

Safeguarding Policy Overview

The Future Games and Kidz Zone Club fully recognize the responsibility it has regarding safeguarding and promoting the welfare of children. This policy sets out how both organizations will meet these responsibilities.

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Scott McCafferty	Telephone: 01525 591036 / 07999 494 197 Email: scott@thefuturegames.co.uk
Deputy DSL	George Tippite	Telephone: 01525 591036 / 07590 844 281 Email: george@thefuturegames.co.uk
	Harry Ryan	Telephone: 01525 591036 / 07884 254450 Email: harry@thefuturegames.co.uk

Parents and Carers

If you are ever concerned about the safety or well-being of someone at our events please talk to our Designated Safeguarding Officer **Scott McCafferty / George Tippite / Harry Ryan** on 01525 591036 or the mobile numbers listed above Monday – Friday 9am – 5.30pm.

Alternatively, parents and carers can also contact their local authority referral hub – please see **Appendix 1** for contact details.

Overall Aims: We aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

We believe this policy should be a working document that is fit for purpose, represents the organisation ethos, enables consistency and quality across the organisation and is related to the following legislation.

Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance, ***Keeping Children Safe in Education 2022, Working Together to Safeguard Children***, and the *Governance Handbook*. We comply with this guidance and the procedures set out by our local safeguarding children board. **Please see appendix 4**

All staff has an important role to play in noticing indicators of possible abuse or neglect through their contact with children. It is important that all staff know what to do if they have any concerns. Staff will create and maintain an ethos where children are encouraged to talk and are listened to. They will have an awareness of the indicators of abuse and always take any concerns seriously.

If staff have any suspicion that a child is being abused they will report this to **both**:

- Inform TFG / Kidz Zone Club **Designated Safeguarding Officer** on 01525 591036 or mobile numbers listed in the table above.
- The Head teacher or Designated Officer at the school the child attends (if during a school event).
- The DSO will ask the staff member to complete 'Logging a safeguarding concern' form as part of the reporting process.
- **Remember anyone can make a referral;** if you feel a child is in immediate danger and your DSO isn't available at that immediate point in time you should make the referral to your local safeguarding board then notify your DSO after you've made the referral (**please see final page for Local Safeguarding Board contact details**).

If a child discloses she/he has been abused, staff cannot promise to the child that this will be kept a secret. All staff that have unsupervised access to or contact with children are required to

- Recognise and accept their responsibilities.
- Develop awareness of the issues, which can cause children harm.
- Report concerns following the procedure below.
- Document all that has happened using an incident report form.

We will endeavor to safeguard children by:

- Ensuring all staff hold a safeguarding qualification.
- Share all policies and procedures for all who work on behalf of the organization.
- Reporting concerns to the authorities.
- Carefully following procedures for recruitment and selection of staff – see

Appendix 3: safer recruitment and DBS checks – policy and procedures

- Provide effective updates for all staff.
- Carefully following related procedures for 'behaviour management'.

Safeguarding

TFG/KZ are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

TFG/KZ have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If you recognise one of the above for a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously and they will be acted on quickly and correctly by following the procedure set by the Local Safeguarding Children's Board (LSCB)

Four Categories of Abuse – This list is not exhaustive

All Types of abuse can occur in all types of homes, across all social and income groups.

1. Neglect Definition

Longstanding and/or severe neglect

Effect on the Child's development

Non-organic failure to thrive

Signs/Symptoms

Constant Hunger, Tiredness, stealing or scrounging

Poor personal hygiene, or inappropriate clothing for weather or activities Untreated medical problems

Low self-esteem, poor social relations

2. Physical Definition

Deliberate injury to the child – allowing injury. Beyond 'reasonable' chastisement Poisoning, inc. alcohol

Withholding drugs or apparatus

Both the use of an implement e.g. a belt or a physical strike that leave a mark are illegal

Signs/Symptoms

Unexplained or untreated injuries, especially if repetitive, refusal to discuss injuries, and untreated injuries Shrinking from physical contact

Fear of returning home, undressing, or medical help Aggression or bullying

Unexplained pattern of absences, which may serve to hide bruises or other physical injuries

3. Sexual Definition

Sexual exploitation of any kind including watching others and viewing pornographic material

Signs/Symptoms

Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc

Frequent public masturbation

Attempts to teach other children about sexual activity Aggressiveness, anger, anxiety, fearfulness

This is a short summary, there are other signs, individual to certain children

4. Emotional Definition

Must be persistent

Must undermine the child's sense of self worth

Might reflect poor parenting skills

Includes witnessing domestic violent of primary carer

Signs/Symptoms

Continual self-depreciation, self-harm or mutilation inappropriate response to painful situations

Compulsive stealing/scrounging

Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal.

Eating problems, either overeating or a lack of appetite

Behaviours linked to issues that can put children in danger

These include:

- Drug use
- Alcohol abuse
- Deliberately missing education
- Serious violence (including that linked to county lines)
- Radicalisation
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos

Technology, Child Sexual Exploitation CSE & Child Criminal Exploitation CCE

Technology is a significant component to safeguarding and well-being concerns. This can also include grooming, CSE and CCE.

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of imbalance in power or coerce, manipulate or deceive a child into sexual or criminal activity.

All staff should be aware of indicators; involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual or criminal activity. This can be seemingly 'consensual' relationship to serious organised crime gangs.

There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Female Genital Mutilation FGM

All staff should be aware of indicators; illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report known cases to the police.

Forced Marriage

All staff should be aware of indicators; illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence, threats or coercion is used.

Modern Slavery

Modern slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (the definition of which comes from the Palermo Protocol). All staff should be aware Modern slavery crimes include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

• Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country
Types of human trafficking
There are several broad categories of exploitation linked to human trafficking, including:

- sexual exploitation
- forced labour
- domestic servitude
- organ harvesting
- child related crimes such as child sexual exploitation, forced begging, illegal drug cultivation, organised theft, related benefit frauds etc.
- forced marriage and illegal adoption (if other constituent elements are present).

Prevent Duty

TFG/KZ recognises their duty to prevent children and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff have access to Prevent training
- We value all children and their families equally

- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves
- We have a commitment to challenging prejudice
- Report any concerns about children, staff or families to the relevant authorities

Serious violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Child on Child abuse

All staff should be aware that children can abuse other children and this can happen both inside and outside of school (often referred to as child on child abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault; sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

Sexual violence and sexual harassment between children

Children should feel confident reporting to staff

All staff should be aware that Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should be aware of the importance of:

- challenging inappropriate behaviours;
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and,
- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

Sexual assault

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act as described below:

Sexual harassment When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (staff should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

It may include:

- consensual and non-consensual sharing of nude and semi-nude images and/or videos

Sexualised behaviours

Where children display sexualised behaviours, the behaviours will be considered in accordance with the children's developmental understanding, age and impact on the alleged victim. Tools such as Brook Traffic Light Tool will be used to assist in determining whether the behaviour is developmental or a cause for concern. This will assist in ensuring the child/ren receive the right support at the right time either via an Early Help response or referral to Children's Social Care.

- We follow the Sexual Violence and Sexual Harassment Guidance (DfE, 2021) when responding to such issues alongside local interagency procedures and the Harmful Sexual Behaviours strategy. This includes responding to any reports in a child-centred manner and undertaking an immediate risk and needs assessment in relation to the victim, the alleged perpetrator and other children.
- We will seek specialist advice, guidance and assessment and will work with partner agencies in relation to management of information and what should be shared with staff, parents and carers.
- All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report.
- In all cases of peer on peer abuse we will consider the vulnerability of all children including those alleged to have caused the harm and those alleged to be victims and provide a safeguarding response consistent with the Safeguarding Thresholds Framework. Consideration will be given to violence in young people's relationships.
- Where issues indicate that a criminal offence may have been committed, a report will be made to the Police.

County Lines

All staff should be aware of indicators; Gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Mental Health

- All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Only appropriately trained professionals should attempt to make diagnosis of a mental health problem. However, staff will observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff are aware of how these experiences, can impact on children's mental health, behaviour and education.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken following the child protection policy including discussion with the Designated Safeguarding Lead.
- **Mental health concerns are seen as a safeguarding concern**

Online

4 areas of online safety risk

- Content
- Contact
- Conduct
- Commerce (buying and selling)

Domestic Abuse

- All staff are aware of The Domestic Abuse Act 2021 which introduced the first statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse.
- Staff will continue to develop their understanding of domestic abuse, and how all children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.
- Staff are aware exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- We recognise that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse.
- Staff understand that anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home.
 - Types of domestic abuse include intimate partner violence, abuse by ex-partners, family members, teenage relationship abuse and adolescent to parent violence.
 - Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the

statutory definition of 'domestic abuse' (if one or both Page | 17 parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

- Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include; unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;

- Denial of Service (Dos or DDoS) attacks or 'booting' - attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources;
- Making, supplying or obtaining malware such as viruses, with the intent to commit further offences. Children with a particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the Designated Safeguarding Lead (or Deputies), should consider referring into the Cyber Choices programme.
- Cyber Choices is a nationwide police programme supported by the Home Office and led by the National Crime Agency which aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences. • Additional advice can be found at: Cyber Choices

Dealing with a Disclosure

1. Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you can't keep.
2. Reassure them.
3. Stay with them. Try to 'ground' them ("grounding" means to draw the child back to a more comfortable state of mind; through things like normal conversation e.g. what activities have you done today; what's your favourite TV programme).
4. Accurately record the child's words. Make it clear whether it is a fact, opinion or hearsay.
5. Report it to your relevant manager or head office as soon as possible; they will know the right procedure to follow. In some cases, they will speak to the parents first or report to the local safe guarding children's board.
6. 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.

If you have any concerns about a child's welfare at your event, do not keep it to yourself. Write it down and take advice. Only speak with your relevant manager or directly to the qualified designated persons for child protection at head office.

If you are not satisfied with an outcome or anything related to how we have conducted the raised concern; you will find the Local Authority contact details on the club noticeboard and can report directly to them.

Immediate Danger

If you feel a child is in **immediate danger** you can make a referral to children's social care and/or the police immediately; if a child is in immediate danger or at risk of harm. Remember **anyone can make a referral**. Please inform your DSO as soon as possible if you make a referral directly. You must follow the local procedures for making referrals as agreed by Central Bedfordshire Safeguarding Children's Board using the Assessment and Thresholds Guidance: <https://www.centralbedfordshirelscb.org.uk/lscb-website/professionals/the-importance-ofthresholds>

You may also find the following link helpful:
<https://www.gov.uk/report-child-abuse-to-local-council>

Protecting yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Avoid being alone with a child (when possible).
- Take a register of which children are with you for each session, noting the time of the session.
- If you take a child somewhere e.g. an empty room, do not enter with them, wait outside. If you have to enter the room, it's vital you keep all doors open.
- Do not play-fight.
- Children should not be encouraged to sit on your lap or hold your hand.
- Challenge any child using 'bad' language.
- Never let children touch themselves or others inappropriately in any form.
- Never let a child's allegation go unchallenged, unrecorded or not acted on.
- Never do personal things for children that they are capable of doing themselves. Encourage children to help each other.
- Do not build 'special' relationships with individual children.
- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with TFG/KZ or through social networking websites.
- Any images of children taken on site must only be of those children whose parents allow photos to be taken. Staff should not take any photos off site.
- Any images taken must be appropriate.
- Photos must only be taken on company-registered devices e.g. tablet.
- Images must not be published elsewhere without the authorisation of a company director.

Whistle Blowing

TFG/KZ will not accept or condone any behaviour by Staff or other adults associated with the organisation that is contrary to our Aims and Objectives, Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the event as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide all staff with a procedure to raise their concerns.

- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Raising a concern about an adult or staff member

If you have a concern about a staff member or adult, please talk to our Designated Safeguarding Officer **Scott McCafferty / George Tippite** on 01525 591036 / 07999 494 197 Monday – Friday 9am – 5.30pm.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local safeguarding board please see **Appendix 2**.

Allegation against a professional

If there is a serious allegation of abuse made against you, TFG/KZ may have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquires
- Seek advice – head office or citizens advice bureau.
- Not confront the/your accuser
- Not speak with your 'victim'
- Be supported through the process by a designated person at head office and/or your manager.

We provide a form for concerned parties to report any worries directly to the DSO. We take all allegations seriously and will seek advice from the LADO.

TFG/KZ has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if staff leave before an investigation is started or completed.

Promoting awareness among staff

TFG/KZ promotes awareness of child abuse issues through its staff training. We ensure that:

- Its designated DSO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of the 'Safeguarding Children Procedure for staff' poster.
- All staff are aware of their statutory requirements with regard to the disclosure of information or discovery of child abuse
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.

- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- 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.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given and informing parents of this.

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
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves

Poor Practise

Staff – what does poor practise look like

- Failing to act on the early signs of abuse and neglect
- Poor record keeping
- Failing to listen to the views of the child
- Failing to reassess concerns when the situation does not improve
- Not sharing information, or sharing it too slowly
- Not challenging those who aren't taking action

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer 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.

Use of mobile phones and cameras

. Staff working at 'Kidz Zone Clubs' will have a club phone providing an open line to Head Office for messages to be relayed from head office.

☑ Mobile phones should be stored safely in staff bags at all times during the hours of work or not brought into the school or venue at all.

☑ In certain circumstances they may be left in the office or area away from children.

☑ Staff should give customer the Head Office numbers for emergencies.

- ☐ Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the organisations reputation.
- ☐ Staff must not post anything onto social networking sites that would offend any other member of staff or parent using our organisation.
- ☐ Staff must not post any photos of children from the events on social networking sites.
- ☐ Staff leaving our organisation continue to be bound by our Code of Confidentiality, if, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality.
- ☐ If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all time.
- ☐ If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents

- ☐ Parents/carers may not use their mobile phones once they have entered the events area or until they have left the events area.
- ☐ We are at liberty to ask parents to put away their phone before we allow them entry.

Camera Use and Photos and Social Networking

- ☐ Permission is sought from parents before taking photos for the flyers / website.
- ☐ Photos are taken on the organisations cameras/devices.
- ☐ No member of staff may keep photos of children on their personal computers.
- ☐ Images may be stored on a USB solely for the purpose of using them for our website or photo board. They will be deleted immediately after.

Venue Procedures

- Environmental risk assessment completed before each event (KZ).
- All staffs aware of venue evacuation and lock-down procedures.
- All staffs follow 'Safer food – better business' policies (KZ).
- All applicants complete an online booking form compiling all necessary information.
- All applicants detail any medical conditions on initial application forms – these are then listed on the register for the Supervisor leading that group.
- The staffs register the children at the start of the event.
- The staffs sign each child out at the end of the event with the parent / guardian of that child.
- **Any accidents or incidents;**
- That occur during PE lessons and lunch clubs during the school day are made aware to the school and school procedures are followed (during school day only).
- That occur before or after school on a club event - an accident / incident form is also completed and given to the parent on collection (clubs only) / parent and a copy retained for our health and safety records. Any accident / incident that occurs on a breakfast club will also be relayed to the school if deemed necessary as well as H/O who can contact the parent directly.
- Any head bump or collision that could result in a bruise – however small is made aware to the parent as per the guidelines above.
- Staffs also carry a response card they can use in emergencies on events requesting assistance from a member of staff. Staffs also have a walky-talky to communicate on after school events if required.

Toilet Supervision

All children will ask to use the toilet facilities and will be sent in pairs. (This may change due to Covid-19 see RISK ASSESSMENT FOR VENUE)

If there is a staff member available they will supervise the children walking to and from the toilet.

Staff will monitor numbers and ensure children return to their play in the appropriate location.

See Toileting and Personal Care Policy.

Covid 19

A Covid-19 RISK assessment has been completed for each venue; please see the RISK assessment for changes to existing 'policies'.

Confidentiality

The Future Games and Kidz Zone Club recognises that all matters relating to child, young person and adult protection are confidential. The DSL will only disclose information to other members of staff on a need-to-know basis.

All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children, young people and vulnerable adults, this includes the 3 safeguarding partners as outlined above.

All staff must be aware that they cannot promise a child, young person or vulnerable adult to keep secrets which might compromise the child, young person or adult's safety or wellbeing.

DfE Guidance on Information Sharing (July 2018) provides further detail. If TFG / Kidz Zone Club is made aware of any safeguarding concerns which they feel need to be shared with the wider community (including other local schools/colleges) then advice will be sought from the Education Safeguarding team to ensure that the integrity of any subsequent investigations are maintained and that all members of the community are safeguarded.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures included in this policy.

Kidz Zone Club recognises that:

- Timely information sharing is essential to effective safeguarding.
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of apprentices and learners.
- The Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping apprentices and learners safe.

- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- Staff should never promise a discloser that they will not tell anyone about a report of abuse, as this may not be in the child, vulnerable adult, apprentice or learner's best interests.
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information.
- If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy).

Visitors

- Term time clubs - Visitors to the club will immediately be redirected to the school reception.
- It is Kidz Zone Club's duty to safeguard the welfare of children therefore, anyone who is not a visitor to the school club or is not recognised by the staff will be asked to leave the school premises.
- If they refuse to leave the police will be called.
- Visitors will not be left alone or in a 1:1 situation with a child.
- **Holiday clubs**
- If a visitor is expected they will be asked to sign in on arrival and produce a copy of their ID (personal or work e.g. If a council / ofsted visit)
- It is Kidz Zone Club's duty to safeguard the welfare of children therefore, anyone who is not a visitor to the holiday club or is not recognised by the staff will be asked to leave the venue premises.
- If they refuse to leave the police will be called.
- Visitors will not be left alone or in a 1:1 situation with a child.



Early Help

Identify a child who will benefit from 'Early Help' the early help offer is a local authority offer available to all to support families, this can include parenting courses, ASD support, drugs and alcohol – please contact your DSO for further details.

Making a referral to children's services

Every member of staff is expected to know how to make a referral to children's services (the safeguarding team complete these forms currently)

All members of staff are expected to know what might happen next, this could be a child and family assessment.

The referral forms can be found via the website links below

Central Bedfordshire

<https://forms.centralbedfordshire.gov.uk/officeforms/Bic100.ofml>

Buckinghamshire

<https://www.buckssafeguarding.org.uk/childrenpartnership/reporting-a-concern/report-a-concern-professional/>

Milton Keynes

<https://www.milton-keynes.gov.uk/children-young-people-and-families/milton-keynes-multi-agency-safeguarding-hub-mash>

Northants

<https://www.nctrust.co.uk/help-and-protection-for-children/Pages/report-a-concern.aspx>

Luton

https://m.luton.gov.uk/Page/Show/Health_and_social_care/safeguarding/safeguarding_children/Pages/default.aspx



Appendix 1 – Concerns about a child / young person

If you are ever concerned about the safety or well-being of a child please talk to our Designated Safeguarding Officer **Scott McCafferty / George Tippite / Harry Ryan** on 01525 591036 / 07999 494 197 Monday – Friday 9am – 5.30pm.

Alternatively, parents and carers can also contact their local authority referral hub.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local safeguarding board via the details below.

Central Bedfordshire

- Central Bedfordshire Access and Referral Hub on 0300 300 8585 (*during office hours*)
 - Our office hours:

08.45 until 17.20 Monday to Thursday

08.45 until 16.20 on a Friday

- If you urgently need help outside office hours you can contact Social Care Emergency Duty Team on 0300 300 8123

Buckinghamshire

- Buckinghamshire First Response Team
Telephone: 01296 383 962
Monday to Thursday, 9am to 5.30pm
Friday 9am to 5pm
- If you need an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677.

Milton Keynes

In Milton Keynes the LADO works in the safeguarding team and can be contacted on: Tel 01908 254300 or lado@milton-keynes.gov.uk

If you have a serious safeguarding concern about a child contact the Multi Agency Safeguarding Hub (MASH) on 01908 253169.

Children's Social Care – Emergency Duty Team (after 5pm) 01908 265545

Luton

Contact

Telephone: 01582 547653
Out of hours: 0300 3008123
Emergency: 999
Email: mash@luton.gov.uk

Northants



If it is an emergency and you think that a child may be in immediate danger please contact the emergency services directly by calling 999. If you need to contact us urgently during the evening, at night or at the weekend, please phone our out-of-hours team on 01604 626 938.

If you have a concern about a child or young person, you can contact MASH on the following number:

0300 126 7000

Other contacts

- Police on 101 or in an emergency 999.
- NSPCC 0808 800 5000 or Child line on 0800 1111.

Appendix 2 – Concerns about an adult

If you have a concern about a staff member or adult, please talk to our Designated Safeguarding Officer **Scott McCafferty / George Tippite / Harry Ryan** on 01525 591036 / 07999 494 197 Monday – Friday 9am – 5.30pm.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local safeguarding board via the details below.

Central Bedfordshire

If you have concerns about the conduct and behaviour of someone working with children and young people you can contact our LADO as follows:

- **Telephone:** 0300 300 8142
- If you urgently need help outside office hours you can contact Social Care Emergency Duty Team on 0300 300 8123

Buckinghamshire

- Buckinghamshire First Response Team
Telephone: 01296 383 962
Monday to Thursday, 9am to 5.30pm
Friday 9am to 5pm
- If you need an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677.
- ***This policy has been written in line with the Buckinghamshire Safeguarding Children Partnership multi-agency policies and procedures.***

Milton Keynes

In Milton Keynes the LADO works in the safeguarding team and can be contacted on: Tel 01908 254373 or lado@milton-keynes.gov.uk

If you have a serious safeguarding concern about a child contact the Multi Agency Safeguarding Hub (MASH) on 01908 253169.
Children's Social Care – Emergency Duty Team (after 5pm) 01908 265545

Luton

If you need to report an allegation or concern about an adult who works with children you should, in the first instance, ask to speak to the Senior Manager who is designated to deal with allegations or fill out a **LADO Referral Form**

The LADO can be contacted on **01582 548069** or via email on LADO@luton.gcsx.gov.uk

If you are unable to contact the LADO please call the Multi Agency Safeguarding Hub on **01582 547653**



Northants

E-mail

You can e-mail your query to ladoreferral@nctrust.co.uk please include as much detail as possible as this will enable the LADO to give you clear and accurate advice.

Phone

You can also call the Designated Officer on 01604 362993

Other contacts

- Police on 101 or in an emergency 999.
- NSPCC 0808 800 5000 or Child line on 0800 1111.

Related Policies and Information

Mobile Phone Policy Social networking Policy

Toileting and Personal Care

Local Authority's Guidance and Contact Numbers

Appendix 3: safer recruitment and DBS checks – policy and procedures

We will record all information on the checks carried out on the single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate including barred list information for those working in regulated activity. We will not keep a copy of this for longer than 6 months.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete, including checking gaps in employment. We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Regulated activity means a person who will be:

- Responsible, on a regular basis for teaching, training, instructing children; or
- Carrying out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children;

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, young people, vulnerable adults, apprentices or learners we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list check for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list check for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

Appendix 4. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2022\)](#) and **Working together to safeguard children**. We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

- Education Act 2011
- Equality Act 2010
- Protection of Freedoms Act 2012
- Vetting and Barring Scheme Guidance
- Human Rights Act 2010
- GDPR Regulations 2018
- The Care Act 2014
- Modern Slavery Act 2014
- Inspecting Safeguarding in Early Years, Education and Skills Settings 2019
- Prevent Duty Guidance 2019
- Work-based learning national guidance- DfE- Prevent
- CONTEST strategy (Prevent)
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is
- [Statutory guidance on the Prevent duty](#), which explains duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

Policy date: Sep 2022



Policy review date: Sep 2023 (if not before)

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