



# Safeguarding and Child Protection Policy

Smartkidz Play and Learn Ltd fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children. This policy sets out how the settings comply with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting. Our policy applies to all staff and volunteers working within Smartkidz Play and Learn, all of whom have a vital role in safeguarding children. Staff are made aware that they may be the first point of a disclosure for a child.

We will follow the Cambridgeshire and Peterborough Safeguarding Children Partnership Board procedures. The setting has regard for working together to safeguard children 2018 and what to do if you are worried a child is being abused 2015 (Department of education)

Through their day-to-day contact with children attending our club and direct work with families, staff have a crucial role in noticing indicators of possible abuse or neglect and referring them to the appropriate external agencies, normally the appropriate Child and Family Team (social care) or Ofsted.

Smartkidz Play and Learn will:

- Train Playleaders to take on the role of DSL within each setting at the earliest opportunity.
- Ensure a DSL is available at all times when the setting is open, and where possible on site at all times, in order to access relevant records and take the necessary actions).
- To make sure there are contingency arrangements should the Designated person not be available.
- To make sure that all DSLs in the setting refresh their training every 2 years. In addition to the formal training DSLs knowledge and skills will be refreshed regularly and at least annually. This may be via the DP knowledge hub CPINs, safeguarding conferences or Cambs and Peterborough safeguarding children partnership training.
- Recognise the importance of the role of the designated person and ensure they have the time and training to complete their role.
- Ensure that the designated person knows how to contact the Children's social care and early help hub.
- Ensure that all staff have completed Basic child protection training at the earliest opportunity.
- Safe recruitment practices are followed for all new staff

## Roles of the management and staff

Smartkidz will ensure every member of staff knows

- The names of the designated child protection officers.
- How to record and pass any concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out by the CPSCB procedures if there is no DSL present and/or they feel the child remains at risk of harm.
- That staff are aware all safeguarding logs and conversations with children prioritise over anything else within club and should be dealt with straight away and with a matter of urgency,

All staff and volunteers will be expected to read our safeguarding policy, which is part of their new applicant pack that is sent to them before their interview. New applicants are expected to sign and read that they understand and agree to our policy and have the opportunity to ask any questions regarding safeguarding during their interview.

Volunteers are expected to read and sign our "Volunteering in Smartkidz" document before they start volunteering with us.

A briefing on safeguarding will be given during the induction process where they will be shown where the cause of concern forms are kept in case, they have any concerns and who they should be passed on to.

### **DCPOs at Smartkidz Play and Learn**

Overall Safeguarding leads within Smartkidz Play and Learn	Emma Lythgoe Adam Smart
Girton DSL	Berenice Termote
Haddenham DSL	Jess Hew-Martin
Ridgefield DSL	Amy Stebbings
Mayfield DSL	Faiza Djermane-Aoune

The DSL coordinates child protection issues and liaises with external agencies (e.g., Social Care, the CPSCB and Ofsted).

### **Liaisons with other agencies**

The settings will:

- Liaise closely with the schools in which we are located. Half termly safeguarding meetings are held between club designated child protection officer and school DSL. Copies of log of concern forms are passed on to the school DSL to lower the risk of any safeguarding issues being missed.
- Will share all logs of concern on children that attend Smartkidz Play and Learn with Smartkidz play and Learn's Designated child protection officer. (keeping in line with working together to safeguard children).
- In the event where we have children coming from other schools during our holiday club, Smartkidz will contact the schools DSL to discuss any safeguarding concerns they currently have with any individual children.
- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with working together to safeguard children 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Notify the relevant social care unit immediately if there is any unexplained absence or there is any change in circumstances to a child who is subject to a child protection plan.
- Respond to requests for information about children in the settings care from the Education navigator at the MASH or a social worker in an assessment team in a timely manner.

### **Confidentiality and information sharing**

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. The DSL will read and follow the Department of Education guidance "information sharing-Advice for practitioners providing safeguarding services to children, young people, parents and carers"-July 2018.

Fears about sharing information will not be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse and neglect. The general Data Protection regulation (GDPR) and Data Protection act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

"Information will be shared legally, without consent, if the DSL or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent would put the child at risk."

"relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if protecting their physical, mental or emotional wellbeing."

(Information Sharing, July 2018, page 5)

### **What information will be shared?**

When taking decisions about what information to share, the DSL will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk.

Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DSL will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to keep them self and help.

### **Communications with parents**

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency unless the circumstances may put the child at further risk or harm.
- Ensure that all parents have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their children at the setting.
- Record on a log of concern form what discussions have taken place with parents and if a decision were made not to discuss the matter with the parents, the reason why not .(circumstances may include the DSL is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk such as physical or sexual abuse).

### **Supporting children**

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these may be referred on for appropriate support and intervention.

Children that have high self-esteem and confidence as well as being surrounded by friends and good lines of communication with a trusted adult helps the prevention of abuse.

Staff of Smartkidz Play and Learn will help with this by:

- Our ethos and vision actively promotes a positive, supportive, and secure environment that values people.
- Establishing and maintaining an ethos where children feel secure, encouraged to talk, and are listened to.
- Using the PARS model of playwork to help children gain self-esteem, confidence, resilience, and independence through play.
- Make sure staff are knowledgeable on dealing with discussion with children regarding concerns.
- Staff are vigilant and approach any concerns they have professionally and calmly within club.
- Staff give children a chance to settle disputes independently before intervening. This helps children to learn to speak up for themselves and become confident individuals.
- Our behaviour policy aimed at supporting all children. All staff will agree on a consistent approach which focuses on the behaviour of the child but does not damage their self-worth. The setting will ensure that the child knows that some behaviour is unacceptable, but he/she is valued and not to be blamed for any abuse which has occurred.
- Where necessary we will liaise with other agencies which support the child and family such as Children's social care and district team as well as work with schools in helping to support the child.
- A commitment to develop partnerships with parents.
- Recognition that children living in home environment where there is domestic abuse/violence, mental-ill health or substance misuse may be vulnerable and in need of support and protection.

### **Children with special educational needs and/or disabilities (SEND)**

We recognise that, statistically, children with additional needs, special needs, emotional or behavioural difficulties and disabilities are most vulnerable to abuse.

Setting staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

Children with communication difficulties (including EAL) are also vulnerable to abuse because they are unable to express themselves to others. Instead, such children will often exhibit changes in behaviours or signs and indicators of abuse. Staff will be trained to recognise these indicators.

Children with special educational needs or disabilities may need intimate care, please read our intimate care policy for more information.

## Record keeping

Smartkidz Play and Learn will:

- Keep clear, detailed written records of concern about all children attending our out of school clubs (as well as records of concern passed to us by the school that the child attends).
- Make sure all records are kept in a locked and secure location and can only be accessed by designated child protection trained staff.
- A copy of all records of concern completed by Smartkidz Play and Learn staff are passed on to the school in which the setting is part of.
- In the event we have children attending from other schools, this schools will be contacted and asked if they have any current concerns that we should be aware of regarding any of the individual children attending.

Parents do not have automatic right too access child welfare records and consideration will be given as to what the consequences of the information sharing might be (in line with information sharing guidance 2018). Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

## When a child leaves or moves school

- The files will be marked “confidential, Addressee only” and sent to the designated person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that the welfare files will be transferred unless this will place the child at risk of acute harm.
- The setting will not keep a copy of transferred records unless there are younger siblings for whom there are similar concerns about but will keep a record of the file location and date the file was transferred.
- If the files cannot be transferred by any reason the setting will archive the files for 25 years from the child’s date of birth.
- All actions and decisions will be led by what is considered to be the best interest of the child.

## Forms of child abuse and neglect

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing, and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment. •
- **Radicalisation** involves individuals to adopt extreme political, social, or religious views.

**Smartkidz believe it is important to get to know the children within our care. This mean that any changes in any individual child's behaviour will be picked up by staff and can be acted upon.**

### **Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour
- Deterioration in a child's general well-being
- Unexplained bruising, marks or injuries or other visible signs of abuse or neglect (i.e., unwashed clothing, clothing that is consistently too small, inappropriate lunch box contents).
- Pattern of absences or frequent absences.
- Comments made by a child which give cause for concern
- Inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.
- Children comments and actions during their play or otherwise which gives cause for concern.

Where necessary, the setting will seek advice from other professionals and specialist services and provide additional training to staff in the use of Makaton, PECS, or other communication systems.

### **Peer on peer pressure and sexual violence/harassment between peers**

Children and young people may be harmful to one another in a number of ways which would be classified as peer-on-peer abuse. Peer on peer abuse can include:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling
- Sexual bullying
- Being coerced to send sexual images (sexting)
- Sexual assault
- Teenage relationship abuse
- Up skirting

The setting recognise that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting, or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non- consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, sexual exploitation, coercion, and threats.

The setting will:

- Be clear that peer on peer abuse, sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage a report of peer-on-peer abuse, sexual violence, or sexual harassment.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations
- Liaise closely with external agencies, including police and social care, when required.

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

## **Prevention of radicalisation**

In 2010 the Government published the Prevent Strategy. This highlighted the need to safeguard children, young people and families from violent extremism and radicalisation.

The setting recognises that children and young people are vulnerable to extremist ideology and radicalisation and that protecting children from this risk forms part of the setting's safeguarding procedures.

Staff are required to be alerted to changes in children's behaviour which could indicate they need help or protection. The Manager will ensure that the all staff have undertaken Prevent online training.

*See also 'The Prevent Duty, Departmental advice for schools and childcare providers', DfE (June 2015)*

## **Signs of radicalisation**

Signs that a child may be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive.
- Claiming that terrorism and violence is justified.
- Viewing violent extremist material online.
- Possessing or sharing violent extremist material

## **Children of Parents/Carers Misusing Drugs and/or Alcohol**

Misuse of drugs and/or alcohol is strongly associated with the risk of significant harm to children, particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and/or alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of drugs and/or alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and/or alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

## **Children Misusing Drugs or Alcohol**

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceeding. The setting will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the young person's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- Where the misuse is suspected of being linked to parent/carer substance misuse
- Where the misuse indicates an urgent health or safeguarding concern
- Where the young person is perceived to be at risk of harm through any substance associated
- criminality

## **Domestic Abuse**

Domestic Abuse is defined as: *“any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial, and emotional”.* (Home Office, 2013)

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Where necessary, our setting is working in partnership with the Police and Cambridgeshire County Council (CCC) to identify and provide appropriate support to children who have experienced domestic abuse; this scheme is called Operation Encompass.

In order to achieve this, CCC's Education Safeguarding Team will share police information of all domestic abuse incidents, where one of the children attending our setting was present, with one of our Designated Person's for Child Protection (DP). On receipt of any information, the DP will consider the appropriate support for the child. The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Cambridgeshire and Peterborough Joint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings.

## **Children at risk of 'Honour- Based' Violence including Female Genital Mutilation**

So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is over 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DP, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child or young person's wishes.

In accordance with the Female Genital Mutilation Act, it is a statutory duty for professionals to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police.

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

## **Children at Risk of Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

(Child Sexual Exploitation, Definition and Guide: DFE, 2017)

Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited

do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

### **Children at Risk of Criminal Exploitation**

Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.

The setting will address indicators of Child Criminal Exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.

The DP will complete the Safeguarding Partnership Board Exploitation Risk Assessment and Management Tool and refer to Children's Social Care if there is a concern that a young person may be at risk of criminal exploitation.

### **Online Safety**

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their wellbeing.

The issues can be categorised into three areas of risk:

- being exposed to illegal, inappropriate, or harmful material
- being subjected to harmful online interaction with other users
- personal online behaviour that increases the likelihood of, or causes, harm

### **Best practice**

- **Whole setting approach** – staff recognise and are aware of e-safety issues and the management team make online safety a priority.
- **Policies** – online safety policies and procedures are in place and implemented.
- **Monitoring and evaluation** – risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.
- **Management of Personal Data** – data is managed securely and in accordance with the requirements of the Data Protection Act.

### **Children with Family Members in Prison**

The setting is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child.

The setting recognises that children with family members in prison are at risk of poor outcomes including poverty, stigma, isolation, poor mental health, and poor attendance.

The setting will treat information shared by the family in confidence and it will be shared on a 'need to know' basis.

The setting will work with the family and the child to minimise the risk of the child not achieving their full potential.

### **Privately Fostered Children**

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.



The setting will follow the mandatory duty to inform the Local Authority of any 'Private Fostering' arrangements and refer to the Specialist Fostering Team.

### **Young Carers**

The setting recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

The setting will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature, and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

### **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) 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. Please see our whistle blowing policy for more information.
- The clubs procedures are in line with the guidance set out in "working together to safeguard children 2018" and staff are familiar with "what to do if you're worried a child is being abused 2015"
- Staff are familiar with the welfare folder which your line manager will show you on your induction.

For more information then please follow the Allegations flow chart which is located on the information board within the setting.

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera (iPad or club mobile) will be used to take photographs of children at the Club, except with the express permission of the parent (i.e., camera of staff member for use in coursework (manager will be present for these photos). Neither staff nor children may use their mobile phones to take photographs at the Club.

Please see our use of mobile phones policy for more information.

All liaisons with other agencies such as schools, social care, police, and MASH should be done in a timely manner.

### **Preventing unsuitable people from working with children and young people**

The setting has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring

appropriate DBS and reference checks are undertaken. The setting will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

### **Whistleblowing**

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse.
- Safeguarding children and young people.
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner the setting can take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students, and volunteers.

### **Allegation against a person who works or volunteers with children:**

#### **An allegation may relate to a person who works or volunteers with children who has:**

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

If an allegation is made against a person who works or volunteers with children, the following action will be taken (as 'Allegation against a person who works or volunteers with children' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate but will immediately contact the Local Authority Designated Officer (LADO): 01223 727967.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g., police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of a significant event
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter themselves.

**Contact numbers**

Social Care: 0345 045 5203

Out of hours contact: 01733 234 724

LADO (Local Authority Designated Officer): 01223 727967

CPSCB (Cambridge and Peterborough safeguarding children board) : 01480 373522

Ofsted: 0300 123 1231

Police: 999 (non-emergency) 101

NSPCC: 0808 800 500

For Prevent concerns Call 101 and quote prevent.

Anti-terrorist hotline: 0800 789321

For Procedural enquiries email the Education safeguarding team:

[ECPS.general@cambridgeshire.gov.uk](mailto:ECPS.general@cambridgeshire.gov.uk)

**Management safeguarding responsibilities**

The owner fully recognises their responsibilities with regard to safeguarding and promoting the welfare of children. They will:

- Designate a senior management member of staff for safeguarding (a 'Safeguarding Officer') who will monitor all the settings child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

This policy has been adapted to coincide with the Cambridge shire county council model safeguarding policy 2019.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 