

# Twilight Hours After School Club

## Safeguarding Policy

It is the policy of Twilight Hours to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and supports children's learning and development. We will ensure that all children in our care are protected from abuse, harm and radicalisation by minimising risks and providing a safe environment and ensuring any concerns about a child are followed up in the right way.

**Safeguarding action** may be needed to protect children from physical abuse, emotional abuse, sexual abuse, exploitation or neglect. We will ensure that all concerns about a child's safety or well-being, which come to the attention of staff or volunteers in the course of their work, will be followed up and dealt with as quickly and as sensitively as possible. We will do this by following our safeguarding procedures, which are in line with the Derbyshire Safeguarding Children Board procedures, the national statutory guidance document "Working Together to Safeguard Children 2020," the welfare requirements of the EYFS and other legislation relating to health and safety.

### Ours safeguarding principles are:

- children have a right to be safe
- safeguarding children is everyone's responsibility
- it is better to help children as early as possible

### There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, safe atmosphere, information and support)
- Protection (by following agreed procedures, ensuring staff are trained)
- Support (to staff and for children who may have been abused)
- Working with parents, carers and other agencies to ensure appropriate action is taken

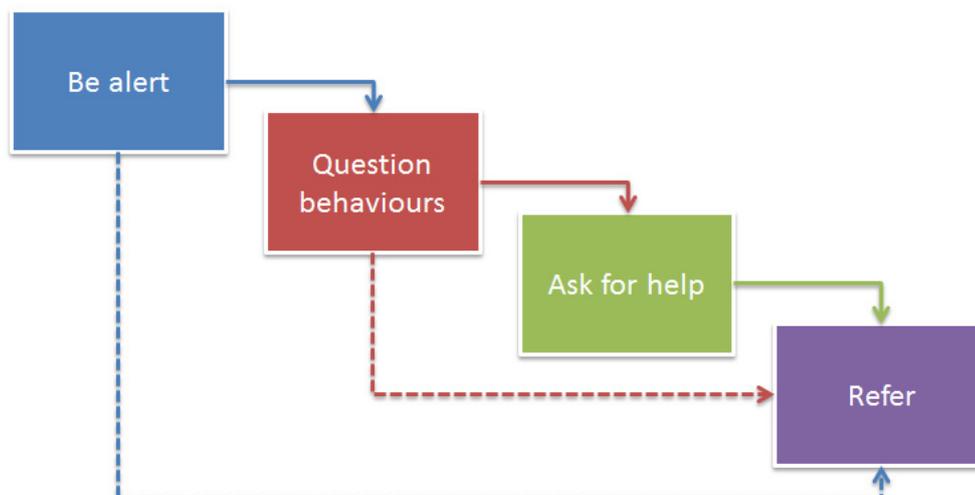
### Staff behaviour

- All staff and volunteers have a personal responsibility to keep up to date with knowledge and training about safeguarding and this policy. Staff and volunteers will be advised when policy changes are made.
- All staff and volunteers must be vigilant, alert to potential warning signs and minimise risk.
- All staff and volunteers must take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations and subsequent consequences
- All staff must be alert to any inappropriate behaviour of others and report any concerns to their manager immediately. See also the setting's whistle blowing policy how to report concerns about colleagues.

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## Safeguarding procedures - four key steps



**Concerns will be referred to Derbyshire County Council's -  
Starting Point (01629) 533190**

**The Designated officers are Debbie Steeples and Katherine Shimwell**

- All staff must **be alert** to the signs of abuse and neglect
- 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.
- Staff should **question the behaviour** of children and parents/carers and do not necessarily take what they are told at face value.
- **Ask for help** - Initial concerns should be discussed with the designated officer. The designated officer will decide with the member of staff the most appropriate action to take, depending on the circumstances of the case and the support or action required, including a referral to starting point. Advice can be sought from Starting point by contacting 01629 535353 Monday to Friday (8-6).
- However, **an immediate referral** to DCC Starting Point or to the police, by the designated officer if appropriate, must be made if a member of staff has a significant concern or suspects that a child is at **risk of harm or is in immediate danger by calling 01629 533190 (or the police 999)**

It will then be the role of social care and health practitioners via the Starting Point referral (and/or the police) to investigate individual cases and take further action if required. We will record in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for our decisions. If we see further signs of potential abuse and neglect, the matter will be reported and referred again.

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## Safeguarding Policy

Ofsted and the Insurance Company Morton Michel will also be informed.

Further information

What to do if you're worried a child is being abused, Advice for practitioners 2015

### 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.

### 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.

**Visitors** - Children are not left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting during childminding hours.

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## Safeguarding Policy

### Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer 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 information technology 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 peer-on-peer 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 peer-on-peer abuse is suspected or disclosed.

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

**Allegations against staff** - We will follow up any allegations about any member of staff, who has access to children in the setting, and will always contact the Local Area Designated Officer (LADO) Miles Dent on 01629 531940 and follow their advice. We will also inform Ofsted 0300 1231231 within 14 days of the incident. We are aware that sometimes there may not enough evidence to meet the LADO thresholds, but if the incident involves a breach of trust or is not in line with our code of conduct etc, disciplinary action will still have to be taken by the setting. Any telephone reports to LADO will be followed up in writing within 48 hours.

Allegations against staff will be recorded on our standard form (below) and any witnesses to the incident should sign and date it. If appropriate, Twilight will report the incident to the Disclosure and Barring Service.

**Information sharing** - Information sharing is vital to safeguarding and promoting the welfare of children and young people. Information will be shared in line with the 'guidance information sharing advice for safeguarding practitioners 2018' and will be stored safely and in line with GDPR.

If appropriate, any concerns will be discussed with the parents but not if there is a view that this would put a child, a vulnerable adult or the member of staff at risk. If any child with a known child protection plan is absent without explanation this will be referred to their Social Worker/Social Care Team. We will also notify the local child protection agency (via Starting Point) and Ofsted of any serious accident, illness or injury to or death of, any child whilst in our care and follow their advice. (Ofsted must be informed within 14 days).

**Complaints** - We will inform parents how to voice their concerns or make a complaint via our complaints policy and make sure that parents have a copy of the setting's safeguarding policy. We will display the Ofsted poster with Ofsted's contact details should parents wish to complain directly to Ofsted.

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# Twilight Hours After School Club

## Safeguarding Policy

**Safer recruitment** – we will make sure that our management, staff and volunteers are carefully selected, trained and supervised in accordance with our safer recruitment policies and procedures, including enhanced criminal records checks from the Disclosure and Barring Service (DBS) and all references will be followed up.

**Staff training** – We will ensure all of our staff (and management committee) have been on appropriate and on-going training provided by the Derbyshire Safeguarding Children board (DSCB).

### Prevent Duty 2015

Protecting children from the risk of radicalisation is part of our wider safeguarding duties and will follow any concerns up via our safeguarding procedures. We support children to build resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremism. We meet the requirement of this duty by:-

- **Risk assessment** - staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** - It is essential that our staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. The Designated Safeguarding Lead has undertaken a Workshop to Raise Awareness of Prevent (WRAP) and shared this information with all staff.
- **IT policies** – All staff are aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet.
- **Partnership working** – The Prevent duty builds on existing local partnership arrangements for safeguarding and we also work to build close link with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

### 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

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## Safeguarding Policy

- possessing or sharing violent extremist material

### Female Genital Mutilation (FGM)

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk of or has undergone FGM must result in a referral to Children's Social Care.

- If we are worried about a child (or adult) who is at risk of FGM or has had FGM, we will follow our safeguarding policies and procedures, supporting the child in a sensitive manner.
- We will not however approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care.
- All staff must be aware of this legal duty and the indicators of FGM.

### Mobile phones, camera and use of ICT policy

We recognise that this technology is an effective communication tool which we wish to manage effectively and safely. The use of this equipment is restricted to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual or group to put children in to potential risk of harm. If there is misuse or incidents related to information communication technology ICT it must be reported to the designated officer who will take appropriate action and this could result in suspension or instant dismissal if gross misconduct is reported.

During working hours staff should focus solely on the safety and well-being of the children in our care therefore the following guidelines should be followed:-

- Twilight allows staff to bring in personal mobile phones but these must be stored away from the children.
- Personal mobile phones should not be used to contact Twilight parents except in extreme circumstances.
- During lunch breaks, staff may use their personal mobiles away from the children.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in a separate room.
- Staff need to make their families, children's' schools etc. aware of the Twilight Phone Number for use in an emergency. This is their own responsibility.
- During outings staff will have access to the setting mobile phone for use in emergencies. When staff need to be contacted during working hours perhaps during outings, a nominated member of staff may be contacted on their personal mobile.

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- Under no circumstances should staff use their personal mobile phones to photograph children whilst at work.
- Children with mobile phone should keep them in their bags away from the other children. Twilight Hours cannot accept responsibility for children's phones lost during a session at Twilight.
- If no safe storage is available elsewhere, phones may be kept in bags/coats in the same room but on silent.
- We will only take photographs with parental permission and which will help us support a child's learning and development. Photographs will not be kept once the child leaves our care, unless prior agreement is agreed with the parent
- As required, we have notified the Information Commissioner's Office (ICO) that we store personal data. Our storage of personal and digital information will also meet the requirements of the GDPR and will be secured at all times through password protections for access and regular virus check updates.
- We will make sure that any access to the internet or computer games are suitable for the age of the child who is using the equipment and supervised in their use.
- Staff/committee members must not discuss any issues relating to the setting, children or staff outside of the setting, or act in a way which could be deemed inappropriate or bring the setting into disrepute, as per the setting's Code of Conduct and the contractual disciplinary procedures. If any member of staff feels this policy has been breached they must report this to a manager immediately.

**If a child chooses to disclose to a member of staff:-** Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff/volunteer will have to tell others.

Staff will inform parents/carers about any child protection concerns, **unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves.**

Staff should:

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Make no promises
- Make a careful record of what was said
- **Follow the setting's safeguarding policy and report any concerns as soon as possible.**

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Staff should **NEVER**:

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said or about the persons allegedly involved
- Forget to record what you have been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

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**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?	

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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	

### IMPORTANT NUMBERS

Starting Point – 01629 533190 – for immediate concerns/referrals  
 Starting Point – 01629 535353 – advice line Mon-Fri 8am to 6pm  
 Local Area Designated Officer (LADO) Miles Dent - 01629 531940  
 Local Safeguarding Children Board – 01629 535716  
 Derbyshire Police Prevent Team – 0300 122 8694  
 Police – 101 for non emergency and 999 for emergency  
 Anti-terrorist hotline – 0800 789 321  
 NSPCC – 0808 800 500  
 Ofsted – 0300 123 1231

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