

Principle

Fun 4U Club is committed to safeguarding the welfare of all children by protecting them from physical, sexual, emotional harm, exploitation and neglect. The welfare of the children in our care is of paramount importance. Therefore in accordance with the Safeguarding Board N.I. the following policy has been produced.

Statement of intent

It is important that staff make themselves aware of the Child Protection Handbook issued by the Health & Social Services Trust, which is available for all staff to consult in the office.

Our policy is to ensure that children are never placed at risk whilst in the charge of our staff and also for staff to be vigilant about the signs of abuse and how to respond to any disclosure.

All of our staff are vetted and undergo an induction program which includes a staff handbook and copies of all of our policies. Employment is always subject to a probationary period and staff are not confirmed in their post until a satisfactory period is reached. All staff are encouraged to participate in training on Child Protection.

Procedures

Staff Code of Conduct

It will be necessary for staff to do things of a personal nature for children as all of the children in our care are primary school age or younger. In order to safeguard the child and protect staff from false accusations the following code of conduct must be adhered to at all times:-

- A minimum of 2 adults will be present in each of the childcare facilities at all times;
- When taking children to the toilet you must inform your room colleague how many children you are taking with you to the toilet;
- Trained permanent staff only are permitted to accompany children to the toilet;
- Written permission is request from parents to change children's clothes;
- When toileting or adjusting clothing children are encouraged to do things for themselves
- If children need changed, this will be done discreetly but within sight of other adults.

Suspected abuse

It is our duty to be aware of the signs and symptoms of abuse. There are five different types of abuse.

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| Exploitation | The actual use of a minor for profit, sexual gratification, labour, personal or financial advantage. |
| Neglect | Actual persistent or significant neglect of a child or failure to protect a child from exposure to any kind of danger, including cold and hunger |
| Physical | The actual or likely physical injury to a child, or wilful neglectful to prevent physical injury or suffering of a child |
| Sexual | The actual or likely sexual exploitation of a child. The involvement of children or adolescents in sexual activities they do not comprehend. |
| Emotional | The actual or likely persistent or significant emotional ill treatment or rejection, resulting in severe adverse effects on the emotional, physical and / or behavioural development of a child. |

Even for those experienced in working with child abuse it is not always easy to recognise a situation where abuse may occur or has already taken place. It is important to recognise therefore that under the Children's (NI) Order 1995 the Department of Health & Social Services have a statutory duty to ensure the welfare of a child. The onus on Fun 4U Club is to provide a safe environment by

employing people who are suitable for working with children and by having effective procedures for reporting any suspicions through their own structures to the relevant Health & Social Services Board.

Indications that a child may be abused include:-

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injuries.
- An injury for which the explanation seems inconsistent;
- The child describes what appears to be an abusive act;
- Someone else - child, or adult, expressing concern about the welfare of another child;
- Unexplained changes in behaviour over time, e.g. Becoming quiet, withdrawn or displaying sudden bursts of temper
- Inappropriate sexual awareness;
- Engagement in sexually explicit behaviour in games;
- Distrust of adults, particularly those with whom a close relationship will normally be expected
- Difficulty in making friends
- Prevented from socialising with other children
- Loss of weight for no apparent reason
- increasingly dirty appearance

This list is not exhaustive, but any staff member who works closely with a child in their group should be able to pick up on any changes to a child in their care and have a responsibility to act on their concerns.

It is inappropriate for Fun 4U Club to inform parents of suspected abuse because:-

- It may put the child at greater risk if it is a family member who is abusing the child;
- Social Services will have the opportunity to assess possible risk to the risk when they inform the parents
- Social services can ensure that the child is protected or removed if necessary, when the parents are informed.

Reporting procedures

Staff must report any concerns as follows:-

Child Protection - Basic summary of training

The Basic's - four R's

Recognising

Inappropriate behaviour that causes distress or injury to another person

- Physical
- Sexual
- Emotional
- Domestic abuse
- Neglect
- Bullying
- Exploitation

Not reaching developmental milestones - physical and behavioural

Sometimes children will disclose abuse and sometimes we have to recognise the signs:-

- Behaviour
- Verbally disclose
- Imaginative play
- Story telling
- Drawing
- Modelling - play dough

Responding

Use open ended questions, stay calm, watch your tone! Listen and do not question it! Give the child time. Try not to show shock or horror. Use open body language and stay at the child's level

Don't stay anything to the parent!

Need to know basis for staff. Speak to designated CPO. Observe child and types of play as well as their behaviour!

Recording

Need important information for fact gathering:-

- Date
- Time
- Details of Event
- Who was present
- How did the recorder approach it
- Signature of recorder

Must record as soon as appropriate

Tell management at the very earliest opportunity and tell them you will record the matter and why. Must be recorded in case it happens again - fact finding and information gathering is crucial if legal proceedings are to follow and if social services need to build a case Remember this evidence can be used in court!

Report

It is a staff member's duty to report to their immediate line manager as follows:-

Facilities



Facility Leader
General Manager DCPO

Jules Hepburn **07580061453**
Pauline Martin **07715585673**



Passed on to Central Gateway Team
FREE PHONE Gateway Phone Numbers,
08007837745 OR 02837567100

Out of Hours Social Worker 5pm onwards **08001979995**



SHSCT EARLY YEARS TEAM **02837564020**

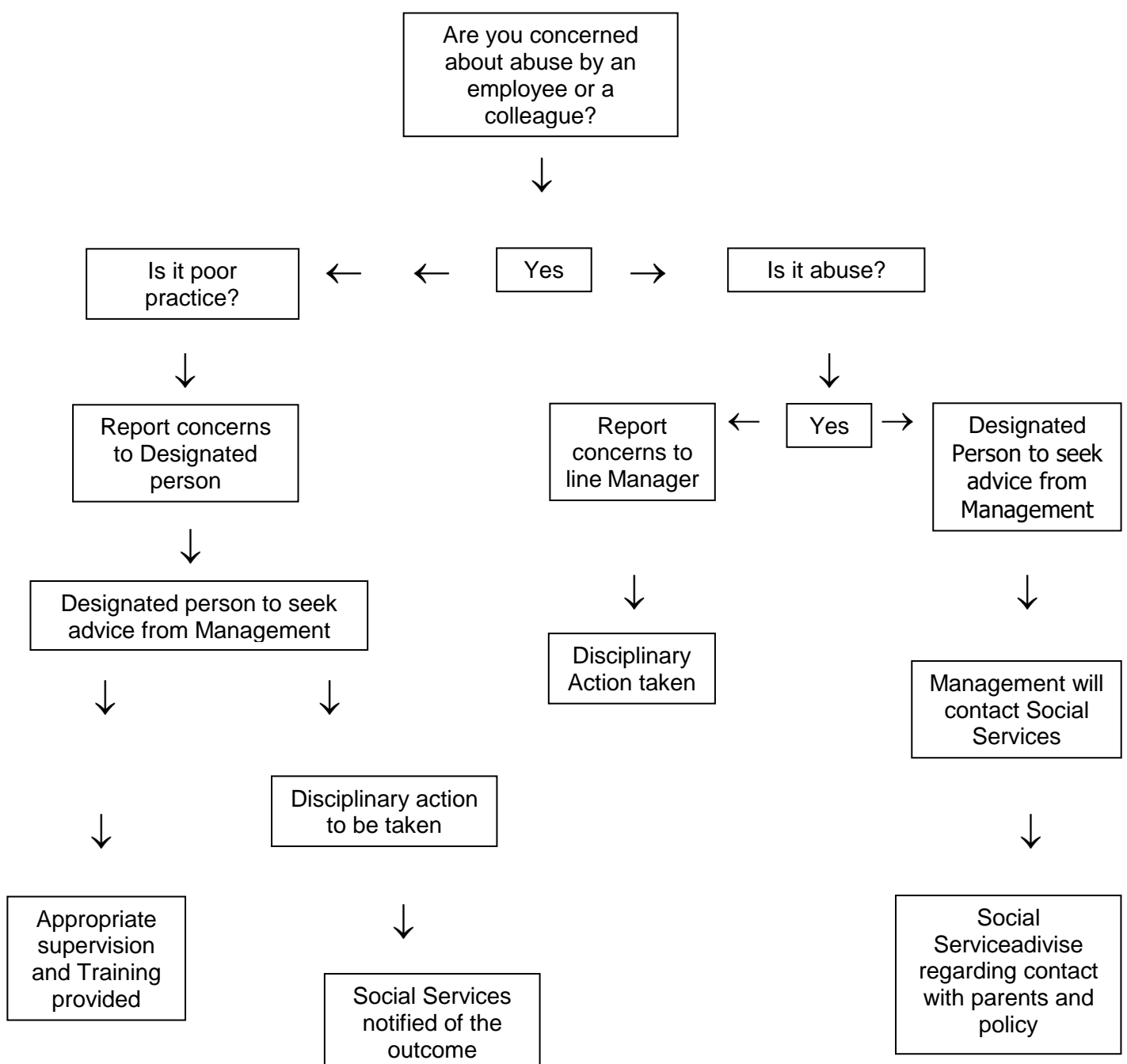
When will it be disclosed to Gateway:-

When there is visual evidence and a repeated pattern has been established
When there have been recorded observations of certain behaviour

Any concern should be reported immediately to your line manager who will follow the above protocol.

When not to report - **NEVER!**

Why report - Welfare of the child; legal and moral obligation and the earlier it is identified the earlier it will be resolved!



Action to take if you suspect child abuse by a parent / carer or another person

Staff should Report their concerns to their facilities, Designated Child Protection Officer

The child protection officer will report this to Pauline Martin (Registered Person - responsible for child protection)

The Management will then make contact with the appropriate link social worker in the Early Years Team.

It is important to know how to react to a child's disclosure of abuse:-

1. Listen
2. Stay calm
3. Reassure, but remember not to ask leading questions and do not keep asking the child to repeat
4. Record
5. Report to the manager immediately - do not delay

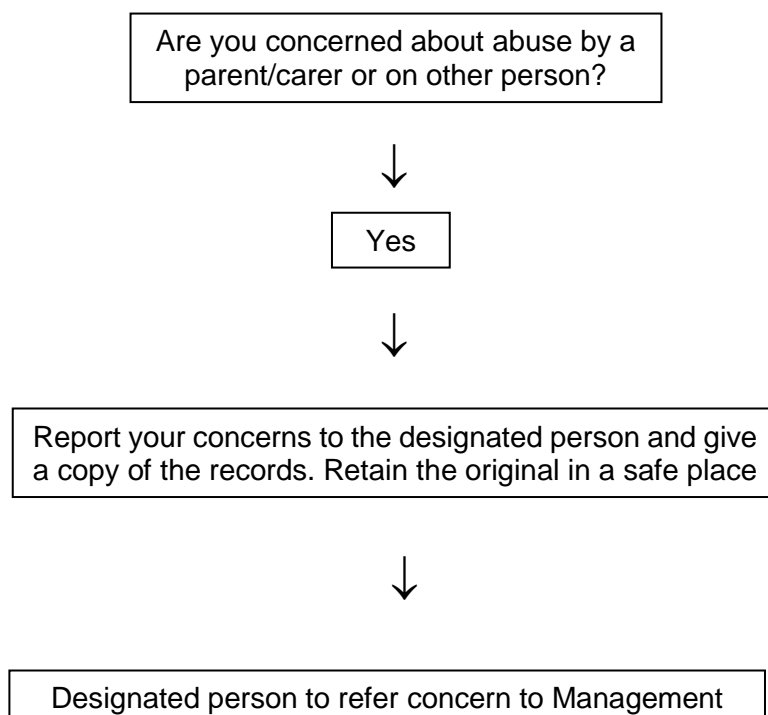
Always remember:-

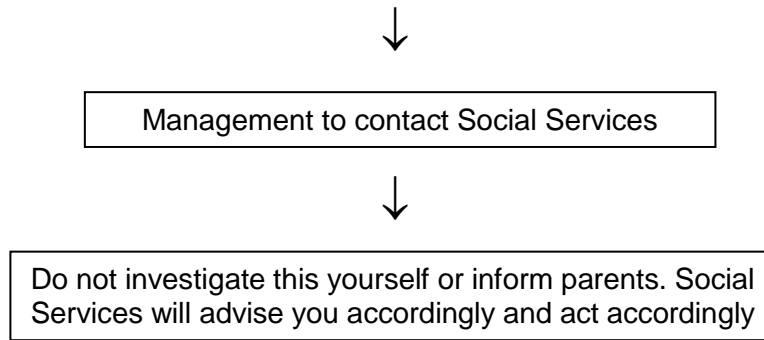
1. Never agree to keep a secret with the child
2. Never buy the children gifts as a means of building a relationship or trust
3. Never show disgust when the child is telling you something
4. Do not smother a child with care and attention - empathy rather than sympathy
5. Always convey admiration/praise to the child for telling you
6. Always act on what a child has told you
7. Always explain and reassure the child what is going to happen next.

Record

Use the incident report in your accident manual to record all relevant details and also keep a written statement of all events surrounding the incident.

The following flow chart shows the reporting procedure if a staff member is concerned about abuse from a parent / carer or another person





As these procedures show, any disclosure should be recorded, dated any relevant information added and this should be kept in a confidential file.

It is important to do this as soon as possible and as accurately as possible as it may be necessary to provide information to other professionals about child abuse and it may need to be used later for example, in court.

In accordance with our confidentiality policy, any relating to child's safety is kept in a confidential file and not discussed within the setting (any information given would be on a need to know basis) except with the child's key worker.

The person designated with dealing with suspected abuse should be informed at once and this person decides whether or not there are grounds for involving the statutory sectors.

If a member of staff is not happy with the way this has been dealt with they should be informed of complaints procedure of the setting.

Reviewed on:

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