

Twilight Hours After School Club

Safeguarding Policy

Twilight Hours is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Twilight Hours will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Twilight Hours' child protection procedures comply with all relevant legislation and with guidance issued by Derby and Derbyshire Safeguarding Children Partnership.

There is always a Designated Safeguarding Lead (DSL) available while the Club is in session. The DSL coordinates safeguarding and child protection issues with external agencies (eg Social Care and Ofsted).

Twilight's designated DSL is Katherine Shimwell and the Deputy DSL is Debbie Steeples – one of them is always available on 07816935937 (personal numbers available to staff).

Child abuse and neglect

Child abuse is any form of 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 them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club

Safeguarding Policy

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- 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 Logging an Incident below)

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a Concern Form. 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 Twilight is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the DSL without unreasonable delay.

Female Genital Mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed.

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly.

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club

Safeguarding Policy

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed.

We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a Concern form and refer the matter to the DSL.

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club

Safeguarding Policy

Logging a Concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a Concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record

The record will be given to Twilight's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact the Derbyshire County Council Prevent Co-Ordinator. For more serious concerns, the DSL will contact the Police on the non-emergency number 101 or the anti-terrorist hotline on 0800789321. For urgent concerns the DSL will contact the Police using 999.

Allegations against staff

In anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on the Logging a Concern form
- The allegation will be reported to the Local Authority Designated Officer (LADO) and to Ofsted
- The LADO will advise if any other agencies (eg Police) should be informed and Twilight will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation
- If appropriate, Twilight will make a referral to the Disclosure and Barring Service.

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club

Safeguarding Policy

Promoting awareness among Staff

Twilight promotes awareness of child abuse and the risk of radicalisation through its staff training. Twilight ensures that:

- The DSL and their Deputy have relevant experience and receive appropriate training in Safeguarding and the Prevent Duty and are aware of the Channel Programme and how to access it.
- DSL training is accessed every 2 years
- Safer recruitment practices are followed for all new staff
- Staff should keep up-to-date with the current versions of this policy, Keeping Children Safe in Education and also Working Together to Safeguard Children. Links to these are provided on the Staff page of our website.
- Through training, staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse and concerns about radicalisation
- All staff and volunteers receive training in Safeguarding Level 2
- All Staff and volunteers receive Prevent training
- Staff are familiar with the Safeguarding Files which is within the contact file in the grab bag in each setting.
- Twilight's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018) and staff are familiar with 'What to do if you're Worried a child is being Abused' (2015)

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the phones belonging to Twilight will be used to take photographs except with the express permission of the manager. Neither staff nor children or visitors may use their mobile phones or wearable technology such as smart watches to take photographs at Twilight.

IMPORTANT NUMBERS

Twilight DSL on duty – 07816935937

Starting Point – 01629 533190 – for immediate concerns/referrals

Starting Point – 01629 535353 – advice line Mon-Fri 10am to 4pm

Local Area Designated Officer (LADO) Miles Dent - 01629 531940 or 01629 533190

Local Safeguarding Children Board – 01629 535716

Local Authority Prevent Co-Ordinator – Allison Chandler - 01629 533190

Derbyshire Police Prevent Team – 0300 122 8694

Police – 101 for non-emergency and 999 for emergency

Anti-terrorist hotline – 0800 789 321

NSPCC – 0800 800 500

Ofsted – 0300 123 1231

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club Safeguarding Policy

**THIS FORM SHOULD BE USED TO RECORD CONCERNS OR MAKE A REFERRAL
BLANK COPIES AVAILABLE IN THE 'GRAB BAGS'**

Further information may be requested by the Starting Point team and in line with the DSCB procedures.

1. Name and date of birth (or age) of child	
2. Child's address	
3. Name of parent/carer(s)	
4. Phone numbers for parent/carer(s)	
5. What was said to have happened or what was seen?	
6. When and where did it occur?	
7. Who else, if anyone, was involved and how?	
8. Were there any obvious signs e.g. bruising, bleeding, changed behaviour?	
9. Was the child able to say what happened, if so how did <u>they</u> describe it (use child's words)	
10. Do the parents know?	

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	

Twilight Hours After School Club Safeguarding Policy

11. Are there any concerns about the immediate safety of the child or reasons not to discuss concern with parents	
12. Actions taken- include date and reported to	
13. Record outcome	

This policy was adopted by: Twilight Hours ASC	Date: 7 th Sept 2023	Policy No: SG008
To be reviewed: September 2024	Signed: Debbie Steeples	
Policy Name: Safeguarding Policy	Signed: Katherine Shimwell	