



**Get With The Kids Vibe**  
**Safeguarding & Promotion of**  
**Children's Welfare Policy**



## Get With The Kids Vibe

# Safeguarding & Promotion of Children's Welfare Policy

### Safeguarding

Get With the Kids Vibe is committed to safeguarding and promoting the welfare of all children and expects all colleagues and volunteers to share this commitment.

Get With the Kids Vibe 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 Enfield Safeguarding Children Partnership.

### Four Categories of Abuse – This list is not exhaustive

**Reference materials that staff should read to upskill their knowledge:** *What to do if you're worried a child is being abused (advice for practitioners) 2015* and *Working Together to Safeguard Children (2018)*

### Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

**Safeguarding and promoting the welfare of children, in relation to this policy is defined as:**

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

**Clubs aims:**

- Keep children at the centre of all we do, providing sensitive interactions that develops builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children (peer on peer) through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families, including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information and seek the help that the child may need at the earliest opportunity.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Local Authority
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, always monitoring access and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the charge of camp staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the camp premises including reporting such allegations to Ofsted and other relevant authorities including the local authority.
- Ensure parents are fully aware of child protection policies and procedures when they register with the club and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Local Authority.

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

**Neglect** - Definition Working Together to Safeguard Children defines Neglect as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger
- c. Ensure adequate supervision (including the use of inadequate caregivers)
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at camp unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at camp in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g., a child may not be receiving the attention they need at home and may crave love and support at camp. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child.

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

### **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 injured, 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 server to hide bruises or other physical injuries

## **Physical abuse**

*A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*

*All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries, then you must report your concerns.*

## **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

## **Sexual Abuse**

*Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.*

*Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.*

*If a child is being sexually abused, you may see both emotional and physical symptoms.*

### **Emotional signs:**

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language

### **Physical Signs:**

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

### **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

**Emotional abuse** - *Working Together to Safeguard Children* defines emotional abuse as the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

### **Child Sexual Exploitation CSE**

#### **Child Sexual Exploitation (CSE)**

*Keeping Children Safe in Education (2020)* describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child 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. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends

- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

### **Child Criminal Exploitation (CCE)**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education

CCE involves exploitative situations where a child, male or female, receives something from an adult because of engaging in sexual activity. This can be seemingly 'consensual' relationships 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**

This is 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.

#### **Female Genital Mutilation (FGM)**

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-agency Statutory Guidance on Female Genital Mutilation)

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

If you have concerns about a child or family, you should contact Enfield's MASH in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.



### **Forced Marriage**

Is illegal and a form of child abuse. A marriage entered without the full and free consent of one or both parties, where violence, treats or coercion is used.

### **Peer on Peer Abuse**

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. We will report this in the same way we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Sections to be added to the policy include: (taken from NDNA website/ please see suggested wording to be adjusted/ changed according to your setting)

### **Fabricated illness**

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse, and any concerns will be reported, in line with our safeguarding procedures.

### **Breast ironing/flattening**

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

### **County Lines**

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in several locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon

- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

### **Cuckooing to be added**

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

### **Contextual Safeguarding**

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Children can be vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

## 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. Tell them that you believe them. Thank them for sharing it with you and that they are brave to tell you.
3. Stay with them. If you can '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 program)
4. Accurately record the child words. Make it clear whether it is a fact, opinion, or hearsay.
5. Report all safeguarding concerns to the designated Safeguarding Officer and or your Manager. They will know the right procedure to follow. In some cases, they will speak to the parents first or report to MASH.
6. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they are not willing to do so, we will explain that we are obliged to, and the incident will be logged and reported accordingly.

If you have any concerns about a child's welfare at our club, 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 or a Company Director.

If you are not satisfied with an outcome or anything related to how Get with the Kids Vibe have conducted themselves, you will find the Local Authority contact details on the club website and can report directly to them.

### Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the Manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate). These records should be signed by the person reporting this and the \*manager/ \*DSL/ \*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the camp's role to investigate, it is the role of statutory services to complete this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have about a child. Our setting expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

## Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents

## 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
- 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 must 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
- 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 can do for 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 Get with the Kids Vibe 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. Colleagues should not take any photos off site.
- Any images taken must be appropriate.
- It is everyone's personal responsibility to delete any images from cameras, phones and recording devices.
- Images must not be published elsewhere without the authorisation of a company director.

## Whistle Blowing

Get with the Kids Vibe will not accept or condone any behaviour by colleagues or other adults associated with the Club 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 speaking to your Manager or contacting Ofsted:

- 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 colleague/volunteer is effectively monitored as well as the work of the club.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide colleagues with several ways to report including a confidential form on our website.
- Actively supporting colleagues/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

## **Allegation against a person within Get with the Kids Vibe**

If there is a serious allegation of abuse made against you, Get With the Kids Vibe will 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 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 on our website for concerned parties to report any worries directly to the Safeguarding Lead. We take all allegations seriously and will seek advice from the LADO.

Get with the Kids Vibe has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if colleagues leave before an investigation is started or completed.

As an Ofsted-registered childcare service, the following link must be used to report significant events affecting our childcare within 14 days

Ofsted must be informed about any allegations of serious harm or abuse anywhere by any person at the premises who is:

- living there
- working there
- looking after children there

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

## **Allegation against an Adult Outside of Get with the Kids Vibe or Allegations made against Staff**

If you have any concerns about an adult's behaviour, even if they do not work for Get with the Kids Vibe, for example a parent, other provider on a school site, a member of school staff, etc. you have a duty to report your concerns using our normal procedure of escalating to your manager or the company safeguarding lead.

### **Promoting awareness among colleagues**

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the \*owner/\*registered person/\*DSL/\*deputy manager instead.

At GWTKV we will follow our own local safeguarding partnership website information about how to report an allegation which is to contact the LADO, Andreas Kyriacou and seek advice on the appropriate action to take.

We would also inform Ofsted immediately for this to be investigated by the appropriate bodies promptly:

- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the local authority children's social care team yourself directly
- Enfield MASH team will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (local authority children's social care team, Ofsted) to determine how this will be handled

- GWTKV will follow all instructions from the local authority children's social care team and Ofsted and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with local authority MASH support and advice

GWTKV reserves the right to suspend any member of staff during an investigation, Legal advice will be sought to ensure compliance with the law.

- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police will also be informed.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The club retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Unfounded allegations will result in all rights being reinstated
- A return-to-work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.

GWTKV promotes awareness of child abuse issues through its colleague training.

GWTKV ensures that:

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new colleagues
- All colleagues have a copy of this Child Protection Policy, understand its contents and are vigilant to signs of abuse or neglect
- All colleagues are aware of the 'Safeguarding Children Procedure for colleagues' which is available on our website
- All colleagues are aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse
- Colleagues are familiar with 'Site specific' Safeguarding information (Local Authority) which can be found within the club's own procedures and policies folder
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and that colleagues 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.

### **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

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

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

Please see our Smart Devices Policy in the section below for full details and guidance of the use of mobiles and cameras in our clubs.

### **Changing**

Under 8's – Ensure there is always 2 members of colleagues in the changing area and that you can see each other at all times. Colleagues should not dress or dry children but support them in doing so themselves. Wait until all children are ready.

Over 8's – Colleagues should wait outside of the changing rooms. If there is a disturbance that warrants entry, avoid entering alone and never enter alone if there are less than 3 children left.

## Toilet Supervision

### ***Children in Reception, Year 1 and 2***

- Children will be escorted to the toilets and colleagues will remain outside the door to assist if help is requested.

### ***Children in years 3-6***

- All children will ask to use the toilet facilities.
- Colleagues will monitor numbers and ensure children return to their play in the appropriate location.

## Prevent Duty

Get with the Kids Vibe 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'
- Colleagues 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, colleagues, or families to the relevant authorities

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your Enfield's Social care Team (contact information is on display in all our clubs) or the police direct, or the NSPCC Helpline on 0808 800 5000, or Child line on 0800 1111.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

Add your reporting policy here: who do your staff report this too?

You need to add a section on:

Human Trafficking and Slavery

Record Keeping

Confidentiality



All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

GWTKV has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR) . These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The club keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

### **Adult Sexual Exploitation**

Up skirting: Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

. Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)

- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Looked after children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Children with SEN&D

All members of staff need to be aware that children with SEN and disabilities can face additional safeguarding challenges because:

- There may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability
- They can be disproportionately impacted by things like bullying without outwardly showing any signs
- Difficulties may arise in overcoming communication barriers

Response needs to follow that mentioned above. However, depending on the needs of the child staff need to:

- Be more vigilant to any changes in behaviour outside those which are considered that child's norm or any unexplained cuts and bruises
- Record any concerns on the 'Concern Log' and report to the designated officer
- In the first instance, try to ascertain what has happened through play with the child
- Look and consider any patterns of events which may occur and consider with the designated person the next step. This may involve contacting MASH.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We follow **safer recruitment** practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children.

We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the camp. During induction staff will be given contact details for the local authority children's social care team's, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through daily briefings and observations, weekly meetings and 360 degree staff appraisals

- regular supervisions
- peer observations
- annual declaration of staff suitability
- safeguarding competencies
- regular review of DBS using the online update service

### **Designated Safeguarding Lead**

We have named persons within GWTKV who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The club DSL's undertake specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

The Designated Safeguarding Leads (DSL) at the club are: Akile Alexander & Chrysanthi Herodotou

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies about child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

### **Related Policies and Information**

Safer Recruitment Policy

Local Authority's Guidance and Contact Numbers

#### **Contact numbers:**

Local authority MASH 0208 379 5555

Local authority Designated Officer (LADO) Bruno Capelo 0208 379 4392 / 0208 132 0369 / 0208 379 2850 –  
bruno.capela@enfield.gov.uk

Local Authority referral team 0208 379 1000

Local Authority Out of Hours Team 0208 379 1000

NSPCC **0808 800 5000**

Local Safeguarding Children Partnership 0208 379 1000

Local Early Help services 020 8379 2002

Ofsted **0300 123 1231**

Emergency police **999**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Child exploitation and Online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>

Police: 999

NSPCC: 0808 800 500

#### **Local Authority Designated Officer – Andreas Kyriacou**

Via email [safeguardingservice@enfield.gov.uk](mailto:safeguardingservice@enfield.gov.uk)

Tel: 0208 379 2850/0208 379 4392

#### **Children's Multi-Agency Safeguarding Hub (MASH)**

Click here for Children's Portal: [www.enfield.gov.uk/childrensportal](http://www.enfield.gov.uk/childrensportal)

#### **Get with the Kids Vibe**

**Safeguarding Lead is Akile Alexander – 07947 560 064**

**Safeguarding Lead: Chrysanthi Herodotou – 07787 150 480**

**Safeguarding Lead: Gabriella Carter-Suleyman – 07939 363 263**

To be reviewed: January 2025