

## Child Protection Policy

Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them. (Article 19 - UN Convention on the Rights of the Child).

In Wales this is further underpinned by the Rights of Children and Young Persons (Wales) Measure 2011.

### Let's Protect Our Children

As an organisation working with children, KIDCARE 4 U has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is the Club and management committee's first priority.

This policy has been developed in line with the

- Social Services and Well-being (Wales) Act 2014
- The Wales Safeguarding for children and adults at risk of abuse and neglect Procedures (2019)
- Safeguarding Children: Working Together under the Children Act 2004

Newport City Council is the prime authority for dealing with child protection investigations, although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

KIDCARE 4 U takes steps to protect children by:

- Maintaining a child-centred ethos in the Club
- Having a robust staff and volunteer recruitment procedure (this includes maintaining current enhanced DBS) and checks on fitness references and qualifications in line with relevant day-care regulations
- Having an awareness of legislation relating to Child Protection including The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children.

- Having robust procedures for staff, children, visitors and volunteers.
- Ensuring no children, volunteer, visitor is left unsupervised at any time, and that a record of their attendance – including dates and times – is kept.
- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse).
- Maintaining appropriate staff: children ratios for the supervision of children (in line with, or exceeding, regulatory requirements)
- Implementing and maintaining a current risk assessment of all activity in the Club and ensuring adequate insurance cover is provided
- Keeping a record of all existing injuries to children.
- Designating a suitable child protection officer [Anwara Begum] who acts on behalf of the Club in any child protection matters.
- Informing all parents/carers of the child protection policy and procedures (including relevant contact numbers) as each family starts to use the Club.

### The procedure

There are two routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

Route 1: In the event of a member of staff having a concern/suspicion that a child has suffered abuse / neglect or if someone tells a member of staff that they or another child or young person is being abused / suffering neglect:

The member of staff acts without delay (and as is appropriate to the age/stage of the individual child):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential but explains that they

will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours
- Makes a note of the date, time, place and people present in the discussion
- Does not confront the alleged abuser
- Reports the concerns to Rusna Begum /or designated child protection officer (Anwara Begum) or in their absence their line manager as possible, but without delay.
- The written record is passed to the child protection officer and kept safely and confidentially.

Rusna Begum/designated child protection officer (Anwara Begum) reports the concerns immediately to the Duty Social Worker at Newport City Council .

Duty & Social Work Team  
Information Station  
Queesway  
Newport NP20 4AX  
01633 656656

The need to seek advice should never delay any emergency action needed to protect a child.

Route 2: If the behaviour of a colleague, adult (including members of the public) towards children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures in line with this guidance and, in particular, the guidance contained in Chapter 8 (Dealing with Individual Cases). (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3)

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.

- The member of staff is informed, and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure

- The management committee considers the options for removal /suspension without prejudice from duty of the member of staff pending decisions made at the Strategy Discussion, (which is arranged by Social Services).

- Rusna Begum informs CIW of any allegations of serious harm to a child committed by any person looking after children in the Club, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises.

Making the Referral (following Route 1 or Route 2)

- A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent, and at least within 24 hours

- Outside office hours, referrals are made to the Social Services Emergency Duty Team or the Police

08003284432

Duty & Social Work Team

Information Station

Old Station Building

Queesway

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- The Duty Social Worker taking the referral is given as much of the following information as possible by the Club's referrer:

- The nature of the concerns;

- How and why those concerns have arisen;

- The full name, address and date of birth (or age) of the child;

- The names, addresses and dates of birth / ages of family members, along with any other names which they use or are known by;

- The names and relationship of all those with parental responsibility, where known

- Information on any other adults living in the household;
- Information relating to other professionals involved with the family, including the name of the child's school and GP;
- Any information held on the child's developmental needs and his / her parents'/caregivers' ability to respond to these needs within the context of the wider family environment;
- Any information affecting the safety of staff.

• Rusna Begum/ designated child protection officer (Anwara Begum) holds responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role in the child protection process.

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- If they remain concerned about a child they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child protection for the area.

• Let's Protect Our Children

Record Keeping

- KIDCARE 4 U LTD keeps accurate, concise and clear record keeping in straightforward language to underpin good child protection practice
- KIDCARE 4 U arranges for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- KIDCARE 4 U child protection records:
  - Use clear, straightforward language;
  - Are signed, dated and timed;
  - Are concise, legible and comply with professional standards and requirements;
  - Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
  - Are organised and include detailed recording and chronologies and summaries including all contacts;
  - Are comprehensive;
  - Clearly record judgements made and actions and decisions taken;

- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
- Record both formal and informal supervision discussions;
- Record directions given and agreements or disagreements made in consultation with managers.
- KIDCARE 4 U representative (child protection officer, Anwara Begum) attends any multi-agency meeting held (e.g. Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.
- That all existing injuries to children will be recorded.
- In the event that a referral is made to Social Service then CIW will be notified.

### **Prevent Duty**

At KIDCARE 4 U we look at wider safeguarding duties to protecting children from the risk of radicalisation. In the exercise of our function we have due regards to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance.

Rusna Begum and Anwara Begum (Child Protection Officer) have completed general awareness training module on Channel. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

### **Procedures**

Follow the KIDCARE 4 U normal safeguarding procedures, including discussing with designated safeguarding lead (Anwara Begum).

Where deemed necessary with children's social care.

In Prevent priority areas, the local authority will have a Prevent lead who will also be contacted to provide support.

If necessary the local police force or 101 (the non-emergency number) will be contacted to talk in confidence about concerns and help to gain access to support and advice.

**Following services are also available to contact if necessary to raise concerns.**

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly.

Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

**Safeguarding children who are vulnerable to exploitation**

All staff at Kidcare 4 U will be provided with the awareness of safeguarding issues that can put children at risk or harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education, and sexting put children in danger.

If any member of staff at Kidcare 4 U have any concerns regarding Honour-based violence such as Forced Marriage and Female Genital Mutilation (FGM) then they should report this immediately to the designated safeguarding lead, who should raise the concern with the Local Police Safeguarding Unit by email or by phone. Kidcare 4 U will never attempt to intervene directly with such matters and as these are criminal matters the Police will undertake any investigation. However, the designated safeguarding lead will co-operate and liaise with the Police and other relevant agencies.

Staff potentially only have one chance to speak to potential victims. Therefore, action will be taken without delay.

**Further information**

Each local authority in Wales has a Local Safeguarding Children Board, which coordinates what is done by its members to safeguard and promote the welfare of children in the area of the authority. Each Local Safeguarding Children

Board (LSCB) has a co-ordinator. Their details are listed at:

<http://wales.gov.uk/topics/childrenyoungpeople/health/protection/lscb/contact/?lang=en> ]

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