



Child Protection Policy

INCLUSIVE PATHWAYS SATURDAY CLUB WILL ENSURE THAT:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid and unpaid) working in the club have the responsibility to report concerns to Natalie Francis-Placid, the Child Protection Officer.

OUR CHILD PROTECTION POLICY STATEMENT

The Inclusive Pathways Saturday Club has a duty of care to safeguard all children involved in club activities from harm. All children have a right to protection, and the needs of children with disabilities and children who may be particularly vulnerable must be taken into account.

The Inclusive Pathways Saturday Club will ensure the safety and protection of all children involved in club activities through adherence to the Club Protection guidelines adopted by the Saturday Club.

*A child is defined as a person under the age of 18 (The Children Act 1989).

POLICY AIMS

The aim of the Saturday Club Safeguarding and Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the club.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues

SAFER RECRUITMENT PRACTICES

Inclusive Pathways carefully selects staff to ensure their suitability to work with children and families. We abide by OFSTED requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified or unfit person works at the club or has access to the children.

DBS checks

The club will always request an enhanced disclosure which will contain details of any convictions on record, and will detail if the applicant is barred from working with children. The DBS will be submitted in advance of the individual starting work. Where the club uses staff from agencies the club expects those agencies to have completed DBS checks, proof of these will be required before the club can commission services from any such organisation. The applicant would be expected to produce a photo ID such as a current driving licence, Passport or a utility bill. A copy of this is made and kept in their individual file as proof of ID.

PROMTOING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and club environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A teacher, official or volunteer will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are examples of good practice the Saturday Club uses to create a positive culture and climate:

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all children equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making activities fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines. If it is difficult to maintain hand positions when a child is constantly moving, children should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance.

- If children need to be supervised in toilets or changing rooms, always ensure staff/volunteers work in pairs.
- Being an excellent role model- this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Securing parental consent in writing, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with details of any treatment given.

PRACTICES TO BE AVOIDED

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to collect a child at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Staff transporting children in their cars

PRACTICES NEVER TO BE SANCTIONED

The following should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.

INCIDENTS THAT MUST BE REPORTED/RECORDED

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

MOBILES PHONES AT WORK

Employees must dedicate all their working hours to the care, development and education of the children, to work as a team with effectiveness and commitment, within a safe and secure environment. Modern mobile phones come with many features such as: photo or filming. Staff can misuse them by ignoring children's safety, security and wellbeing whilst photographing a child or by showing unacceptable photos. Also, the ultimate effect of making/ taking long or persistent calls is losing concentration and attention at work that are essential requirements in the childcare area.

- In our club it is policy that all mobile phones are switched off whilst employees are at work and are locked away. Mobile phones are allowed to be used only at break times and away from areas with children.
- Mobiles must never be used to take photographs of any of the children or any area of the setting or any member of staff at work.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Club Manager, Deputy or Safeguarding Lead Person.
- In banning the mobile phones at work, the management ensures that all staff has the club number where they can be contacted by family in the event of any emergency. Also, the club manager will supply secure storage for staff to place their mobiles, if they request it.
- Parents and visitors should avoid using a mobile while they are on the club premises.
- The club will nominate a few responsible employees to have their mobile phones in reach for emergencies related to the club and the children's safety whilst out on field trips.
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USE OF PHOTOGRAPHIC/FILMING EQUIPMENT

Inclusive Pathways will ask parents/carers for written consent prior to enrolment to use the club camera to take images of their children for displays and advertising purposes. Photographs that are taken are stored appropriately to safeguard children in our care.

Staff are only allowed to take photographs of children in the club or on trips using the club camera. Images will be downloaded onto the club computer and any images that are not used will be deleted as soon as possible. Images must be downloaded onto the club computer only. Images must be downloaded from all devices regularly and stored onto the club computer, and data deleted off all devices once transferred.

All staff are responsible for the location of the camera, and must return the camera to the designated place after each use.

Images stored on the camera must be suitable; children must not be put in compromising situations that may cause embarrassment and distress.

At no time are staff allowed to use mobile phones, tablets, cameras or video cameras not belonging to the club to take photos of children, or to carry on their person.

We are not able to take pictures or videos on behalf of parents/carers on private cameras and if a member of staff becomes aware that a parent or anyone else is

taking photographs or video of the children in our care then they will challenge the person taking the pictures -see the procedure 'Procedure in case a Mobile Phone, Tablet or picture Camera is miss -used' listed below.

Exceptionally, the Club may use a parent's camera to photograph their child only, during a special celebration such as a Birthday where the child is photographed with their birthday cake and the Manager, Deputy Manager or a Senior staff must observe such an activity taking place and ensure the camera is returned to the parent afterwards.

Children in the club are not allowed to have devices capable of taking photographs or video in their possession while they are in our care. This includes devices such as mobile phones and portable games or music consoles. Any child found with such a device will be asked to hand it to a member of staff for safe keeping and it will be returned at the end of the day.

Procedure in case a Mobile Phone, Tablet, Camera Device or other Club Equipment is misused

1. It is the responsibility of all staff at work to be vigilant and report any cases to the Club Manager, Deputy or Safeguarding Lead Persons.
2. Cameras are valuable & expensive pieces of equipment and are vital to documentation and record keeping. As such, all staff must take extreme care over cameras and memory cards. It is recommended that all cameras contain some form of indelible identification so that if found within the Setting, people are aware of where it should be returned.
3. Violation of this policy may lead to a temporary or permanent ban of access to camera devices or club equipment such as laptops.
4. The Safeguarding Lead Persons or Manager should take concerns seriously, ensure concerns are logged and investigated appropriately
5. The Club Manager ,or in her absence-Deputy Manager or Lead Safeguarding Persons reserves the right to check the image contents of a member of staff's , or visitors' mobile phone, tablet or camera contents should there be any cause for concern over the appropriate use of it. (see allegations against a member of staff policy).
6. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.
7. Failure to adhere to the contents of this policy will lead to disciplinary procedures being taken against staff, or the police being called. The Manager, or in their absence the Deputy or Safeguarding Lead Persons has the right to call the Police by dialling 999 against a staff or visitor , should there be any cause for concern over the appropriate use of the device, and who have the right to check the images of mobile, camera/video camera or tablet.

8. At the same time and pending the Police investigation result, the employee will be suspended from work with a written warning letter and possibly be dismissed instantly or later, depending on the nature of the gross misconduct.

Key Safeguarding Contact Numbers

- OFSTED: 0300 123 1231
- Redbridge Multi-Agency Safeguarding Hub (MASH):0208 708 3885 or
- cpat.referrals@redbridge.gov.uk
- Emergency Duty Team (EDT) Out of hours service: 0208 708 5897 (after 5pm and at weekends)
- Local Authority Designated Officer (LADO): HELEN CURTIS 0208 708 5350

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and Records [3.69 - 3.72]; Safety and Suitability of Premises, Environment and Equipment [3.56] and Child Protection [3.7].*