



Safeguarding/Child Protection Policy

Date of policy	16/10/14
Written by	Sharlene Parkin
Date updated	10/9/25
Date of review	10/09/26

Introduction

As an Ofsted registered provider we are legally obliged to fulfil the requirements as stated in the Children Acts (1989, 2004) and the Early Years Foundation Stage (2024). This states that 'The registered person must comply with local child protection procedures approved by the Local Safeguarding Children's Board and ensure that all adults working and looking after children in the provision are able to put the procedures into practice'; 'All registered providers inform Ofsted and other required statutory bodies of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any abuse which is alleged to have taken place on the premise'; 'In group settings, a practitioner is designated to take lead responsibility for safeguarding children within the setting, attend a child protection training course, and to liaise with local statutory children's services agencies (the local authority's children's social care department, the police, the NSPCC); 'Providers must obtain an enhanced Disclosure and Barring Service (DBS) checks, which includes a Protection Of Children Act list /List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them'; 'Providers must only allow unsupervised contact with children on the premises for people who have undergone an enhanced DBS check'; 'Providers must keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue of the enhanced DBS certificate'; 'Providers must have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so'; 'Registered providers must notify Ofsted of:

- any change of provider or person in charge
- any change of persons of 16 years or over living or working on childminding premises
- any change proposed in the hours during which childcare is provided which will entail the provision of overnight care
- any significant event which is likely to affect the suitability of the registered person or any person caring for the children on the premises to look after children
- any change in their name or address
- any change in the name of a body, the registered number of a company, or any change in the name or registration number of a charity
- any change in the childcare category applicable to a registered person
- any change in the address of premises

Where there is a change of provider or person in charge, or of any change in persons of 16 years or over living or working on the premises, the information to be provided is the new person's date of birth, name, any former names or aliases and home address'. The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take

the necessary steps to safeguard and promote the welfare of children in their care. In particular they are required to implement an effective safeguarding children policy.

Get up and Go is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by Gateshead council, There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (eg Social Care and Ofsted). The Club's designated DSL is Sharlene Parkin. The Deputy / on-call DSL is Tracey Tones.

Duty of Care

As childcare providers we have a duty of care to all children. This means that we must exercise a reasonable degree of attention and caution to avoid negligence which would lead to harm to other people.

GUAG The Club has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe Recruitment policy and all staff responsible for recruitment ensure safe and robust recruitment practice is followed at all times.

Safeguarding and promoting the welfare of children is defined as:

Providing help and support to meet the needs of children as soon as problems emerge
Protecting children from maltreatment, whether that is within or outside the home, including online

Preventing the impairment of children's mental and physical health and development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes

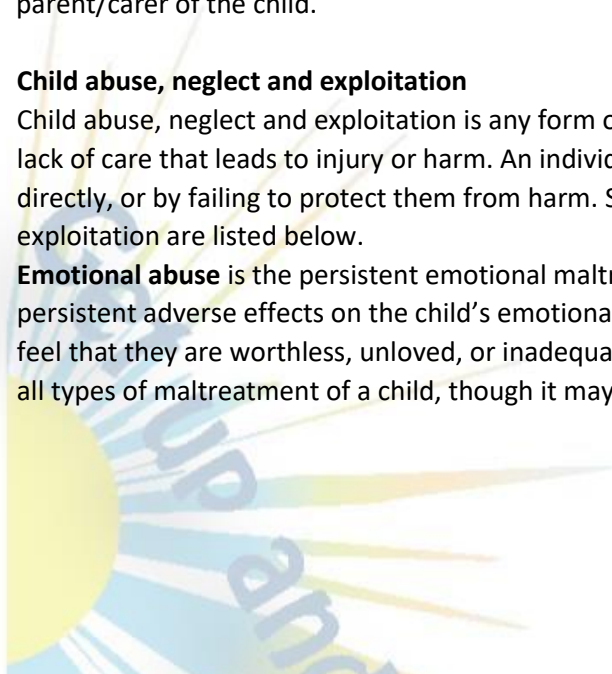
Policy

As a childcare provider the safeguarding of all children in our care is of the upmost importance to us. we will strive to ensure that we care for all children in a safe environment and protect all children from neglect, physical, emotional and sexual harm at all times. We will offer a high standard of care and aim to offer all children the opportunity to thrive and succeed in a safe and loving environment. We will never leave children in our care in a position where harm may occur, and they will never be left unsupervised or supervised by an unauthorised person. We will only sign children out of our care to a suitable adult, who is authorised by written consent from the parent/carer of the child.

Child abuse, neglect and exploitation

Child abuse, neglect and exploitation is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Some forms of child abuse, neglect and exploitation 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.

Domestic Abuse: Psychological, physical, sexual, financial, and emotional.

Physical abuse

Possible signs and symptoms and behaviours of physical abuse are:

- Unexplained recurrent injuries or burns
- Wearing heavy clothes to cover injuries, even in hot weather
- Refusal to undress in front of others
- Bald patches of hair
- Repeated running away from home
- Fear of medical examination
- Aggression towards self and others
- Fear of physical contact, shrinking back if approached or touched

Parents will receive a start up pack that will include a body map where parents can log any existing marks that the child has. We will take note of any further knocks, burns or marks on the child stating the date, position and severity. We will record all accidents, incidents and medication in a folder, stating the dates and cause of injury. We will use a body map to show any existing injuries, and any that the child may receive in our care. The file also holds contact information for each child including the address and phone number of the child's GP. If we suspect any wrong doing we will put into practice the referral route flow chart as shown below, relaying all relevant information to the Referral and Assessment team at the Civic Centre.

Emotional abuse

Possible signs and symptoms and behaviours of emotional abuse are:

- Delayed development
- Sudden speech problems such as stammering
- Low self-esteem
- Fear of any new situation
- Neurotic behaviour (such as rocking, hair twisting, self harm)
- Extremes of withdrawal or aggression

Emotional abuse is always present with the other signs of abuse, but can also be present on its own, we will note any signs that the child is suffering from emotional abuse. Emotional abuse can include; over protection of the child, not allowing the child to explore to its natural development level or expecting too much from a child, making a child feel worthless and undervalued, or bullying and putting a child in a situation where they feel in danger or exploited. If we suspect or a child discloses emotional abuse we will take accurate notes, including what we have been told, including exact speech where possible, and share the information with the Referral and Assessment team.

Sexual abuse

Possible signs and symptoms and behaviours of sexual abuse are:

- Sexual knowledge or behaviour that is inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal disease
- Depression, self mutilation, suicide attempts, running away, overdoses or anorexia
- Personality changes, such as becoming insecure or clinging
- Regression to younger behaviour patterns, such as thumb-sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or childminder
- Starting to wet or soil again day or night
- Becoming worried about clothing being removed
- Drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

We will note any physical or verbal signs that any child in our care is being subjected to sexual abuse, this may be physical marks or vocabulary used. Again any signs will be recorded, stating the date and detailed notes of what we have observed or heard. This information will be shared with the Referral and Assessment team.

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 the Club 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 designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse, and 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.

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 and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

Child sexual exploitation (CSE)

Child sexual exploitation is a crime with devastating and long lasting consequences for its victims and their families. Childhoods and family life can be ruined and this is compounded when victims, or those at risk of abuse, do not receive appropriate, immediate and on-going support.

Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact, and can also occur through the use of technology.

Neglect

Possible signs and symptoms and behaviours of neglect are:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Unusual thinness or lack of normal body weight
- Untreated medical problems
- No social relationships
- Stealing food
- Destructive tendencies

We will note any repeated signs that a child is not being cared for in a satisfactory manner and may be suffering from neglect. We will record evidence, stating dates and details, and this information will be shared with the Referral and Assessment team. Signs of neglect may include failure to provide adequate food, clothing and shelter, lack of supervision or failure to protect a child from harm. Neglect may also include preventing a child from receiving appropriate medical care.

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 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 child-on-child abuse is suspected or disclosed
We will follow the same procedures as set out above for responding to child abuse.

Bullying

Possible signs and symptoms and behaviours of bullying are:

- Depression
- Low self-esteem
- Shyness
- Poor academic achievement
- Isolation
- Running away
- Threatened or attempted suicide

There are many types of bullying:

- Physical - pushing, kicking, hitting, pinching and other different forms of violence or threats
- Verbal – name-calling, insults, sarcasm, spreading rumours, persistent teasing
- Emotional – including not speaking to and excluding someone, tormenting, ridicule humiliation
- Cyber-bullying – the use of information and communications, technology – particularly mobile phones and the internet deliberately to upset someone else

Children in our care will always be supervised while using the computer. If we note any of the signs of bullying we will share my concerns with the parents of the child, and support the child's emotional wellbeing.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. In fulfilling the Prevent duty in Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015), we are expected that all specified authorities to participate fully in work to prevent the risk of people becoming terrorists or supporting terrorism.

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 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.

We will review this policy annually or sooner if the need arises.

Procedure

All staff hold a current enhanced DBS certificate, as do any people over the age of sixteen who work on the premises. At least one member of staff on duty has attended a training course on child protection and hold a current certificate. We keep up to date with current legislation relating to safeguarding.

Before entering our care each family will be given access to all our policies, we will explain openly to the family what information we will share with other services and why. Parents/carers will be required to sign to say that they agree with this policy. If we suspect that a child is being abused we will consider whether to share my concerns with the parent/carers, or if sharing the information will put the child at further risk. Any information that we gather will be stored and shared securely.

At GUAG all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our club/setting, inside and outside of their home and whilst online. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

All staff at GUAG are aware of the indicators of abuse, neglect and understand that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.

Staff exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents

During our care of all children we will record any signs of abuse or suspected abuse we liaise with DSL in school and this is put on share point which is a secure document and will share our findings with the duty social worker from the Referral and Assessment team at the Civic Centre. We will follow the procedure as set out in the Referral Route flow chart as shown below. We

will take any opportunity we can to teach the children how to stay safe and encourage children to talk about any issues they are worried about. The safeguarding of the child is our main priority.

If a child tells us that they or another child is being abused, we will:

- show that we have heard what they are saying, and that we take their allegations seriously.
- encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- record what we have been told using exact words where possible.
- make a note of the date, time, place and people who were present at the discussion.

We will call the local social services' duty desk to report our concerns. We will follow this phone call up with a letter to the Duty team within 48 hours. We will record the concern and all contact with Children's Services thereafter.

If an allegation is made against any member of staff or any other adult or child in the setting we will report it to OFSTED and Social Services, following the Local Safeguarding Children Board procedures

We have a copy of the booklet "What To Do If You're Worried A Child is Being Abused", produced by the Department for Children, Schools and Families (DCSF). We will follow the guidance and procedures in this booklet if we have any concerns.

Conclusion

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to Children's Services, following the Local Safeguarding Children Board procedures.

We understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these, and are aware of the possible signs and symptoms of these. We must notify OFSTED of any allegations of abuse that are alleged to have taken place while the child is in our care, including any allegations against staff, or other adults or children in the setting who have had contact with children.



Referral Route Flow Chart

Record thoroughly basic details including dates and times. Talk to parents/carers about concerns if appropriate.



Phone the Integrated Referral and Assessment Team at the Civic Centre (0191 433 2653) out of hours- 0191 4770844



Speak to duty social worker from the Referral and Assessment Team



Pass on my concerns, which I have recorded and follow up in writing within 48 hours



They will decide if they need to have an initial assessment of the child



They will decide if there is to be an investigation meeting



They may decide that there is no further action or it could be that they confirm that the child is a "child in need".



Inform the OFSTED complaints, investigation and enforcement team (0845 640 4040) or (0300 123 1231)

All Staff have been given a link to the new Threshold document!

Staff are advised to read this document and become familiar with it.

Staff are to refer to this document when considering making a referral.

All staff have been given a link to the updated Keeping children safe in education document.

All staff at Out of School Club are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they always speak to the designated safeguarding lead or a deputy.

Allegations against staff

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

The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.

The allegation must be reported to the Local Authority Designated Officer (LADO) immediately and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club 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, the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

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

the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
DSLs receive Level 3 training every 2 years, with regular updates throughout this period
all staff receive safeguarding training meeting the requirements of EYFS Annex C, which is refreshed at a maximum of 2 year intervals.

annual refresher training will be offered to all staff in the form of {ADD IN HOW THIS WILL HAPPEN – e.g., “through accredited providers,” “via online courses,” “through local authority training”} to help maintain basic skills. Staff are supported to implement learning through {ADD IN HOW THIS WILL HAPPEN e.g., “through supervision,” “team meetings,” “mentoring”}

procedures to ensure only suitable individuals are recruited, including obtaining references before employment commences, conducting identity and qualification checks, and recording all vetting information as part of safer recruitment processes are understood and followed by all responsible for recruitment, in line with our Safe Recruitment Policy

all staff have a copy of this Safeguarding Policy, confirm their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation

all staff are aware of how to respond in a timely way at the earliest opportunity

all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation

safeguarding is a permanent agenda item at all staff meetings ensuring the whole team communicates well and are kept up to date

all staff receive basic training in the Prevent Duty

staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults behaviour or practise

staff are familiar with the Safeguarding File which is kept in our locked cupboard as well as having it emailed .

the Club’s procedures are in line with the guidance in ‘Working Together to Safeguard Children (2023)’ and staff have read and are familiar with ‘What To Do If You’re Worried A Child Is Being Abused (2015)’.

The DSL and DDSL’s will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents’ permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the Club. For more details see our Mobile Phone, Tablet Computers and Wearable Technology Policy.

Signed _____ (Director and registered person)
Date _____

Signed _____ (Director)
Date _____

Signed _____ (Director)
Date _____

Useful numbers

Gateshead Referral and Assessment Team	0191 433 2653
Local police station - Northumbria Police, Front Street, Prudhoe NE42 5HN	0845 606 0365
OFSTED	0300 1231231
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000
Local early years team	0191 433 5120 info@gatesheadearlyyears.org

Anti-terrorist hotline: 0800 789 321