

# SAFEGUARDING POLICY



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# SAFEGUARDING POLICY



## **ARRIVALS AND DEPARTURES**

Super Skills After School Club recognises that the safe arrival and departure of the children in our care is paramount.

The coaches will ensure that an accurate record is kept of all children in Super Skills, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location at all times. In addition, we conduct regular headcounts during the session.

### **Escorting children to Super Skills**

Super Skills and school have a clear agreement concerning the transfer of responsibility for children's safety.

The school and Super Skills keep an identical register of children attending Super Skills.

If a child is booked into Super Skills but is not at the collection/meeting point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, coaches will immediately inform the designated contact at the school.

### **Arrivals**

Our coaches will greet each child warmly on their arrival at Super Skills and will record the child's attendance in the register straightaway.

### **Departures**

Staff will ensure that they only release children to an adult who has been authorised to collect them on their registration form.

The child's parents or carers must inform Super Skills in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.

The parent or carer must notify Super Skills if they will be late collecting their child. If Super Skills is not informed, the Uncollected Children policy will be followed.

Children will only be allowed to leave Super Skills alone at the end of the session if Super Skills has discussed this with the child's parents and has received their written consent.



## **ANTI BULLYING POLICY**

Super Skills After School Club will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of Super Skills' position on bullying.

Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the supervisor. A clear account of the incident will be recorded in an Incident log. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Super Skills after school club defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

**Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

**Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.

**Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity or making fun of another person.

**Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log.

## **Preventing bullying behaviour**

Coaches at Super Skills After School Club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children
- Responding to bullying behaviour

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Super Skills after school club acknowledges that despite all efforts to prevent it, bullying behaviour may rarely occur. Should such incidents occur, Super Skills will follow the procedure outlined below:

We will address all incidents of bullying thoroughly and sensitively.

Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.

They will be reassured that what they say will be taken seriously and handled sympathetically.

Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.

If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.

If a member of staff witnesses an act of bullying, involving children or adults at Super Skills, they will inform the supervisor.

Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.

If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Super Skills Membership Terms and conditions.

All incidents of bullying will be reported to the manager and will be recorded on an Incident Log. The manager and other relevant staff will review Super Skills' procedures in respect of bullying, to ensure that practices are relevant and effective.



## **ADMINISTERING MEDICINE POLICY**

If a child attending Super Skills after school club requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at Super Skills will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at Super Skills. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), Super Skills staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Super Skills after school club can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that Super Skills has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Given form and get the witness to sign that the medicine was given.
- When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition Super Skills will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that Super Skills has a clear statement of the child's medical requirements.



## **BEHAVIOUR MANAGEMENT POLICY**

Super Skills After School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending Super Skills. Working in partnership with the school and parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst at the After School Club, Super Skills coaches expect children to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Participate in a variety of activities
- Ask for help if needed
- Enjoy their time at Super Skills

### **Encouraging positive behaviour**

At Super Skills After School Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at Super Skills will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **Dealing with inappropriate behaviour**

Challenging behaviour will be addressed in a calm, firm and positive manner.

In the first instance, the child will be temporarily removed from the activity.

Staff will discuss why the behaviour displayed is deemed inappropriate.

Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with the school / parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

We will not threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Super Skills may decide to exclude the child in accordance with our membership Terms and Conditions. The reasons and processes involved will be clearly explained to the child/parents/carers.

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## **Physical intervention**

Physical intervention will only be used as a last resort, when staff believes that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an Incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

All serious incidents will be recorded on an Incident record and kept on file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

## **Corporal punishment**

Corporal punishment or the threat of corporal punishment will never be used at Super Skills. We will take all reasonable steps to ensure that no child who attends our Club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on the premises.



## **COMPLAINTS POLICY**

At Super Skills After School Club we aim to work in partnership with parents to deliver high quality football / sports training for everyone. If for any reason, we fall short of this goal, we would like to be informed in order to amend our practices for the future.

The manager will generally be responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed. Any complaints made will be dealt with in the following manner:

### **Stage one**

Complaints about aspects of Club activity:

The manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

If appropriate the parent will be encouraged to discuss the matter with staff concerned. If the parent feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

### **Stage two**

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the manager. The manager will:

Acknowledge receipt of the letter within 7 days.

Investigate the matter and notify the complainant of the outcome within 28 days.

Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to Super Skills' practices or policies as a result of the complaint.

Meet relevant parties to discuss Super Skills' response to the complaint, either together or on an individual basis.

If child protection issues are raised, the manager will refer the situation to the School's Child Protection Officer, who will then contact Social Care and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the manager will contact the police.



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## **CONFIDENTIALITY POLICY**

At Super Skills After School Club we respect the privacy of the children attending Super Skills and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Super Skills After School Club can do so with confidence.

We will respect confidentiality in the following ways:

Parents can ask to see the records relating to their child, but will not have access to information about any other children.

Staff only discuss individual children for purposes of planning and group management.

Staff are made aware of the importance of confidentiality during their induction process.

Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).

Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within Super Skills, except with the designated Child Protection Officer and the manager.

Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.

Confidential records are stored securely in a lockable file.

## **Sharing information with outside agencies**

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

## **Data Protection Act**

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.



## EMERGENCY EVACUATION / CLOSURE PROCEDURE

Super Skills After School Club will make every effort to keep Super Skills open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate Super Skills, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services,
- All children will be escorted from the building to the assembly point using the nearest safe exit,
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation,
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk,
- Before leaving the building, the designated person will close all accessible doors and windows, if it is safe to do so,
- The register will be taken and all children and staff accounted for,
- If any person is missing from the register, the emergency services will be informed immediately,
- The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is kept off site),
- All children will be supervised until they are safely collected,
- If after every attempt, a child's parent or carers cannot be contacted, Super Skills will follow its Uncollected Child procedure,
- If Super Skills has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify parents/carers.



## **FIRE SAFETY AND RISK ASSESSMENT**

Super Skills After School Club understands the importance of vigilance to fire safety hazards. To this end:

Staff are aware of the location of all fire exits, the school's fire assembly point and where fire safety equipment is stored.

Children will be introduced to the fire safety procedures during their settling in period and children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are not obstructed at any time during training sessions.

Fire doors are kept closed at all times but never locked.

### **In the event of a fire**

A member of staff will raise the alarm and call the emergency services.

The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The register will be taken and all children and staff accounted for.

If anyone is missing from the register, the emergency services will be informed.

If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.

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## **HEALTH AND SAFETY POLICY**

Super Skills After School Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Super Skills has appropriate insurance cover, including public liability insurance, as well as all coaches holding their own public liability insurances.

Each member of staff follows Super Skills 's Health and Safety policy and is responsible for:

- Maintaining a safe environment,
- Taking reasonable care for the health and safety of themselves and others attending the Club,
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future,
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of the registered person**

The Director of Coaching holds ultimate responsibility and liability for the safe operation of the Super Skills after school club. They will ensure that:

All staff receive information on health and safety matters, and receive training where necessary.

The Health and Safety policy and procedures are reviewed regularly.

Staff understand and follow health and safety procedures.

Resources are provided to meet Super Skills' health and safety responsibilities.

All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing the school, Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### **Responsibilities of the After School Club Super Skills staff**

Super Skills' after school club staff are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature,
- The premises are used by and solely available to Super Skills during the specified after school club hours,
- If necessary, all Super Skills' equipment is safely and securely stored,
- A working telephone is available on the premises at all times.

# SAFEGUARDING POLICY



## **Security**

Children are not allowed to leave Super Skills premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club sessions staff monitor the entrances and exits to the premises throughout the session

Visitors will never be left alone with the children. If a visitor has no reason to be at the Super Skills 's after school session, we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an Incident Record will be completed and the manager will be immediately notified.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## **Equipment**

All equipment is well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken equipment is disposed of promptly.

## **Food and personal hygiene**

Staff at Super Skills After School Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

A generally clean environment is maintained at all times.

Staff ensure that children wash their hands before handling food or drink and after using the toilet.

Cuts and abrasions (whether on children or staff) are kept covered.

## **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

## **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

## **Illness and Accidents**

At Super Skills After School Club we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate, which the parent or carer will be informed about when they collect the child.

Super Skills After School Club cannot accept children who are ill. If any children are ill when they first arrive at Super Skills, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to Super Skills until they have recovered.

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## **First aid**

Super Skills staff all hold valid and current first aid certificates.

The designated First Aider regularly checks the contents of the first aid bags to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

## **Procedure for a minor injury or illness**

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.

If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

## **Procedure for a major injury or serious illness**

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as agreed by parents in our membership terms and conditions).

We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.

After a major incident, the manager and staff will review the events and consider whether any changes need to be made to Super Skills's policies or procedures.

We will notify the school in the event of any serious accident or injury to a child in our care as soon as reasonably possible.

## **Communicable diseases and conditions**

If a case of head lice is found at Super Skills, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on Super Skills' premises, we will inform parents and carers as soon as possible.



## MISSING CHILD PROCEDURE

At Super Skills After School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly after breaks and transporting children between locations (e.g. walking from the hall to the playground or vice versa).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at Super Skills.
- The manager will liaise with the police and the child's parent or carer.
- The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.
- If the police were involved in the incident, we will also inform the school.

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## **SAFE RECRUITMENT POLICY**

Super Skills After School Club uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so.

### **DBS checks**

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service, we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them.

New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, they will not be allowed unsupervised access to the children until we have seen and reviewed their DBS certificate.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our files. We will update the DBS checks for all staff every 3 years.

### **Disqualification**

Super Skills will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified, we will terminate their employment.

### **Immigration status**

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.





## SAFEGUARDING CHILDREN POLICY

Super Skills After School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

Super Skills will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Super Skills' child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

All Super Skills' coaches hold safeguarding qualifications and will liaise with the schools designated Child Protection Officers (CPO). The school's CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

### Forms of 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.

### Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour
- Deterioration in a child's general well-being
- Unexplained bruising or marks
- Comments made by a child which give cause for concern
- Inappropriate behaviour displayed by other members 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.

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## **If abuse is suspected or disclosed**

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

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Super Skills is obliged to and the incident will be logged accordingly.

## **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 of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- 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.

The record will be given to the school's CPO, who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours.

If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

## **Allegations against staff**

If anyone makes an allegation of child abuse against a member of Super Skills 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 school CPO. The school CPO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any reports to the school CPO will be followed up in writing within 48 hours.

Following advice from the school CPO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

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## **Promoting awareness among staff**

Super Skills promotes awareness of child abuse issues through its staff training. Super Skills ensures that:

All after school club coaches have received appropriate training and have relevant experience.

Safe recruitment practices are followed for all new staff

All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect

All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse

Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2012)'.

## **Use of mobile phones and cameras**

Photographs will only be taken of children with their parent's permission.

(See photo/video consent section on Membership Form)



## **UNCOLLECTED CHILD POLICY**

Super Skills After school club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

- Up to 10 minutes late
- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

### **Over 10 minutes late**

If a parent or carer is more than 10 minutes late in collecting their child, staff member will try to contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. A member of staff will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by a member of staff.

When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

### **Over 20 minutes late**

If Super Skills staff have been unable to contact the child's parents or carers after 20 minutes, we will inform the school staff.

The child will remain in the care of the Club's staff, on the school's premises if possible, until collected by the parent or carer, or with a member of the school staff team.

If it is not possible for the child to remain at the school's premises, a message will be left on the parent or carer's telephone explaining events and where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number.

### **Managing persistent lateness**

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.