



## **Safeguarding Children Policy**

**Jesters believes that children have the right to be safe and happy at all times, and that we have a duty to ensure that all children are protected from harm. Good child protection practice not only protects the children, but also the staff and volunteers who have responsibility for them. This is called a 'Safeguarding Culture'.**

This policy outlines Jesters key roles, responsibilities and procedures for Safeguarding children.

Jesters has appointed a named Safeguarding Officer (Emma Green). This Officer has suitable experience, training and expertise, and will be responsible for liaising with social services, the Local Safeguarding Children's Board and where necessary, Ofsted in any safeguarding matters.

Jesters safeguarding procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children's Board.

Jesters is committed to reviewing its Safeguarding Children's policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period and are available on our website [www.jesterskidsclub.org](http://www.jesterskidsclub.org)

Jesters and all staff and volunteers are required to act within the organisations Code of Conduct, which covers appropriate behaviour management, safe touch, supervision of activities, health and safety, and incident reporting.

### **Staff Support and Training**

Jesters is committed to ensuring that it meets its responsibilities in respect of Safeguarding through the provision of safe recruitment procedures, as outlined in our Staffing policy, continued support and training of all staff. Therefore, we will ensure that all staff, students and volunteers:

- are effectively recruited in line with our Safe Recruitment Procedure, have verified references, identity checks and have full and new DBS checks through Jesters. We are also signed up for the yearly update service to ensure all information is as current as it can be.
- receive regular training and supervision in safeguarding procedures, and are provided with all relevant information, policies and guidance. Staff training is updated at least every 3 years.

- attend monthly Key Person meetings where Safeguarding is tabled as a standard agenda item. Staff are updated on any changes in legislation and anything they need to be aware of with key children.
- are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- are aware of the main indicators of child abuse, and what to do if a disclosure is made.
- are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the designated Safeguarding Officer.

## **Child Welfare**

All staff understand Jester's Safeguarding procedures and have regular appropriate training and guidance in the principles of child welfare. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- Staff will only take photographs of children with the Jesters camera, and not with their own personal cameras or mobile phones. No images of the children attending Jesters should be transferred or kept on staff computers unless permission has been given by the Director and are for club promotional use only.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully on an Incident Record Form and the Safeguarding Officer is made aware of the incident straight away.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued. If a member of staff is required to change a child's nappy they must inform another member of staff where they are and leave the door unlocked.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully recorded, including any actions taken, on an Incident Record Form and reported to the Safeguarding Officer.

In the event of there being a witness to an incident, they should sign the records to confirm this. The Director and OFSTED will be informed.

- Jesters maintains an open-door policy and encourages the reporting by staff of any concerns over other staff members behaviour and conduct with the children.

### **Recognising Child Abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse: This involves hitting, smacking, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable. Hearing or seeing domestic violence, also constitutes abuse.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

### **Procedures for dealing with allegations**

Jesters is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Jesters will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Safeguarding Officer will immediately refer the case to the local statutory Safeguarding agencies.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Club Manager and the Safeguarding Officer as well as the Director, at the earliest possible opportunity.

- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained in the Safeguarding folder. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. Jesters will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Director and the Safeguarding Officer will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the Club Manager or the Safeguarding Officer, the Registered Person will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and treated sensitively and with respect.

In circumstances where a child is making an allegation or a disclosure, the member of staff concerned will:

- 1 Listen fully to all the child has to say.
- 2 Ensure that they feel able to speak freely in a quiet and safe environment
- 3 Make no observable judgement about the incident.
- 4 Encourage the child to speak in their own words.
- 5 Ensure the child is safe, comfortable and not left alone.
- 6 Record accurately as soon as is possible, all factual information, and in the child's own words.
- 7 Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Staff will be made aware of the Department of Health's booklet; 'What to do if You're Worried A Child Is Being Abused?' (2015) <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> , and it's recent guidance on 'Protecting Children from Harm'.

### **Allegation against a member of staff**

Jesters will take appropriate action in relation to the findings of any investigation into allegations of abuse by a member of staff, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.

Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

Where an allegation is made against a member of staff the following procedures will apply:

- All allegations will be immediately reported to the Club Manager, Safeguarding Officer and the Director. This will then be reported to the Local Authority Safeguarding Board.
- If the member of staff is on site at the time of the allegation, they will be asked to leave immediately, and will not return to club until the matter has been fully investigated
- All information will be recorded on an Incident Form, including full details, dates, and witnesses to the allegation.
- Ofsted will be informed immediately. Jesters will assist the safeguarding bodies where necessary, during any investigation.

### **Referring Allegations to Safeguarding Agencies**

If the Director or the Safeguarding Officer has reasonable grounds for believing that a child has been – or is at risk of being – subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local Safeguarding Children's Board. In line with the Children's Act 2004 the LSCB along with other agencies will make arrangements to safeguard and promote the welfare of the children straight away if they feel the children are at immediate risk.
- The Director or the Safeguarding Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The Director and staff will work with and support parents/carers as far as they are legally able.
- Jesters will assist the Safeguarding Board and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- OFSTED will be informed of any allegations of abuse by a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing, as well as the DBS.

## **Radicalisation**

Jesters values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Children, young people and staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of individuals, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Jesters is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Jesters seeks to protect children and young people against the messages of all violent extremism.

When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, it will be reported to the Safeguarding Officer.

## **Female Genital Mutilation**

FGM is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern are brought to the attention of Jesters we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

## **Trafficking**

Child trafficking involves moving children across or within a national or international boarder for the purpose of exploitation. Where Jesters is made aware of the child that is suspected of or are actually being trafficked/ exploited we will report our concerns to the LSCB.

**Jesters Safeguarding Officer:** Emma Green, Club Manager  
**Support:** Becky Pardoe- Deputy Manager

**NSPCC:** 0808 800 5000

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

**Essex Safeguarding Board:** Essex Safeguarding Children Board Room C228,  
County Hall,  
Chelmsford  
CM1 1QH  
**Phone number:** 0345 603 7627

**Ofsted:** 0300 123 1231

**Registered Address:** Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### **Appendices**

SET Procedure

<http://www.escb.co.uk/Portals/67/DNNGallery/SET%20Procedures-November%202016-final.pdf>

Children's Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Protection of Freedom Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Female Genital Mutilation Act 2003

<http://www.legislation.gov.uk/ukpga/2003/31/contents>