

Hampstead Community Centre

Children's Play Centre

After School & Holiday activities & services
for families with children 4-12 years
and Under 5's Drop-in

Ofsted Reg. 116323 & EY262532

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www.hampsteadcommunitycentre.co.uk
Reg. Charity 282089
Hampstead Community Action Ltd
Company Reg. No. 1270770

Reviewed:	May 2018
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Agreed:	17/10/16
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Safeguarding Children/Child Protection Policy

Hampstead Community Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Designated Child Protection Officer (DCPO)
Dittany Bak Olesen: Play Centre Manager

Deputy DCPO's
Cheryl Cameron: Play Centre Deputy Manager
Jed Joseph: Play Centre Deputy Manager

Child protection lead officer and Local Authority Designated Officer (LADO):
Contact details: 020 7974 6999

Multi-agency Safeguarding Hub (MASH) team
Contact details: 020 7974 1553/3317 Fax: 020 7974 3310

E-safety officer
Contact details: 020 7974 2866

Child and family contact team
Contact details: 020 7974 8832/8791

Ofsted: Piccadilly Gate, Store Street, Manchester, M1 2WD,
General Helpline 0300 123 1231

Allegations against a member of staff/volunteer 0300 123 4666

Management Committee (MC) Member Responsible: Chair of Trustees

MC Lead: Richard Weaver: Director to the Trustees

Nominated Lead member of staff & DCPO: Dittany Bak Olesen

Status & Review Cycle: Statutory Annual

Next Review Date: December 2016

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" (March 2015) Safeguarding Statutory Guidance 2 "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2015. The guidance reflects Camden's Children, Schools and Families "Model safeguarding and child protection policy for schools and colleges in Camden" Sept 2016 and "Guidance for schools on dealing with allegations against staff members" Oct 2011.
- 1.2 The MC takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our Centre to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff, volunteers and trustees, have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our Centre should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 The aims of this policy are:

- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- 1.5.3 To raise the awareness of all playworkers and non-play staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Centre, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the Centre; this will be followed by all members of the Centre community, in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our Centre who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and a central record is kept for audit.

2.0 Safe Centre, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the MC understand and fulfil their responsibilities, namely to ensure that:
 - there is a Safeguarding children/child protection policy
 - the Centre operates safer recruitment procedures
 - the Centre has procedures for dealing with allegations being made against a member of staff
 - senior leaders have DCPO responsibility
 - the DCPO and all other staff undertakes Safeguarding children training every 3 years
 - any weaknesses in Safeguarding Children/Child Protection are remedied immediately
 - the MC Chair is the nominated trustee in the event of an allegation being made against the Manager
 - Safeguarding Children/Child Protection policies and procedures are reviewed annually
- 2.1.2 The Designated Child Protection Officer is Dittany Bak Olesen, Playcentre Manager and Cheryl Cameron and Jed Joseph are deputy DCPO's. All of these staff have undertaken the compulsory training delivered through Camden's Training and Development service (TDS) and will undertake other training as required, at least every 3 years.

- 2.1.3 All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack with a Centre safeguarding statement so that they know who to discuss a concern with.
- 2.1.4 All members of staff receive guidance and updates in e-safety and reporting concerns.
- 2.1.5 All other staff have safeguarding children/child protection awareness training, updated by the DCPO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.6 All members of staff, volunteers, and MC know how to respond to a child who discloses abuse.
- 2.1.7 All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding children and child protection procedures through publication of the Centre's Safeguarding Children/Child Protection Policy, and reference to it in our Playcentre Handbook.
- 2.1.8 Our lettings policy will seek to ensure the suitability of adults working with children on site at any time.
- 2.1.9 Community users organising activities for children are aware of the Centre's child protection guidelines and procedures.
- 2.1.10 We will ensure that child protection type concerns or allegations against adults working in the Centre are referred to the LADO for advice, and that any member of staff found not suitable to work with children will be notified to the Camden Safeguarding Children Board (CSCB) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer. OFSTED will also be notified of any allegation regarding a member of staff.
- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 The name of the designated members of staff for Child Protection, the Designated Child Protection Officers, will be clearly advertised in the Centre, with a statement explaining the Centre's role in referring and monitoring cases of suspected abuse.
- 2.4 All new members of staff will be given a copy of our safeguarding statement, and the safeguarding children/child protection policy, with the DCPOs' names clearly displayed, as part of their induction into the Centre.
- 2.5 Any agency staff will be made aware of the Centres' safeguarding and confidentiality policies and will sign to say that they have read and understood them.
- 2.6 Parents/carers are made aware of this policy and their entitlement to have a copy of it via the notice boards/newsletters/website

3.0 Responsibilities

The designated CPO's are responsible for:

- 3.1 Referring a child if there are concerns about possible abuse, to MASH, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Camden Agency Referral Form (CAF). If the referral is URGENT and made verbally it must be followed up by the CAF within 48 hours. The DCPO should also ensure that they give feedback to the person that expressed concern to them.
- 3.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral. For children known to Family Services, records will be kept on Family case files. Children attending Playcentre will have information kept in separate safeguarding files which are kept locked in the centre office. If a child is known to FS and attends playcentre a reference to where safeguarding records are kept will be on the Family case file.
- 3.3 Ensuring that all such records are kept confidentially and securely and are separate from child records (see above), until the child's 25th birthday.
- 3.4 Ensuring that an indication of the existence of the additional file in 3.1. above is marked on the child records.
- 3.5 Liaising with other agencies and professionals.
- 3.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- 3.7 Ensuring that any child currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.

- 3.8 Organising safeguarding children/child protection induction, and update training every 3 years, for all Centre staff.
- 3.9 Providing information for an annual report to the MC, detailing any changes to the policy and procedures; training undertaken by the DCPO, and by all staff; number and type of incidents/cases, and number of children on the child protection register (anonymised).

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- 4.2. We recognise that the Centre may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to either more challenging or withdrawn.
- 4.4 Our Centre will support all children by:
 - 4.4 Encouraging self-esteem and self-assertiveness, through our activities as well as our relationships, whilst not condoning aggression or bullying.
 - 4.5 Promoting a caring, safe and positive environment within the Centre.
 - 4.6 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.7 Notifying Children's Services as soon as there is a significant concern.
 - 4.8 Providing continuing support to a child about whom there have been concerns who leaves the Centre by ensuring that appropriate information is copied under confidential cover to the child's new setting and are forwarded as a matter of priority.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to safeguarding children/child protection are confidential.
- 5.2 The DCPO or deputy DCPOs will disclose any information about a child to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Children's Services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with CSCB at this point.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the Centre who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with a DCPO and to seek further support as appropriate.

7.0 Allegations against staff

- 7.1 All Centre staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 Guidance about conduct and safe practice will be given at induction.
- 7.3 We understand that a child may make an allegation against a member of staff.

- 7.4 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the DCPO.
- 7.5 The DCPO on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)
- 7.6 If the allegation made to a member of staff concerns the Manager, the person receiving the allegation will immediately inform the MC Lead who will consult as in 7.6 above, without notifying the manager first.
- 7.7 The Centre will follow the Camden procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.8 Suspension of the member of staff, excluding the Manager, against whom an allegation has been made, needs careful consideration, and the DCPO will seek the advice of the LADO and CSCB named person in making this decision.
- 7.9 All staff are required to complete a Staff Suitability Declaration in regard to barring by association. All staff should be aware that they have a duty to inform the Centre/LADO if;
- they are involved with the police i.e. interviewed, questioned, cautioned, convicted
 - anyone involved in their personal life is cautioned or convicted of any offence that may have a bearing on their suitability to work with children
 - they have parental responsibility for a child and that child is placed on a Child Protection Plan whilst in their care.
- 7.10 In the event of an allegation against the Manager, the decision to suspend will be made by the MC with advice as in 7.8 above.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

8.0 Whistle-blowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the Centre, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

9.0 Physical Intervention

- 9.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained in Team Teach technique.
- 9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 9.5 We recognise that touch is appropriate in the context of working with children, and all staff are clear about their professional boundary.

10.0 Anti-Bullying

- 10.1 Our Centre policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences / perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

11.0 Racist Incidents

11.1 Our Equal Opportunities and Valuing Diversity policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12.0 Prevention

12.1 We recognise that the Centre plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 The Centre community will therefore:

- 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- 12.2.2 Include regular consultation with children e.g. through children's meetings and 1:1 discussion, asking children if they are happy/sad at playcentre.
- 12.2.3 Ensure that all children know there is an adult in the Centre whom they can approach if they are worried or in difficulty.
- 12.2.4 Include activity opportunities across the programme which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Electronic communication, mobile phones and photographs

Our policies on e-safety and internet usage are set out in separate documents and acknowledge that contravention of the following may lead to consideration under child protection procedures

- All contact with parents and carers in a work context or for matters relating to work must only be done using the Centre's emails and phones.
- In all communications staff and volunteers should consider how their actions might be viewed by a reasonable observer. If they feel they might be seen as inappropriate or in a negative light, the staff member or volunteer should reconsider their course of action.
- Photographs should be taken on Children's Centre cameras or iPads. NO pictures may be taken on personal phones or devices.
- Staff and volunteers are forbidden from using personal cameras or phones for communication in any room where there are children.
- Children are only to be photographed by a member of staff or volunteer while involved in our activities if:
 - The context is directly related to participation in activities.
 - The child is appropriately dressed.
 - The image is taken in the presence of other adults.
 - Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access.

14.0 Health & Safety

14.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the Centre environment, and for example in relation to internet use, and when away from the Centre and when undertaking Centre trips and visits.

15.0 Monitoring and Evaluation

Our Safeguarding Children / Child Protection Policy and Procedures will be monitored and evaluated by:

- The Centre MC
- Camden Safeguarding Children's Board
- Discussions with children and staff
- Child surveys and questionnaires
- Scrutiny of attendance data
- Scrutiny of range of risk assessments
- Logs of bullying / racist / behaviour incidents for monitoring
- Review of parental concerns and parent questionnaires