

## **Kids Academy Out of School Club**

### **Child Protection Policy and Procedure**

#### **Promoting awareness among staff**

The Club promotes awareness of child abuse through its staff training. The Club will ensure that:

- A child protection officer (CPO, Shona Grant, Manager) will have the appropriate level of training in Safeguarding and Child Protection.
- The CPO is responsible for coordinating any child protection issues and liaise with external agencies (e.g. Social Care, the CPC and Care inspectorate).
- Safe recruitment practices as set out in Safer Recruitment Guidance (as detailed in staff recruitment policy)
- Ensure that all staff have a copy of this Child Protection policy/procedures and have a clear understanding of its contents, including their own roles and responsibilities. Ensuring they are vigilant to signs of harm, abuse, bullying or neglect.
- All staff will receive formal child protection training and are able to observe, monitor, record and report suspected, identified or disclosed neglect or abuse.
- The Club's policies and procedures are in line with up to date legislation and guidelines.
- All child protection matters comply with the clubs confidentiality and record keeping policies.
- Daily risk assessments will be carried out along with the settings daily checklists.
- Recommended adult: child ratios will be met at all times.
- Following the clubs guidelines for signing children in and out of the club ensuring they are collected by a named adult or if authorised by parent/carer a sibling or equivalent.
- Ensuring that all record keeping including Child Protection Concern forms and Chronologies are kept in accordance with the Data Protection Act (2018) and GPDR.
- Ensure that children are aware of their right to be protected from being hurt or badly treated, Article 19, UNCRC.
- Ensure that good relationships and close bonds are formed with all children in our care, so that they feel comfortable speaking to staff should they have any concerns or wish to disclose any harm or abuse.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur, following guidelines set out in The National Guidance for Child Protection in Scotland 2021 and Practitioner's Guide to Information Sharing, Confidentiality and Consent to support Children and Young People 2014. A copy of each of these are held in the Child Protection Information and procedures folder.

The Club's child protection procedures comply with all relevant legislation which includes The Children (Scotland) Act 1995. The Protection of Children (Scotland) Act 2003, Protection of Vulnerable Groups (Scotland) Act 2007 and Sexual Offences (Scotland) Act 2009.

At Kids Academy we will also follow guidelines set out by Aberdeenshire's Child Protection Committee, these provide a framework to ensure that all practitioners working with children and young people must play their part in supporting the wellbeing of children and young people. The wellbeing of children and young people is at the heart of Getting it Right for Every Child (GIRFEC).

This approach uses the eight wellbeing Indicators in which all children and young people need to progress, in order to do well now and in the future. These eight Wellbeing Indicators defined as – (SHANARRI) - safe; healthy; achieving; nurtured; active; respected; responsible; and included. A focus on wellbeing ensures that all Practitioners take a holistic view of the child or young person and ensures that all aspects of their wellbeing are

supported. These indicators are used whilst taking observations, compiling Personal Plans and recording information in a child's Chronology, all of which help staff to assess and monitor the wellbeing of each child.

### **Working with Children and Families**

Kids academy will ensure that at first contact families will be made aware that Kids Academy has a child protection policy to protect all children from harm and is therefore required by law to inform the Local Authority/Social Work team of any suspicion of abuse.

At all times during the process of safeguarding children, practice should involve minimising distress to the child and ensuring that families are treated with sensitivity and respect. Parents/carers require support, and asking for help should be seen as a sign of responsibility rather than parenting failure. Parents/carers should be kept fully informed at all times, unless to do so would jeopardise the safety and welfare of the child. It is important to remember that the child and family may require continuing support and services and, as far as possible, professionals should work in a way which will promote a constructive working relationship with the family in the future.

However anybody who judges that there is evidence of abuse or potential danger to a child then he/she must ensure that social work is contacted, this will include discussion as to how parents have engaged.

The following definitions of child abuse may help in deciding whether a referral is needed.

### **Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Parental Substance Misuse** parents under the influence of drugs or alcohol are unable to keep their child safe, children are often neglected.
- **Female Genital Mutilation (FGM)** is a procedure where the female genitals are deliberately cut, injured or changed but where there's no medical reason.
- **Radicalisation and or Extremist Behaviour** Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.
- **Child Trafficking** many children are trafficked into the UK but children are also trafficked from one part of the UK to another. Children can be trafficked for sexual exploitation, benefit fraud, forced marriage or domestic labour.
- **Bullying/Peer on Peer Abuse** at Kids Academy we endorse positive behaviour as an effective way to set limits and manage behaviour in our club. Staff support the children in using conflict resolution to enable them to learn appropriate strategies for managing their own relationships. We encourage the children to learn about their similarities and differences and be tolerant towards others. Staff are aware of the need to support children in developing healthy relationships with each other to ensure there are no instances of bullying. We

have an Anti-bullying policy and strategies for how to manage behaviour are outlined in our Positive Behaviour Policy and Social and Emotional Development Policy.

### ***Recognising signs of abuse and neglect***

Signs of possible abuse and neglect may include:

- Injuries to the child which are inconsistent with the normal play activities of a child, either in position or type
- Inconsistent or unreasonable explanation of an injury by a child, parent/carer.
- Inappropriate behavior such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet/aggressive, severe tantrums.
- Reluctance to go home.
- Flinching when approached or touched.
- Becoming isolated socially
- Overeating, loss of appetite, weight loss/gain.
- Inappropriately dressed, ill-kept and or dirty.
- Open distrust of, or discomfort with, parent or carer.
- Self- inflicting injury.
- Delayed Social Development, poor language and speech.
- Excessively nervous behavior, such as rocking or hair twisting.
- Low self esteem
- In-appropriate behavior displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Children are each assigned a key worker and staff will use the eight indicators of SHINARRI (Safe, Healthy, Active, Nurtured, Achieving, Respected Responsible and Included) to help assess a child's overall wellbeing and identify any concerns.

There can be additional barriers to recognising abuse in children who have special educational needs or disabilities. In these instances, staff should be vigilant for signs, as some children may be less able to convey information to you.

### ***Responding if abuse is suspected or disclosed***

***The welfare of the child is paramount. Statements about, or allegations of abuse, or neglect made by children, must always be taken seriously.***

When a child makes a disclosure to a member of staff, that member of staff will:

- Listen to the child carefully, do not interrupt or ask leading questions.
- Stay calm and reassure the child that they were not to blame and were right to speak out
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).
- Inform the CPO immediately. You should never assume someone else has reported the concern.

#### **Staff must not:**

- Let the child see any signs of anxiety, alarm or shock.
- Ask any leading questions.
- Promise confidentiality as this is misleading, instead be open and transparent about the need to share the information.

## Logging an incident

All information about the suspected abuse or disclosure, will be recorded on the **Logging a concern form** as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- If you are recording a concern you should note what you have seen/heard and what concerns this has raised.
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.
- It is important that all staff understand that investigation only needs to establish evidence of the need to investigate abuse. A full inquiry by staff must be avoided because this collection of evidence is a specialist police/social work role. Inappropriate inquiries may prevent successful investigation.

The record will be given to the Club's CPO who will decide on the appropriate course of action and may contact the child's named person for advice. If the CPO judges that there is sufficient grounds for concern of neglect or abuse then she will contact the Ellon Children & Families Team or the Emergency Out of Hours Social Work Service and discuss the case. This discussion will lead to a series of actions to be taken. This will include consideration of how parents are to be engaged if appropriate and how the outcome of any investigation will be relayed. If the outcome has not been relayed within 48 hours the CPO will follow up in writing to Social work team.

If contacting, the CPO implies delay beyond the end of the session, an assessment should be made of the child's safety and, if necessary, a direct referral should be made. Every employee has the responsibility to make a referral where necessary.

**If there are significant and immediate concerns about the safety of a child, staff should call 999 or 101 immediately.**

All discussions and actions should be noted on the Logging a Concern form with times and dates noted. This should be retained, with a summary of relevant and proportionate information transferred to the child's chronology.

If you feel that your CPO is not taking the appropriate action, you should directly contact the Ellon Children and Families Team directly and discuss the case.

## Making a Referral to Social Services

In order to ensure that we are safeguarding children the children in our care we promote Multi-agency working, where the CPO considers that further information is required before suspicions can be confirmed or rejected, he/she can contact the child's named person or social work for further advice.

The following information will be provided when making a referral:

- Cause for concern, including details of allegations, their sources, timing and location.
- What the child said, keeping it factual.
- Child's current location emotional and physical condition.
- Whether the child needs immediate protection.
- Full names date of birth and gender of child/ren.
- Current and previous address.
- Identity of who has parental responsibility.
- Details of the setting and manager contact details.

When we contact them we will ensure we speak with a qualified social worker. They will take full details of the child and your concerns and either:

- Provide advice and information;
- Direct you to an appropriate team or organisation;

- Make a formal referral to the social care and also the police if required.

### **Deciding not to take action**

Any decision not to take further action and the reasons why should be recorded in the child's chronology. It is important that this entry is completed with times and dates noted. The child should continue to be monitored using tools for observation such as the Resilience Matrix and a GIRFEC assessment.

### **The Child Protection Register**

Children and young people are registered on the child protection register in order to alert workers to the fact that there is sufficient professional concern about a child to warrant a Multi-Agency Child Protection Plan.

Parents should inform club if their child is on the register or is subject to a plan. The CPO can contact to check if a child's name has been recorded on the Child Protection Register.

### **Child Protection - Training/Development**

All staff on joining Kids Academy, staff and volunteers, are introduced to this policy and procedure as part of their induction, along with our child protection folder which contains copies of all legislation and guidance documents. Staff, must attend the Level 1 Child Protection training session within their first 3 months of employment. It is also advised that all staff/volunteers attend refresher sessions and it is updated annually unless there have been any significant changes in legislation or policy that requires individuals to update their knowledge earlier. Staff, are involved in reviewing this policy and encouraged to share new knowledge from training.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Social Work and to Care inspectorate. They will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the CPC will be followed up in writing within 48 hours.
- Following advice from the CPC, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service and SSSC.

### **Monitoring and reviewing our policies and procedures**

We constantly monitor and review our policies and procedures and immediately update them any new legislation. All updated policies are shared with staff, volunteers and students.

### **Use of Mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Club.

### **Contact numbers**

**Shona Grant (CPO) 07880528816**

**Social Care: 01467 537111**

**Social Care out of hours contact: 03456 08 12 06**

**Police: 101 (non-emergency) or 999 (emergency)**

**Care Inspectorate: 0345 600 9527**

All our staff are committed to Safeguarding and Protection of children and have read this policy and have undertaken formal training. All staff must sign and date below.

Name	Role	Signed	Date

### Legislative Framework

Child Protection is not entirely governed within a legislative framework, and this list is not exhaustive.

- **The Children (Scotland) Act 1995** which requires Local Authorities to promote the welfare of children in need, and to make enquiries when they receive information that a child may be in need of compulsory measures of supervision. It also requires the Children's Hearing to consider who are deemed to be in need of compulsory measures of supervision.
- **The Police (Scotland) Act 1997**, which requires the police to guard, watch and patrol in order to prevent crime, preserve order and protect life and property and to pass information to the Procurator Fiscal when an offence may have been committed.
- **The Criminal Procedure (Scotland) Act 1995 – Schedule 1** which lists offences against children.
- **Protection of Children (Scotland) Act 2003**. This act provides a list of individuals considered to be unsuitable to work with children to be established and maintained by the Scottish Ministers and for those on the list to be banned from working with children.
- **Additional Support for Learning Act (2005)**
- **Regulation of Care (Scotland) Act 2001**
- **Public Services Reform (Scotland) Act 2010**
- **Protection of Vulnerable Groups PVG (Scotland) Act 2007**
- **Data Protection Act (2018) (Including chapter 2 GDPR)** – The rules based on 8 principles: data should be stored and processed fairly and lawfully, held securely, be specific for it's, take into account people's rights and not be transferred outside the EEA.

- **Children and Young People (Scotland) Act 2014** – Legislation and practice are underpinned by the principles from;
- **The United Nations Convention of The Rights of the Child (1991)**
- **National Guidance for Child Protection in Scotland (2021) – updated 2023**
- **GIRFEC** – the 2014 Act also establishes a new legal framework within which services are to work together in support of children, young people and families.
- **Human Trafficking & exploitation (Scotland) Act 2015**