



**CHILD PROTECTION**

**AND**

**SAFEGUARDING POLICY**



# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

*Giving a Child a Break*



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## **Appendices**



# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

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**This policy will provide a safeguarding framework for any childcare setting that is an approved provider to the local authority and need to comply with safeguarding in schools/colleges/education and Holiday Centre settings.**

## **1.Introduction and Context**

### **Our vision and ethos**

The Derbyshire Children's Holiday Centre (DCHC) aims to provide safe, caring and happy breaks for children who live in Derbyshire and is able to accept children of both sexes and all abilities. The residential experience provides endless opportunity for contributing to the personal and social development of the children especially making clear to them that they are accepted as worthwhile individuals. The development of the children's self-esteem, attitudes and behaviour can be significant during their 'Break'. Development opportunities are created for children whatever their aptitudes and abilities.

For many children, the relationships gained whilst at the Centre will remain with them throughout their lives.

Links to the community are maintained through referring schools, city and county MAT teams and the charity's Home Visitor Team, who establish links with the parents/guardians of children who holiday at the Centre.

### **Our responsibilities**

DCHC fully recognises its responsibilities for Child Protection and Safeguarding, this Policy sets out how the Holiday Centre will deliver these responsibilities. This is an overarching policy.

Child as written in this policy is a child until 18.

Child as written in this policy is of statutory school age.

This policy should be read in conjunction with:

["Working Together to Safeguard Children" \(Updated 2017\)](#) which is statutory guidance to be read and followed by all those providing services for children and families, including those in education.

["Keeping Children Safe in Education"](#) which is the statutory guidance for Schools and Colleges.

["What to do if worried a child is being abused"](#) (March 2015)

["Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers"](#) (March 2015)

["The Prevent Duty Departmental, advice for Schools and child care providers"](#) (June 2015)

Furthermore, we will follow the ["Procedures set out by the local Derbyshire Safeguarding Childrens Board"](#) As applicable to DCHC.

In accordance with the above procedures, we carry out an annual audit of our Safeguarding provision (S175 Safeguarding Audit, which is a requirement of the Education Act 2002 & 2006).



# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

## *Giving a Child a Break*



### *i. Our Principles*

Safeguarding arrangements at this Holiday Centre are underpinned by three key principles:

- Safeguarding is everyone's responsibility: all Staff / anyone who has contact with a child or young person including Trustees and volunteers should play their full part in keeping children safe;
- We will aim to protect children using national, local and school child protection procedures;
- That all Staff-/anyone who has contact with a child or young person including Trustees and volunteers have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against professionals. Staff, (Trustees and Volunteers) should feel confident that they can report all matters of Safeguarding in the Holiday Centre where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- That we operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

### *ii. Our Policy*

There are 6 main elements to our Policy, which are described in the following sections:

- The types of abuse that are covered by the policy;
- The signs of abuse that that all Staff / anyone who has contact with a child or young person including Trustees and volunteers should look out for;
- Roles and responsibilities for Safeguarding;
- Expectations of all Staff / anyone who has contact with a child or young person including Trustees and volunteers with regard to Safeguarding, and the procedures and processes that should be followed, including the support provided to children;
- How the Holiday Centre will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are appropriately trained, and checked for their suitability to work within the Holiday Centre;
- How the policy will be managed and have its delivery overseen.

Through implementation of this policy we will ensure that our Holiday Centre provides a safe environment for children to learn and develop. We will cross reference to other policies relevant to our safeguarding in the Centre and make reference to them in this policy where relevant.



**2.Types of Abuse**

*i. Children who may require early help*

All Staff (Trustees and volunteers) working within the Holiday Centre should be alert to the potential need for early help for children, considering following the procedures identified for initiating early help using the Thresholds Document for a child who:

- Is disabled and has specific additional needs.
- Has special educational needs.
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the child, such as substance abuse, mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect
- Is showing signs of displaying behaviour or views that are considered to be extreme.
- Not attending school or are at risk of exclusion from school

These children are therefore more vulnerable; this Holiday Centre will identify who their vulnerable children are, ensuring all Staff and Trustees know the processes to secure advice, help and support where needed.

Please see "[Derby City & Derbyshire Safeguarding Childrens Board – Thresholds Guidance](#)"

*ii. Child Abuse*

In relation to children safeguarding and promoting their welfare is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

There are four types of child abuse as defined in '[Working Together to Safeguard Children' \(2017\)](#) which is defined in the '[Keeping Children Safe in Education Statutory Guidance 2016](#)' as:

**Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning/scalding, 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 emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse** - involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It will not necessarily involve a high level of violence. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

**Neglect** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.
- Respond to a child's basic emotional needs

Bullying and forms of bullying, including prejudice based and cyber bullying, is also abusive. It will include at least one, if not two, three or all four, of the defined categories of abuse.

### *iii. Specific Safeguarding Issues*

There are specific issues that have become critical issues in Safeguarding that Children's Holiday Centres will endeavour to ensure their Staff, (Trustees and volunteers) are familiar with; having processes in place to identify, report, monitor and which are included within teaching the service provided.

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE) and as defined by Working Together 2017
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence

- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health
- Private Fostering
- Preventing Radicalisation
- On line abuse/Sexting
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children

### **3.Signs of Abuse (Child Protection)**

#### *i. Physical Abuse*

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical / social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home.

### *ii. Emotional Abuse*

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress.

### *iii. Sexual Abuse*

The underreporting of sexual abuse with in the family is recognised. All Holiday Centre staff and volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and volunteers should be aware that adults, who may be men, women or other children, who use children to meet their own sexual, needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy



Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age, or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

#### *iv. Neglect*

It can be difficult to recognise neglect, however, its effects can be long term and damaging for children.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'
- Constant hunger, sometimes stealing food from other children
- Losing weight, or being constantly underweight
- Inappropriate or dirty clothing

Neglect may be indicated by changes in behaviour which may include:

- Mentioning being left alone or unsupervised
- Not having many friends
- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments

### **Specific Safeguarding Issues**

In understanding the signs and indicators of specific issues listed earlier in this policy Schools/Holiday Centres and Colleges can access broad Government guidance and more importantly access local procedures, strategies and tools through the [Derbyshire Safeguarding Children's Board](#)

The Holiday Centre will incorporate signs of abuse and specific safeguarding issues on Safeguarding into Briefings, Staff Induction Training, and ongoing development training for all Staff / anyone who has contact with a child or young person including Trustees and volunteers.



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## Prevent Duties

The Holiday Centre will ensure all staff including governors and volunteers adhere to their duties in the Prevent guidance 2015 to prevent radicalisation. The Chief Executive Officer, Centre Manager and Chairman will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure all Staff (Trustees and volunteers) implement the duty

The Holiday Centre will respond to any concern about Prevent as a Safeguarding concern and will report in the usual way using local Safeguarding Procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

The Holiday Centre is committed to providing effective filtering systems and this does not allow children to go on-line in the Holiday Centre.

The Holiday Centre will use the relevant forms to record any concerns, keeping records which will be treated as a Child Protection Record, storing them as appropriate. SEE APPENDIX

## Child Sexual Exploitation (Child Protection)

Risk factors may include:

- Going missing
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health
- Decline in emotional wellbeing

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police. If any staff are concerned about a holiday maker, they will refer to the Safeguarding Designated Lead/s within the Holiday Centre.

## Female Genital Mutilation (Child Protection)

The Holiday Centre recognises and understands that there is now a mandatory reporting duty for all carers to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in disciplinary action being taken.

All suspected or actual cases of FGM are a Safeguarding concern in which Safeguarding procedures will be followed; this will include a referral to the police. If any staff are concerned about a holiday maker, they will refer to the Safeguarding Designated Lead/s within the Holiday Centre unless there is a good reason not to do so.

Signs may include:

- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Vague explanations or plans for removal of a female in a high-risk category\* especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM

*\*parents from a country who are known to practice FGM*

### **Allegations of abuse against other children/Peer on Peer abuse (Child Protection)**

We recognise that some children abuse other children or their peers; therefore, the reasons for this are complex and are often multi-faceted. We understand that we need as a Holiday Centre to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the Holiday Centre.

Peer on peer abuse is a Safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the Safeguarding procedures as outlined by the local authority. This may mean a referral into the Police and Social Care. The Holiday Centre will consider and may apply the sanctions outlined in the induction. The Holiday Centre will offer support to a victim.

We recognise peer on peer abuse can take some of these forms:

- Language seen as derogatory, demeaning, inflammatory
- Unwanted banter
- Sexual harassment
- Hate
- Homophobia
- Based on gender differences and orientation
- Based on difference
- Cyber bullying

We are working hard as a Holiday Centre to be proactive and to challenge this type of abuse. We aim to use approaches in the holiday experience to address and tackle peer on peer abuse.

### **The sending of indecent images from one person to another through Digital Media Devices**

This Holiday Centre accepts that this is a Safeguarding concern and one that is increasing which requires a robust response. To address this, children are not permitted to take mobile phones, ipads or other similar devices to the Centre. We will seek advice from agencies and professionals acknowledging that there are both national and local guidance that we need to adhere to in order to tackle the concerns.

We will refer to:

[Derby City & Derbyshire Thresholds Document](#)

["Sexting in Schools & Colleges: Responding to incidents & safeguarding young people" UK Council for child internet safety](#)

[The DfE guidance 2014 on Searching Screening and Confiscation Advice for Schools](#)

#### **4.Safeguarding Roles and Responsibilities**

All Staff / anyone who has contact with a child or young person including Trustees and volunteers have responsibility for the following:

- Being aware of the [Derby City and Derbyshire Safeguarding Procedures](#), and ensuring these procedures are followed
- Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child's voice is heard and referred to
- Knowing who the Holiday Centre Designated Lead/Carer(s) for Safeguarding are and the relevant links for CIC (Child in Care / Looked After Children), SEND and Anti- Bullying including who is the Holiday Centre's link Trustee for Child Protection and Safeguarding
- Being alert to the signs of abuse, including specific issues in Safeguarding and their need to refer any concerns to the Safeguarding Designated Lead(s) in the Holiday Centre
- To be aware of the 'Allegations Against Professionals' LADO procedures and feel confident in been able to use them including how to report concerns about other staff and the setting
- That any concerns any staff have about a Manager/Trustee/volunteer, should be referred to the Chairman.
- To be aware of Whistle Blowing procedures and where to obtain further information, advice and support. (cross reference/refer to Holiday Centre's policy)
- Being aware of the 'Guidance for Safer Working Practices when working with Children and Young People in education settings, 2015', relevant sections of 'KCSIE 2017' and local procedures for 'Safer Working Practices'. (Cross reference to similar policies, protocols the Holiday Centre has)
- Ensuring that their Child Protection training is up to date, undertaking refresher/update training at least annually
- Sharing information and working together with agencies to provide children and young people with the help and support they need
- Supporting pupils who have been abused in accordance with his/her Child Protection Plan



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- Seeking early help where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, police) to prevent needs escalating to a point where intervention would be needed via a statutory assessment
- If at any time it is considered that the child may be a 'Child in Need' as defined in the [Children and Families Act 2014](#), or that the child has suffered significant harm or is likely to do so, a referral is made to Local Authority Children's Social Care
- If Staff, Trustees and Volunteers have concerns regarding a child they should raise these with the Designated Safeguarding Lead(s) who will normally decide to take the next step, (however, any member of Staff, Trustee or volunteer in The Holiday Centre can make a referral)
- If they feel unclear about what has happened to their concerns following a referral they can enquire further and obtain feedback
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of the Derbyshire Children's Holiday Centre's Escalation Policy and Process, which may be followed if a staff member fears their concerns have not been addressed
- Recognising that Home Educated Children can be more vulnerable than other children and with regard to the motivations of the intention to home educate. Therefore, recognising the responsibilities the Holiday Centre has to those who are thinking about or who are about to home educate, including those who have been removed from a school/college roll with a view to home educate
- Recognising that Looked After Children are more vulnerable than other children and often have poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers recognise their roles and responsibilities under Special Educational Needs and Disabilities (SEND) that those children/vulnerable adults in the setting may not be able to recognise abuse, abusive situations or protect themselves from significant harm and exploitation
- Recognising the needs of young carers in that they can be more vulnerable or placed at risk. Therefore, being able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers will need to refer into early help social care services for an assessment of their needs
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of the Private Fostering Policy and have an understanding of host families (Annex A Keeping Children Safe in Education (KCSIE) Oct 2017) and recognising they have a duty to notify the local Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered or subject to a host family arrangement which is unclear or ambiguous

- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of Extremism, which include the signs of, alerts to concerning behaviours, and ideologies considered to be extreme; as well as having an understanding of the British Values Agenda. This will include attendance at training on either Prevent/Wrap or training considered sufficient by the local authority which fulfils the requirements of the prevent Duty for the Holiday Centre
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers know about Prevent duties and will report any concerns to the Safeguarding Designated Lead in the Holiday Centre who has responsibilities under Prevent to take action, offer advice and support which may include a referral into Channel using the case pathway process
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers should recognise that children are capable of abusing other children or their peers, working to reduce and eliminate such behaviour in their setting
- This Holiday Centre recognises the importance of learning from national and local Serious Case Reviews and Thematic Learning Reviews. We are aware of the impact this has on how we carry out our Safeguarding and Child Protection responsibilities and roles

### **Trustees and Holiday Centre Leadership are responsible for (and need to ask the Holiday Centre about):**

- Taking leadership responsibility for the Holiday Centre's Safeguarding and Child Protection arrangements
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe In Derbyshire
- Ensuring that we have a nominated link Trustee for Child Protection and Safeguarding who can also provide a link to the Local Authority on matters of Safeguarding in the Holiday Centre liaising with other partners and agencies
- Ensuring that we have a lead Designated Safeguarding Lead(s) (DSLs) for Child Protection, appointed from the Senior Management Team (CEO and Centre Manager) and one who oversees and line manages the activities and the activities of all other leads in the Holiday Centre. The number of DSLs needs to be sufficient in number depending upon the size and demands of the Charity. That the DSLs are fully equipped to undertake the Safeguarding role and that they have access to the appropriate training and that has updates at least annually and with certified training very two years
- That a DSL is on the premises and available, where this is not available or in exceptional circumstances there is cover in place. The leadership team will ensure there is cover at all times for staff to have a clear pathway for raising and reporting concerns in a timely way. This will include a DSL being a point of contact for trips, outings and residential visits
- Ensuring that appointed DSLs are fully equipped with the knowledge and skills to carry out the role and have access to appropriate regular training to help them keep up to date
- That we work towards/have a nominated link Trustee for CIC (Children in Care/ Looked after Children) and SEND alongside other nominated leads in the Holiday Centre on these issues



- We have an appointed carer who is responsible for looked after children who understands his/her Safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and the school's procedures for reporting, responding and recording Child Protection concerns
- That there are procedures in place in handling allegations against staff, or volunteers and any concerns staff and volunteers have (including concerns about the setting) are referred to the Local Authority Designated Lead (LADO) in every case
- All Staff / anyone who has contact with a child or young person including Trustees, volunteers and frequent visitors who will be working in the Holiday Centre is given a mandatory induction which includes knowledge regarding abuse, neglect, specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a Child's Safety or welfare, and knowledge about the Holiday Centre policies and procedures
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers receives the appropriate training which is regularly updated
- That we have in place effective ways to identify emerging problems and potential needs for individual children and families
- That important policies such as those for behaviour and bullying, are kept up to date
- To ensure that children are taught about Safeguarding, including on line, through teaching and learning opportunities, as part of providing a broad and balanced curriculum
- That the curriculum will implement sex and relationship teaching and make best use of Personal Social and Health Education (PSHE) to cover Safeguarding issues with children
- We have in place an on-line Safety Policy equipped to deal with a widening range of issues associated with technology
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required and also inform the child's school
- That we understand the updated definition of child sexual exploitation and expectations around identifying, reporting and responding to any potential or actual cases of
- That we notify the Children's Social Care department if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan
- That we notify the Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered
- That we use the Local Authority Case Referral Pathway on reporting concerns about extremism or views considered to be extreme which may include a referral to PREVENT/CHANNEL and/or Social Care.
- Acting on the "[Learning from Serious Case Reviews](#)" – see appendix A;

- Ensures that all Staff (Trustees and volunteers) are made aware of the Confidential Reporting Code ([Whistle Blowing 2015](#))
- That all Child Protection records are kept centrally, kept up to date, are secure and reviewed annually
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on the Centre's website

### **Creating a safe environment**

- We will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are competent to carry out their responsibilities for Safeguarding in promoting the welfare of children by creating an environment and an ethos whereby all Staff including volunteers feel able to raise concerns, along with being supported in their Safeguarding role
- We will endeavour to create a culture of listening to children, taking account of their wishes, feelings and voices both in individual decisions and in the Holiday Centre's development
- That the building; including its surroundings, are safe and one where children can feel safe
- That parents/carers know about our principles in Safeguarding, who along with the local community are made familiar with including making public on our website and are able to participate in any policy, procedure or initiatives which contributes to the safety of the children in that local community
- That we have clear protocols on reception for visitors and contractors with procedures in place to ensure the appropriate questions are asked and checks made in line with KCSIE and Derbyshire County Council requirements regarding the Single Central Record

### **Recruitment and Staffing**

- We must prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required
- We must, where relevant, check the identity of a person being considered for appointment and their right to stay in the UK
- We must undertake overseas checks if a staff member being employed or has returned from a period of employment from abroad
- We must ensure staff and volunteers undergo appropriate checks via the Disclosure and Barring Service (DBS) relevant to their post and this includes any Prohibition checks necessary for the post





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- We must be aware of the Disqualification by Association rules; having a relevant procedure in place which can be applied if required
- We must have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned; aware that this is a legal duty
- That we make use of the DBS Service where appropriate
- We must have at least one person on any appointment panel who has undertaken Safer Recruitment Training, including a Trustee (Holiday Centre may choose their training ensuring at a minimum it covers the 'Keeping Children Safe Guidance', and equips them with the necessary knowledge and skills)
- That our volunteers are adequately supervised, being aware of the differences between supervised and unsupervised interaction with the children and have risk assessments in place for volunteers in the Centre undertaking activities with the children
- That all our Trustees have the enhanced DBS and other checks that may be required
- That we understand the requirements if Holiday Centre's are hiring out their premises or use staff from their setting around asking the relevant questions, making sure checks are in place to ensure safeguarding the children / young people who attend clubs, holiday schemes and other activities on their premises
- We will be mindful of who we are hiring our premises to and refuse the hiring of premises for any activity deemed not in the interests of the children/young people the Holiday Centre, the local community and or viewed to be inflammatory e.g.- banned political groups

The Lead Designated Safeguarding Lead is:	<b>Child Protection Officer</b>
The Designated Safeguarding Leads(s) are:	<b>Centre Manager</b>
The Designated Carer for Looked after children:	<b>Senior Activity Leaders</b>
The Designated Lead(s) is/are for Anti-Bullying:	<b>Centre Manager</b>
The Designated Link Trustee for Safeguarding is:	<b>Chairman</b>
The Designated Link Trustee for Anti- Bullying is:	<b>Child Protection Trustee</b>
The Designated Link Governor for Looked after Children (Child in Care) is:	<b>Child Protection Trustee</b>
Other Pastoral Members who take responsibility for safeguarding are:	<b>Chief Executive Officer and Operations Executive</b>



# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

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## **5.Safeguarding Processes and Procedures**

The Holiday Centre will deliver its responsibilities for identifying and acting on early help needs, Safeguarding and Child Protection in line with the policies and procedures identified in the [Derby City & Derbyshire Safeguarding Children's Board Policies and Procedures Guidance](#).

The Threshold Document is available and assists with meeting a child's needs in Derbyshire and can be found in the Derbyshire & Derby City Safeguarding Board Procedures. This document should be used to help identify the level of concern and next course of action.

### **Early Help**

All Staff / anyone who has contact with a child or young person including Trustees and volunteers are made aware of what Early Help means, how to identify emerging needs and understanding their role within it. This means sharing information and having discussions with the Designated Safeguarding Lead, liaising with other professionals and supporting children identified in the Holiday Centre (i.e. potentially vulnerable and those who are vulnerable) who may therefore need Early Help intervention.

The provision of Early Help Services should form part of a continuum of help and support to respond to the different levels of need of individual children and families – for more information all Staff can refer to Derbyshire's 'Early Help Offer' and Starting Point;

[https://www.derbyshire.gov.uk/social\\_health/children\\_and\\_families/support\\_for\\_families/default.asp?VD=startingpoint](https://www.derbyshire.gov.uk/social_health/children_and_families/support_for_families/default.asp?VD=startingpoint)

Those who are providing their own Early Help provision in the Holiday Centre can demonstrate they have a framework and structures to support the work including information sharing, procedures around step up into childrens social care, robust recording & advice, and support to staff in early help activity.

Starting Point is Derbyshire's first point of contact and referral service for children; including advice, support and next steps. This includes a professional's advice line and this is available for the Designated Safeguarding Lead to use.

The Holiday Centre will follow the referral process for all [Early Help requests](#) by using an electronic form made available on the Derbyshire County Council website.

When calls are received, they are screened, and advice is given around the next steps to take. All contacts will be passed to a Social Work Senior Practitioner.

In all cases the Senior Practitioner will decide which service within Children's Social Care is best placed to meet that child's needs and the information will be passed to either the Multi-Agency Team or Children's Social Care for assessment.

### Referring to Children's Social Care

The Derbyshire Children's Holiday Centre will ensure all Staff / anyone who has contact with a child or young person including Trustees and volunteers that if any have concerns about the welfare and safety of a child, discussions take place with the Designated Safeguarding Lead as soon as they are aware or know about a concern and the Designated Safeguarding Lead reports that concern as soon as possible. The Designated Safeguarding Lead will act upon the information received; however, we also recognise any one can make a referral into social care.

Where welfare and safeguarding concerns are identified e.g. as a child having an injury or has made a disclosure of sexual abuse, this is a child protection concern and safeguarding procedures must be followed. A **telephone referral** must be made to Starting Point, Derbyshire's first point of contact for children and younger adults for referral into Children's Social Care.

When a member of Staff, volunteer, parent, practitioner, or another person has concerns for a child, and if the Holiday Centre aware that the case is open to the Multi-Agency Team they should discuss with the Allocated Worker or their manager to request escalation to Children's Social Care. If the child does not at that time have a lead professional or allocated Social Worker the Holiday Centre should contact Starting Point.

The Holiday Centre should ensure they have spoken to the family about their concerns and proposed actions unless to do so would place the child at significant risk (imminent danger because of a disclosure made); the decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately **prior to the child returning home and as soon as the Holiday Centre become aware of this.**

Essential information for making a referral includes:

- Full names and dates of birth for the child and other members of the family
- Address and daytime phone numbers for the parents, including mobile
- The child's address and phone number
- Whereabouts of the child (and siblings)
- Child and family's ethnic origin
- Child and family's main language
- Actions taken and people contacted
- Special needs of the child, including need for an accredited interpreter, accredited sign language interpreter or other language support
- A clear indication of the family's knowledge of the referral and whether they have consented to the sharing of confidential information
- The details of the person making the referral

Other information that may be essential:

- Addresses of wider family members
- Previous addresses of the family
- Schools and nurseries attended by the child and others in the household
- Name, address & phone number of GP/Midwife/Health Visitor/School Nurse
- Hospital ward/consultant/Named nurse and dates of admission/discharge



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- Details of other children who may be in contact with the alleged abuser
- Details of other practitioners involved with the family
- Child's legal status and anyone not already mentioned who has parental responsibility;
- History of previous concerns and any previous Common Assessment Framework (CAF) or Initial Assessments completed
- Any other information that is likely to impact on the undertaking of an assessment or [Section 47 Enquiry](#)

Where there is a difference of professional opinion the Holiday Centre's staff are able to escalate their concerns using the [Derby City & Derbyshire Escalation Policy](#) available on the Derbyshire Safeguarding Board's website;

<https://www.derbyshirescb.org.uk/>

### Records

All concerns about a child will be recorded and records kept. This record will be a separate child protection/welfare record held on a separate child protection file and each concern clearly recorded with all decisions, actions taken and with outcomes and feedback to the referrer. We will endeavour to keep centralised records, hold them as private and confidential records but allow access to key staff that is designated in a role to safeguard children at the Centre.

We will follow the Local Authorities' current guidance on the Child Protection Record Keeping Guidance for Holiday Centres (inc Transfer, Storage & Retention - July 2017) and await any instruction with regard to the National Inquiry into Child Sexual Abuse (historical Child Protection records on children and records on staff where there are allegations). We will therefore not destroy any child protection/welfare records including records which hold information on allegations against staff and any other person working in the Centre or connected to the Centre.

### Recruitment

The Derbyshire Children's Holiday Centre will ensure that Safer Recruitment practices are always followed and that the requirements outlined in the statutory guidance 'Keeping Children safe in Education' are followed in all cases.

All interview panels will have at least one member who has undergone Safer Recruitment Training with the necessary skills and knowledge. We will in all cases for example check on:

- the identity of candidates
- a check of professional qualifications
- the right to work in the UK
- make overseas checks where relevant
- ask for and follow up at least two references
- scrutinise applications for gaps in employment



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We will have a Single Central Record which will cover all Staff, including Trustees, and volunteers, frequent visitors, agency and supply, and others according to their role and responsibility. We will ensure this record is regularly updated and reviewed in line with National and Local requirements.

For Derbyshire Children's Holiday Centre, this will also cover all Trustees.

We will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of Government Guidance on Safer Recruitment and Safer Working Practices and that the recommendations are followed.

The Derbyshire Children's Holiday Centre will ensure there is a Staff Code of Conduct, ensuring all Staff / anyone who has contact with a child or young person including Trustees and volunteers are familiar with Safer Working Practices.

This also includes advice on conduct, safe use of mobile phones and guidance on personal / professional boundaries in emailing, messaging, or participating in social networking environments.

We will ensure that Safeguarding considerations are at the centre of each stage of the recruitment process and if in any doubt will seek further HR and or legal advice.

## **The Disclosure and Barring Service (DBS);**

The Disclosure and Barring Service (DBS) helps employers make Safer Recruitment decisions which helps preventing unsuitable people from working with vulnerable groups, including children.

The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales and Northern Ireland
- Providing an online DBS service

The DBS search police records and in relevant cases, the barred list information, before issuing a DBS certificate to the applicant.

A DBS check will be requested as part of the pre-recruitment checks following an offer of employment, including unsupervised volunteering roles, and staff engaging in regulated activity, where the definition of regulated activity is met.

We will have a clear understanding of what regulated activity is and implications for volunteers in the school/college. This may mean undertaking risk assessments on any activity.

We will follow advice on DBS checks as detailed by this guidance and this will include:



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- Where relevant a separate Barred Check List has been completed
- That individuals are not disqualified from working with children under the Child Care (Disqualification) Regulations 2009 and will adhere to any changes made to this
- A check to include a Secretary of State Prohibition Order (Teacher Prohibition Order) and this may mean on Teaching Assistants
- A Section 28 Direction Check where relevant, which prohibits or restricts a person from taking part in any management of an Independent school, including Academy or Free school

## Dealing with allegations against staff and volunteers who work with children

The Holiday Centre will adhere to the procedures set out under 'Allegations Made Against Professionals' (allegations of abuse by teachers and other staff), this can be found on the [Derbyshire & Derby City Safeguarding Procedures](#).

If a member of staff has concerns about another member of staff, then this will be referred to the Centre Manager/Chief Executive Officer. Where there are concerns about the Head teacher or Principal this will be referred to the Chairman. We will ensure that all allegations are discussed with the Local Authority Designated Officer (LADO) in every case using the [Derby and Derbyshire LADO referral form](#) and this is done by an appropriate member of the Senior Management Team.

The Holiday Centre will ensure we have followed all the necessary duties and processes under this process and under Whistle Blowing and this will be undertaken in accordance with guidances.

Where there are allegations that are substantiated, the Holiday Centre will fully ensure any specific actions are undertaken on management and exit arrangements as outlined in the

Keeping Children Safe in Education statutory Guidance for schools/colleges - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Derby City & Derbyshire safeguarding Board Procedures - <http://derbyshirescbs.proceduresonline.com/>

## Important contact details

### **Starting Point:**

Tel: 01629 533 190

24/7, 365 days per year Derbyshire contact and referral service for concerns that a child is suffering or at risk of significant harm.

All other requests for support for children and their families use an on-line referral form

Link: [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint)

### **Call Derbyshire (Derbyshire adults 18+):**

Tel: 01629 533 190



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**LADO (Local Authority Designated Officer):**

Email: Professional.Allegations@derbyshire.gov.uk

**Police Non-Emergencies:**

Tel: 101

Derbyshire Police 101- can route non-urgent referrals through to the **Prevent** Team (see below)

*(If you border another local authority and have children not living in Derbyshire you should add here those points of contacts and for making referrals into social care and the police)*

**Gov.uk:**

Link:  
[www.gov.uk/report-child-abuse-to-local-council](http://www.gov.uk/report-child-abuse-to-local-council)

One single access web link to access all local authority's reporting webpage or phone number for any concerns/worries about a child, young person and vulnerable adults

**Online Child Sexual Abuse:**

Link: [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)

**NSPCC - National Helpline:**

Tel: 0808 800 5000

**Childline:**

Tel: 0800 11 11

**Prevent:**

Seamus Carroll - Prevent Lead at Derbyshire County Council

Email: [seamus.carroll@derbyshire.gov.uk](mailto:seamus.carroll@derbyshire.gov.uk)

Tel: 01629 538494

Mobile: 07771 980107

Purjinder Gill - Prevent Lead at Derby City Council

Email: [Purjinder.Gill@derby.gov.uk](mailto:Purjinder.Gill@derby.gov.uk)

## **6.Management of the Policy**

The Governing Body/Trustee will:

- Ensure all Trustees are effective in the management of safeguarding
- Ensure all Staff including all other Trustees and volunteers read and have access to the policy
- That it is displayed on the Holiday Centre's website
- That is overseen to ensure its implementation
- Review its content on an annual basis.

The CPO and CEO will report annually on Safeguarding activity and progress within the Holiday Centre's Educational setting to the Governing Body.





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An appointed Designated Safeguarding Lead will complete the S175 Safeguarding Audit and with an Action Plan which will be used to report on Safeguarding activity and progress. A copy of which will be submitted to the CPM for Schools / Education settings at Derbyshire County Council. This will be held on file & reported to the Derbyshire Safeguarding Children's Board.

The CPO/CEO should report any significant issues to the Chairman that may have an impact on Safeguarding in the Holiday Centre setting and using the processes with the Local Authority to report.

**Signed by:**

Chair of Trustees

CEO

Date:

Date:





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APPENDIX A

Derbyshire Children's Holiday Centre

## CHILD PROTECTION /WELFARE CONCERN REPORT FORM

Date & Time

Name of child

DOB

Name of worker completing form

Status of worker completing form

Is this a concern under Prevent Yes/No

Have you completed the Prevent Risk Indicator Checklist Yes/No\*

Contact Telephone Numbers:

Derbyshire Children's Social Care  
Contact and Referral Service 01629 533190

Derby City Children's Social Care Service  
Contact and Referral Service 01332 641172



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## Description of the Concern

*Concise, Factual (if an opinion state it is) does it involve siblings, other children, adults/carers/parents/any witnesses?*

## Have parents/carers been contacted?

*Record actions. If you have not informed parents/carers justify here, as in all cases except where there is clear evidence of putting a child at immediate risk parents/carers should be contacted*

## Date Received & Actions taken by recipient

Include any follow up actions



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## Strategy & Outcomes

*Record all strategies agreed include school based ones, and record an outcome including evidence of referrals/agreement with agencies.*

**Feedback to Referrer**    *(tick box here)*

**Date**

**Signature of worker completing the form**

**Date:**



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### APPENDIX B

Safeguarding Children – Record of Concerns    Page 1 of 2

Name of Child:
Home Address:
Telephone Number:
Parent / Guardian Details: Name(s):
Additional Telephone Numbers:
What has been seen or occurred?
When and Where?
Who else, if anyone, was involved?
What was said by anyone involved



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Safeguarding Children – Record of Concerns Page 2 of 2

Were there any obvious signs of injury eg bruising, bleeding changed behaviour?

Was the Child able to say what had happened, if so, how did they describe it?

Who has been informed, When and by Whom?

Do the Parents / Guardian know?

Signed:.....

Date:.....



APPENDIX C

# ALLEGATIONS AGAINST STAFF REFERRAL FORM

On completion this form is to be returned to:-  
[ACBSChesfield@derdyshire.gcsx.gov.uk](mailto:ACBSChesfield@derdyshire.gcsx.gov.uk)

PERSON MAKING THIS REFERRAL	DATE:
Name:	
Address:	
Job Title:	
Telephone No: E mail:	

COMPLAINANT (DETAILS)
Name:
Date of Birth:
Address:
<b>Relationship to person complained about:</b>

DETAILS OF PERSON COMPLAINED ABOUT
Name:
Home Address:
Date of Birth: Telephone No:
Employer/Place of Work:
Job Title:



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## ANY OTHER INVOLVED PARTIES

Name:

Address:

Date of Birth: Telephone No:

How involved:

Name:

Address:

Date of Birth: Telephone No:

How involved:

Is this event being described as a physical intervention or restraint?

**NO/YES**

## BRIEF DETAILS OF THE ALLEGATION

(includes times, dates, potential witnesses etc, where known)

## RISK ASSESSMENT AND INTERMEDIATE SAFEGUARDING PLAN

(include details of what, if anything has been done to secure the immediate safety of the adult potentially at risk)

## ACTION TAKEN SO FAR

(include what, if anything has been done by way of talking to any of the people involved, whether medical advice has been sought etc)

## INVITEES FOR ALLEGATION/STRATEGY MEETING

**(Please include full contact details for all Professionals/Individuals)**

	√	CONTACT NAME/DETAILS
POLICE		
ADULT CARE		
COMMISSIONING/ CONTRACTS		



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<b>MENTAL HEALTH</b>		
<b>SAFEGUARDING MANAGER</b>		
<b>CAYA</b>		
<b>NHS/LA</b>		
<b>PRIVATE AGENCY</b>		
<b>CQC</b>		
<b>HOUSING</b>		
<b>HUMAN RESOURCES</b>		
<b>ADVOCACY/ LEGAL</b>		
<b>PROBATION</b>		
<b>OTHER (please specify)</b>		





The Queen's Award

Version 4 Sept 2017

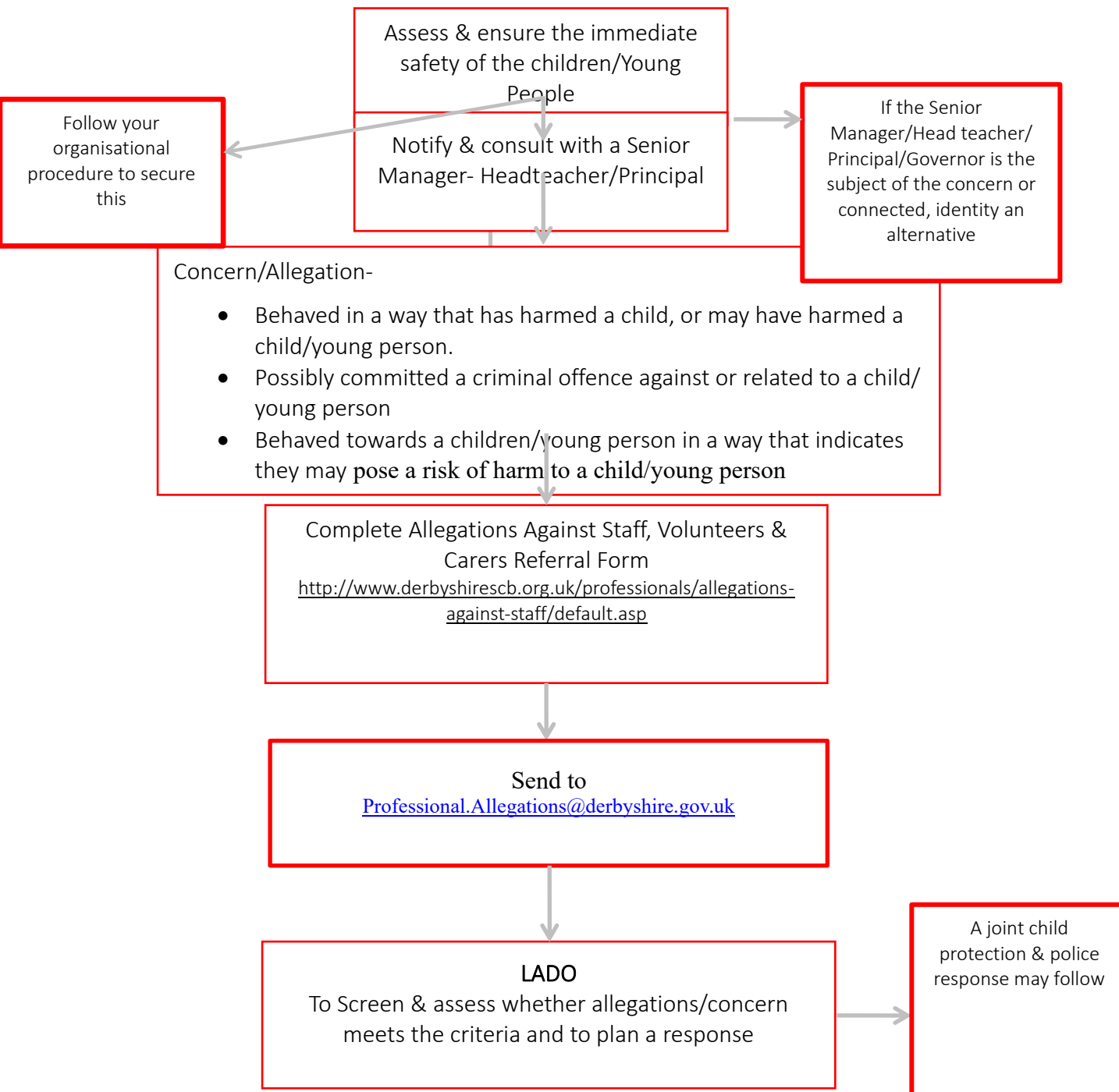
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### APPENDIX D

#### Allegations/Concerns against Staff, Volunteers & Carers



**CHILD PROTECTION FLOW CHART**

