

## **Safeguarding & Child Protection Procedures**

Staff and volunteers at Tarner Community Project Children's Projects have an important role to play in the protection of children from all forms of abuse. Relationships between play workers and children are often based on trust and friendship. Play workers need to be aware that due to this a child may feel comfortable enough to disclose a child protection issue to them.

If a child discloses information or you become aware that something is wrong (see Warning Signs & Abuse) follow these guidelines;

If a child discloses something to you;

- Talk to and reassure the child. Please consider where you are and who is around. You may need to go somewhere more appropriate.
- You should always record the disclosure impartially, listen very carefully and take the concerns to the safeguarding lead immediately.
- Do not interrogate the child.
- Don't put yourself in a situation where you promise to keep the disclosure a secret and let the child know this.
- Seek support and take appropriate action. It is not your responsibility to investigate the disclosure. Do not assume someone else will deal with it.
- Follow up the disclosure if you feel there has been an inadequate response from the authorities. This can be done via the safeguarding lead. We are committed to following up all concerns we have reported and shared.

If you have a reason for concern;

- Approach the child and encourage conversation. It is very important that you do not prompt or put words into their mouths
- The play worker should fill in a Record of Concern/Incident Form immediately and inform the designated Safeguarding officers, Kiki/Mark. This will be kept in the child's file in the filing cabinet.
- The disclosure will be discussed in the confidential staff feedback session at the end of the day and recorded.
- The Manager/Deputy will contact the relevant agency that addresses the individual need
- **Front Door For Families (FDFF) – 01273 290400- to request support or report a concern about a child. You can also fill out an online referral form.**
- **FDFF can also be emailed at [FrontDoorForFamilies@brighton-hove.gcsx.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gcsx.gov.uk)**
- **For out of office hours ring the Emergency Duty Service on 01273 335905**
- **If a child is in immediate danger ring 999**
- **The Children's Services Threshold** document provided by the LSCB provides us with guidance to identify and assess the level of individual needs and clarify the circumstances in which to refer a child to Front Door For Families or to a specific

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- agency to address an individual need.
- Details of the incident /disclosure will always be passed onto the Line Manager /CEO.

Following any allegations or concerns for the safety and welfare of a child we will always contact Front Door for Families(FDFF). We will maintain this communication with local statutory children's services agencies and link up with the LSCB(Local Safeguarding Children Board) in order to be as supportive and helpful in keeping the child safe and preventing any further child protection issues that might continue or arise.

### **Warning Signs & Abuse**

**Physical** - Any form of physical injury e.g. Burns, scalds, particularly behind ears, backs of legs or groin area. Scratches.

**Neglect** - Denying a child or young person the love, warmth and food necessary for their growth. Warning signs can be lack of supervision, no one to collect them, especially if they are a younger child.

**Emotional** - Denying a child or young person the attention and love they need to grow and learn. It may take the form of rejection, verbal attacks or inconsistency in the behaviour of the carer. Warning signs can be a child or young person becoming withdrawn, having difficulty relating to others, wetting themselves or becoming lethargic or aggressive.

**Sexual** - Any child or young person who is forced to meet the sexual demands of an adult. This may include sexual intercourse, masturbation, fondling and involvement in pornographic videos. Warning signs may include blood stained under clothes, frequent tummy pains or headaches, soreness, itching, or complaints of pain during urination and bruises.

All members of staff and volunteers are CRB checked and have attended Child Protection Courses. Staff are supervised and monitored on a regular basis through training, Supervision and daily feedback.

### **Child Protection Procedures for Staff**

These guidelines are designed to protect children & young people, staff and volunteers by providing specific guidance on certain situations.

- Avoid being on your own with children, if it is necessary, ensure that you inform another worker first.
- When administering First Aid - ensure two workers are present if you need to treat a child in a sensitive or personal area. If you are unsure of what is appropriate please speak to your supervisor or another member of staff.
- Always complete a record of concern, Incident and Accident Forms, even if you think what has happened is minor, if you need help completing these forms please ask.

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- Physical Restraint may only be used if a child's behaviour endangers themselves or other children and adults. Staff and volunteers should; Only use physical restraint after they have been given guidance by the supervisor.
- Avoid any physical contact when alone with a child. This can include picking them up, a child sitting on your knee and hugging. In order to promote safe practice, appropriate behavior and conduct, we are very explicit about what physical contact is appropriate and when. We also take in consideration cultural and religious views on for example touching, gender issues and also that not all children seek physical comfort when they are distressed.

Intimate care routine & 1;1 situations.(please refer to our principles of intimate care) – this includes any activity required to meet the personal care needs of an individual child – parents have a responsibility to advise staff of the intimate care needs of their child and staff have a responsibility to work in partnership with children and parents/carers.

Intimate care can include

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Photographs
- Menstrual care

Disabled children can be especially vulnerable – be sensitive to their individual needs.

- If a staff member is going to undertake intimate care they must explain to the child what is happening and also encourage the child to get involved with their intimate care.
- You may require a second staff member to assist you with intimate care.
- Consult with the Manager /Deputy and the parent /carer when any variation from agreed procedures is necessary.
- Ensure staff are not placed in situations that render them vulnerable. If you require assistance please ask. Where 1;1 situations are unavoidable please ensure that full risk assessments are carried out and agreed for lone working situations.
- Ensure supervision of personal care is appropriate to the needs, ability and age of each individual child while being sensitive to their privacy.
- The needs and circumstances of all children are considered when in one to one situations.

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Allegations against staff. (Please also refer to our Safe Recruitment Policy and Disclosure and Barring procedures.)

If an allegation or concern is raised about a member of staff or a volunteer, the Safeguarding Officers must be contacted and informed immediately. (Kiki and Mark) The Safeguarding officers will then inform the LADO (Local Authority Designated Officer for Allegation Management) – Darrel Clews – 01273 295643 who will advise us on how to proceed.

We will also inform Ofsted – Piccadilly Gate, Store Street, Manchester M1 2WD – 03001231231)

email-enquiries@ofsted.gov.uk

Police 0845 6070999

NSPCC 0808 800 500

With protection of high risk groups e. g. disabled children and referred children, we do extra observations, supervision and monitoring of that child. This might include contacting parent / carers, ACAS, local schools, requesting Education Health and Care plans and communicating with other relevant organisations as and where the designated safeguarding officers feels is appropriate and necessary.

Signed

Print name

Position

Date

This policy was updated in December 2017

This policy will be reviewed in December 2018

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