



# **Set Your Sights**

*Fulfilling All Potentials*



## **Set Your Sights Before and After School Club**

### **Safeguarding Policy (taken from full policy document)**

## **Safeguarding and Child Protection including PREVENT**

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

This policy is written in adherence to the following legal frameworks:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- What to do if you're Worried a Child is Being Abused 2015
- The Framework for the Assessment of Children in Need and their Families

### **Policy Statement**

Set Your Sights paramount concern is the welfare and well being of the child and we believe all children without exception have the right to be protected from abuse regardless, of gender, ethnicity, disability, sexuality or beliefs.

Safeguarding is EVERYONE'S responsibility and Set Your Sights is committed to maintaining the safety and well-being of all children. Our settings will work with children, parents, carers, schools and the community to ensure the rights and safety of children, to give them the very best start in life

Set Your Sights will safeguard children's welfare by:-

- Being familiar with child protection guidelines laid out in both Set Your Sights policies and the policies of the school in which the club is hosted.
- Making sure that children and parents are informed of the policy and procedures, have them readily available for everyone to view and regularly review them.
- Following safer recruitment, selection and vetting procedures, ensuring all staff involved in recruitment are appropriately trained to do so
- Providing effective training, support and supervision to all Managers and Leaders.
- Not allowing Leaders to carry mobile devices with cameras on site (see Mobile Device Policy). The Managers phone on which parents contact in case of lateness or in an emergency will always be kept in full view of other Leaders and will never be used unless supervised by another Leader.
- Treating all allegations as highly confidential in line with Data Protection.

- Taking all concerns and allegations of abuse seriously
- Creating and maintaining strong communication links with the school Designated Safeguarding Lead, including regular meetings and reviews. The school specific leads are below:

School Name	School Safeguarding Lead
Avenue Junior School	Mike Hooper
Charles Darwin Primary School	Maxine Sebire
Cringleford Primary School	Julia Humphrey
Queens Hill Primary School	Matthew Cross
The Free School Norwich	Darren Webster

### What is Abuse and Neglect?

- Abuse and Neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or more rarely, by a stranger.

The 4 different forms of abuse are:-

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scolding, 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.
- Emotional Abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the child. These may include interactions, which are well beyond the child's developmental capacity, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve or seeing the ill treatment of another. It may involve the serious bullying, causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some levels of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone
- Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse can occur in an adult on child manner or child on child.
- Neglect is the persistent failure to meet the child's basic physical and/or psychological needs, likely to result in 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 it may involve a parent failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or aban-

donment)

Protect a child from physical and emotional harm or danger

Ensure adequate supervision (including the use of inadequate care givers) Ensure access to appropriate medical care or treatment

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

All staff, supply staff and volunteers at Set Your Sights have a statutory duty to safeguard and promote the welfare of children, and we take this responsibility seriously within all of our settings.

If a member of staff or volunteer has any concerns about a child or young person in our school, however small, they share this information immediately with our Designated Safeguarding Lead (DSL) and record it using either the Nagging doubt form (appendix T) or the Child Protection Incident Form (appendix H)

Our Designated Safeguarding Lead (DSL) is Set Your Sights Director

Tom Pearce : 07881 802769

If the DSL is unavailable the Alternate Designated Safeguarding Lead is the Before and/or After School Manager. Setting specific Manager details can be found in Appendix V.

The role of the DSL is to:

- Share information with the school and relevant professionals and support Managers/ Leaders
- Access information and liaise with outside agencies to ensure information is up-to- date
- Collate information when there are concerns regarding a child
- Communicate areas of concern with other staff members, on a need to know basis only, when not doing so would be a detriment to the child's care and development
- Refer to the appropriate authorities

#### Procedures for a child making a disclosure

When a child makes a disclosure, the Manager/Leader must:

- Listen carefully
- Take it seriously
- Reassure the child that they are right to tell
- Not ask leading questions
- Explain what will happen next in age appropriate language

**At no point will a Manager/ Leader make promises to the child that they cannot keep such as, I won't tell anyone.**

The Leader must record the conversation in the child's words using the Child Protection Incident Form (Appendix H) making sure they include:-

- The time of the disclosure

- The child's name
- The child's age
- Gender
- The date of the disclosure
- The Leader's name
- The date that they record the disclosure
- If anyone else was present
- Their signature

They must also mark on the body map (Appendix H) any physical indicators of abuse that the child has shown them or they have noticed. They MUST NOT conduct any kind of physical examination or take any photos/videos.

After the disclosure has been recorded, the Manager must inform the DSL or ADSL, who will inform the school as appropriate.

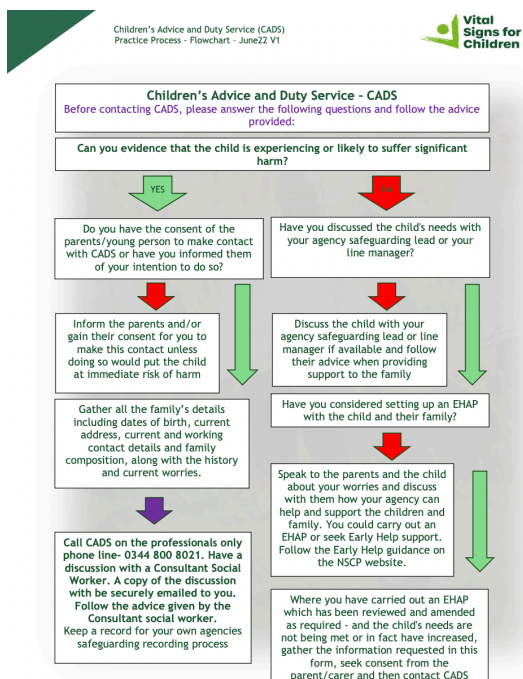
Set Your Sights intention is always to work with the parents/carers and seek consent for information to be shared unless doing so places the child at increased risk of significant harm.

The DSL/ADSL will inform the Children's Advice and Duty Service (CADS) and/or the Police (see below and Appendix J for CADS flowchart and information). The DSL/ADSL will also inform the School and Ofsted as soon as conveniently possible and Morton Michael who provide our Public Liability Insurance.

All records will be treated as highly confidential and they will be stored in a locked cupboard with access only for the DSL/ADSL.

When abuse at home is suspected by Set Your Sights, we will continue to welcome the child and the family while investigations proceed.

Set Your Sights recognises that Managers/ Leaders involved in Safeguarding issues will find it distressing and therefore, will offer appropriate support and guidance.



## Procedures for allegations against a member of staff

This procedure should be read in line with our 'Whistle Blowing Policy'.

If a Manager/Leader is concerned over a colleagues/volunteers behaviour towards a child/ren, they have a duty to report this to the DSL/ADSL.

The DSL/ADSL will listen to the member of staff and record the allegations using the Child Protection Incident Form (appendix H).

If an allegation is made by a child, the DSL/ADSL will record the allegation and contact the parents/carers, using the Child Protection Incident Form (appendix H).

If an allegation is made against a Manager/Leader off site the same procedures will be carried out

The DSL/ADSL will report the allegations to the Local Authority Designated Officer (LADO) as appropriate and/or the Police (see Appendix S for information on LADO or <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/>). This must be done within one working day and is also the procedure for our Whistle Blowing Policy.

A full investigation into the allegations will be carried out to include, how the allegations were followed up and resolved, a note of any actions taken, and decisions reached. A copy of this investigation will be given to the accused Manager/Leader and a copy will be stored on file.

Suspension will be considered in any allegation where there is cause to suspect a child is at risk of significant harm, or the allegations warrants investigation by the police, or is so serious that it may be grounds for dismissal. However, any suspension will not be carried out without careful thought into the matter and is not an indication of admission to the alleged allegation

If the findings of the allegation warrant dismissal the Manager/Leader will be reported to OFSTED.

If the Manager/Leader resigns, it will not stop an investigation being carried out under these procedures.

If an allegation made by a child is deemed to be false the DSL/ADSL will still refer the matter to the LADO as the child concerned may be abused by someone else.

If the allegation by a child or member of staff is found to be deliberately invented or malicious then disciplinary action will be taken and in some cases the Police will be informed.

## Nagging Doubts

For concerns about a child that do not fall under the disclosure process (low level concerns), we will log on our Nagging Doubt Form (Appendix T) and feed into the School DSL

## PREVENT

To safeguard individuals from radicalisation, Set Your Sights works to the PREVENT element of the Government's Counter Terrorism Strategy, and where appropriate seeks external support through referrals to Children's Advice and Duty Service (CADS). This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from

any sector of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others. The PREVENT agenda includes influence on individuals by groups on the far right. (see 'Vulnerable To Radicalisation' a Practitioners Guide Appendix M). We follow our British Values Policy to further underpin safeguarding measures to prevent individuals from radicalisation.

### Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is child abuse and is illegal in each of the jurisdictions in the United Kingdom for a child up to 18 years of age. FGM is an extremely harmful practice with devastating health consequences for girls and women. Some girls die from blood loss or infection as a direct result of the procedure. Some women who have undergone FGM are also likely to find it difficult to give birth and many also suffer from long-term psychological trauma.

If a member of staff has any concerns regarding FGM and a child, they have a duty to report this to the DSL immediately and follow up with a written record using the Child Protection Incident Form (appendix H). Further information regarding FGM is available in appendix L.

### County Lines

County Lines is used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

### Honour Abuse

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence.

Crimes committed in the name of 'honour' might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse

- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing

### Forced and Child Marriage

Forcing a person into a marriage is a crime in England and Wales as stated in The Anti-Social Behaviour, Crime and Policing Act (2014). A child marriage is one entered into by a person under 18. A Forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical (physical or sexual violence ) or emotional and psychological (a child may be made to feel that they are bringing shame on the family) Forced child marriage is an abuse of a child's rights. If a member of staff has any concerns regarding a child who has been entered or may be entered into forced child marriage they have a duty to report this to the DSL immediately and follow up with a written record using the Child Protection Incident Form (appendix H). The Forced Marriage Unit has statutory guidance and Multi-Agency guidelines and they can be contacted for advice or support on 020 7008 0151

### Domestic Abuse

Domestic Abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

### Child Sexual Exploitation

Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group take 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 use of technology.

### Child Criminal Exploitation

Child Criminal Exploitation describes where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants; and/or
- (b) for the financial or other advantage or 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. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

### Child on Child Sexual Violence and Harassment

Set Your Sights recognises, in the case of child to child sexual harassment and violence, the importance of explaining to children that the law is in place to protect rather than criminalise them. We understand the importance of intra-familial harms, and will provide any necessary support for siblings following incidents. We understand the need for schools and colleges to be part of discussions with statutory safeguarding partners, and will engage in all required discussions.

All members of staff, including Directors, receive Child Protection Training annually and a range of information materials are made available to them to keep this up to date, examples of these are in the Appendices (appendix K). In addition, they are provided with 'Part 1 of Keeping Children Safe in Education'. Further to this all members of staff sign a declaration to say they have read and understood the Safeguarding policies and guidelines and will follow them accurately.

All safeguarding concerns and allegations, will be regularly reviewed and learnings will be taken from all occurrences, regardless of outcome, and be used to inform future policy decisions.

### Useful Numbers

Set Your Sights Designated Safeguarding Lead - Tom Pearce: 07881 802769

Set Your Sights Alternative Safeguarding Lead – Laura Pearce: office@setyoursights.net

Setting specific Designated Safeguarding Lead - See Appendix V

Children's Advice and Duty Service (CADS): 0344 800 8021

Local Area Designated Officer (LADO): 01603 223473

NSPCC advice line: 0808 800 5000

Police: 999

This policy will be reviewed annually. This policy was updated on 1st August 2024.