information sharing about vulnerable children and young people. The collected data provided from all partners serves to identify profiles of need, gaps in the service provision and to inform commissioning.

### Prevent Duty

#### Channel referral When should I refer?

If you have information that suggests an individual is exhibiting behaviour or making comments that suggest he/she may be involved in activity which could be linked to terrorism.

For example:

Accessing information on the internet with links to terrorist activity

Use of extreme right wing symbols

Significant periods of time alone, withdrawn from social interaction.

Sudden and obsessive interest in topical terrorist related news stories

Use of terminology or words associated with terrorism.

#### **Notice, Check, Share**

Once a concern is raised (notice) it is important to check whether any further action should be taken. The **prevent lead within the city of York council is Jane Mowat**, head of community safety 01904 555742, 07984496352 or email [jane.mowat@york.gov.uk](mailto:jane.mowat@york.gov.uk)

If you feel that there is a threat to life for the individual or others, you must report the matter to the police 999.

Police channel officers are DC Carolyn Hardman and DC Julie Whitehouse. They can be contacted by dialling 101 and following the instructions or by email on:

[Carolyn.hardman@northyorkshire.pnn.police.co.uk](mailto:Carolyn.hardman@northyorkshire.pnn.police.co.uk)

[Julie.whitehouse@northyorkshire.pnn.police.co.uk](mailto:Julie.whitehouse@northyorkshire.pnn.police.co.uk)

### **Social network, Mobile phones, Photos and Internet use**

We are committed to safeguarding and promoting children's welfare and understand we need to take into consideration the use of personal electronic devices such as cameras, phone, videos and using social networks.

Please refer to social media policy

Staff are aware of FGM and have completed the online government training. And are aware of the signs should they be concerned about a child in our care, or a member of their family.

Children's act 2006

FGM act 2003

Amendments are in **RED** at the last review date.

**NO RED** writing means no amendments at review date.

Please see prevent duty, whistle blowing policies and data protection policy.

Signed on behalf of CMOOSC by .....Print name.....  
Position held.....date .....next review date oct 25