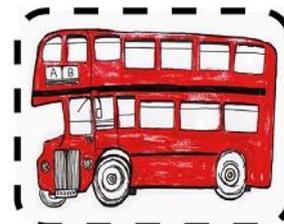


Big Red Bus Club Charlton Limited



Safeguarding Children policy and procedures

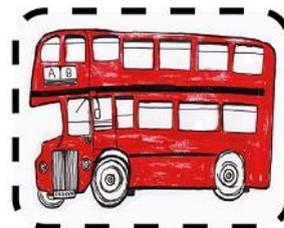
The Big Red Bus Club Charlton Limited (BRBC) wants to work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. The welfare of the children is paramount and all children without exception have the right to protection from abuse. All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately. We are a stay and play service and as such;

“At all times parents are responsible for their children – as a volunteer you are never to take responsibility for the children that attend your play session and as a parent/carer you are never to leave your child unattended or in the care of others.”

1. Purpose of this document

- 1.1 This document outlines the BRBC policy and procedure on identifying and responding to concerns regarding the safeguarding and protection of children and young people in our care. It urges all workers (staff and volunteers) to be alert and vigilant about such concerns and provides guidance on how to respond to these concerns.
- 1.2 This document complies with Greenwich Safeguarding Children’s Board to promote good safeguarding practices in the voluntary sector and effective multi-agency working in the light of the Children Act 2004 and Working Together to Safeguard Children (2015).
- 1.3 It is based on the basic tenet that all children and young people must be safeguarded and protected from harm; and that they have a right to be listened to and heard. Their views, however communicated, should always be respected and taken seriously.

Big Red Bus Club Charlton Limited



3. Definition of safeguarding

3.1 For the purposes of this policy we have adopted the definition used in the Children Act 2004 and the Department for Education (DfE) guidance document: Working Together to Safeguard Children 2015 (paragraph 2), which defines safeguarding and promoting children and young people's welfare 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.

3.2 The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

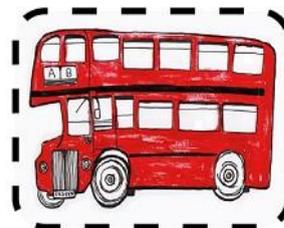
4. Aims and objectives of policy

4.1 The aims and objectives of this policy are:

- a) To ensure that needs of children and families are identified early so that help and support can be made available as soon as problems emerge to improve outcomes.
- b) To respond to specific child protection concerns about children and young people at risk of significant harm that may need to be referred to Children Services or police to ensure that children and young people are kept safe. Such concerns include:
 - Sexual abuse
 - Domestic abuse
 - Physical abuse
 - Emotional abuse
 - Neglect
- c) To provide a safe and caring environment for children and young people within the organisation including:
 - ensuring all workers are aware of their responsibility to safeguard and promote the welfare of all children and young people whether or not they work directly with them;
 - ensuring ongoing safeguarding training for staff, volunteers and trustees;
 - ensuring all staff, volunteers and contractors have complete records of employment checks and are inducted properly in their jobs;
 - ensuring incidents of bullying are dealt with effectively;
 - ensuring health and safety procedures are fully observed to prevent accidents.

4.2 Children and young people may be vulnerable from one or more of the risks identified above. They may also have existing needs. Therefore, staff and volunteers must also be alert to the potential need for help and support from statutory agencies.

Big Red Bus Club Charlton Limited



For example, if they are disabled and have specific additional needs; have special educational needs; are young carers, looking after an adult or sibling; are showing signs of engaging in anti-social or criminal behaviours; live in difficult family situations that present challenges for them, e.g. parental substance misuse, parental mental health problems or domestic violence; have returned home to their family from care; are showing early signs of abuse and neglect; are being privately fostered.

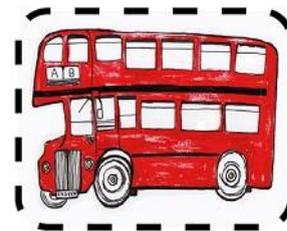
5. Responsibilities

- 5.1 In pursuit of the above aims and objectives the Big Red Bus Club Charlton Limited will approve and review annually so as to:
- raise awareness of safeguarding and the promotion of a safe environment for children and young people using our services;
 - enable the identification of children and young and young people at risk of abuse, neglect or harm and provide procedures for dealing with concerns and allegations.
- 5.2 The lead responsibility for safeguarding children and young people within the Big Red Bus Club Charlton Limited lies with the Designated Safeguarding Officer/Deputy Designated Safeguarding Officer (see below for details).
- 5.3 This policy will be reviewed every two years, or in the following circumstances:
- Changes in legislation and/or government guidance
 - As required by the Greenwich Safeguarding Children Board
 - As a result of any other significant change or event.

6. Early Help and Intervention

- 6.1 The Big Red Bus Club Charlton Limited recognises that providing early help is more effective in safeguarding children and young people than reacting later. Taking swift and decisive action is important in preventing significant and lasting damage to children and young people's welfare and life chances. Early help is a way of building resilience within families, preventing or reducing the risk of problems escalating and ensuring that additional needs of children and their families are responded to at the earliest stage.
- 6.2 We want our staff and volunteers to be skilled in identifying the needs of children we work with early on, and help prevent problems from escalating. We will share information with statutory agencies in order to secure the help they need. If possible, we will do this by completing an Early Help Assessment (EHA). We will ensure that our staff and volunteers have access to training to identify and respond early to abuse, neglect as well as the other risks highlighted above.

Big Red Bus Club Charlton Limited



7. Role of staff and volunteers

7.1 Everyone who works for or undertake work on behalf of Big Red Bus Club Charlton Limited must maintain a proper focus on safeguarding. This must be reflected both in sound individual practice as well as in conduct. They must:

- give highest priority to their safety and welfare
- complete all appropriate training
- recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- respond appropriately to disclosure of abuse by child, or young person
- respond appropriately to allegations against staff, other adults and against themselves
- be alert to the risks which abusers, or potential abusers, may pose to children and young people in their care
- be aware of the role of the Designated Safeguarding Officer.

8. Listening to Children and Young People

8.1 Listening to children and young people, and taking their views into account when working with them is an important part of safeguarding. Children and young people must be encouraged to express their views and opinions at all times. They must also be invited to give feedback on the activities and services that they take part in. All complaints by children must be taken seriously and dealt with.

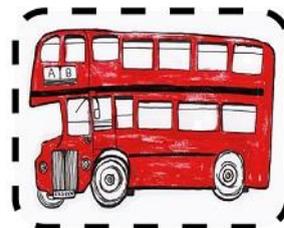
8.2 Disclosures/allegations of abuse must be dealt with in accordance with this policy.

9. Designated Safeguarding Officer

9.1 Annie Drewry is our Designated Safeguarding Officer who co-ordinates child protection issues. She can be contacted on: 07739021750. In the event that Annie is not present, the play session volunteer will deputise in the role as Designated Safeguarding Officer.

9.2 Parents, volunteers and children can speak to Annie Drewry about any safeguarding concerns, including any allegations/disclosure of abuse, sexual abuse, emotional abuse or neglect.

Big Red Bus Club Charlton Limited



10. Procedure in event of a child making a disclosure

10.1 Staff and volunteers working directly with children and young people are in a unique position to identify any abuse or neglect, or changes in behaviour which may indicate a child or young person may be abused or neglected. The BRBC staff and volunteers must therefore be alert to the signs of abuse and neglect and take advice on such concerns from the MASH (see contact details below).

10.2 If a child makes comments to a member of staff that gives cause for concern, that volunteer will:

- Listen to the child, offer reassurance and give assurance that she/he will take action
- Not question the child
- Make a written record (in the diary) that forms an objective record of the observation or disclosure that includes:
 - the date and time of the disclosure
 - the exact words spoken by the child as far as possible
 - the name of the person to whom the concern was reported, with date and time, and the names of any other person present at the time

10.3 The member of staff/volunteer receiving the disclosure will report the matter to Annie Drewry, or in Annie Drewry's absence, the Chair, Clare Welburn 07834 629784 who will contact the Multi-Agency Safeguarding Hub (MASH) for advice and guidance on what actions to take if any. The contact Details of MASH are provided below.

Multi-Agency Safeguarding Hub (MASH)
Woolwich Centre, First Floor, 35 Wellington Street, London, SE18
6HQ

Consultation line for workers: 020 8921 2267
Telephone number for referrals: 020 8921 3172

Referrals or other communications via secure e-mail:
initial.response@royalgreenwich.gov.uk or faxed to 020 8921
3180.

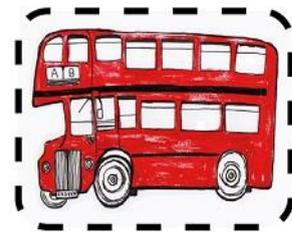
Referrals outside office hours are handled by the Out of Hours Social
Worker who can be contacted on 020 8854 8888.

11. Procedure in the event of a complaint against a member of staff or volunteer:

11.1 If the allegations/disclosure of abuse implicates a member of staff or volunteer, then Annie Drewry will also contact the Volunteer Coordinator, the Chair then the Quality Improvement Leaders in Children Services who now act as Local Authority Designated Officers (LADO).

11.2 Quality Improvement Leaders will offer advice and guidance on what action to take with respect to any member of staff or volunteer who may be implicated in the allegations of abuse/disclosure. They can be contacted on **020 8921 3930**.

Big Red Bus Club Charlton Limited



11.3 It is important to remember that it is not the role of The Big Red Bus Club Charlton Limited or its staff/volunteers to investigate or to decide whether or not abuse has occurred. That is a task for the professional child protection agencies. Staff and/or volunteers, therefore, must not attempt to carry out their own investigations into allegations/disclosures that they may have received.

11.4 We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

12. Safer Recruitment

12.1 The Big Red Bus Club Charlton Limited will ensure all workers, including volunteers will be appointed, trained, supported and supervised in accordance with our safer recruitment policy. This includes ensuring:

- there is a written job description/person specification for the post
- those applying have completed an application form and self-declaration form
- safeguarding has been discussed before appointment
- written references have been obtained and followed up where appropriate
- a current Disclosure and Barring Service certificate has been obtained
- wherever relevant and appropriate the person appointed receives a copy of this safeguarding policy as part of the induction for staff and knows how to report concerns
- a probationary period applies for all new recruits
- ME learning level 1 Child Protection or equivalent.

12.2 We will also ensure that regular contractors attending our premises are aware of this policy and have up to date DBS certificates.

13. Visitors

13.1 Visitors will be accompanied at all times in compliance with this policy. All visitors must sign the “in and out” visitor book.

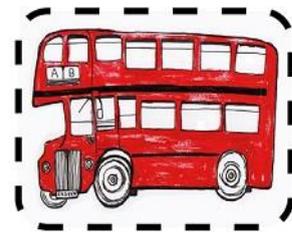
13.2 We ensure that unaccompanied visitors do not have access to personal mobile telephones with cameras at the setting when the children are present (they are kept in a lockable box and the manager/supervisor holds the key).

13.3 We ensure that all photographs of children have parental consent forms – renewed at each event and are held in the blue folder in the cupboard. All images are to be stored only at the Big Red Bus Club Charlton Limited PC laptop on arrival of equipment and password protected.

13.4 Photographs are not shared with any other third party visiting the setting without parental consent.

13.5 We ensure that all volunteers who use social networking sites are aware that they are forbidden to discuss any matter relating to children and families.

Big Red Bus Club Charlton Limited



13.6 We hold a list of named persons who are authorised by the parents to collect their child in an emergency.

13.7 Mobile phones or electronic devices are not to be used on the premises.

14. Health and Safety

14.1 The Big Red Bus Club Charlton Limited approach to accident prevention is set out in the Health and Safety Policy. This includes making sure that every activity for children and young people is adequately risk assessed to minimise accidents and other risk of harm; and to maximise the benefits that children, young people and families get from our services. The Health and Safety Policy also ensures:

- Children and young people are not left unattended
- Any activity using potentially dangerous equipment is supervised by trained staff
- Parental consent is obtained as necessary
- First aid facilities are readily available and are checked regularly to ensure it is complete
- Equipment is adequate and checked regularly
- There is access to a telephone at all times to be used in an emergency
- Insurance cover is adequate and covers all necessary activities, transport and public liability
- All accidents are recorded, no matter how minor.

15. Confidentiality

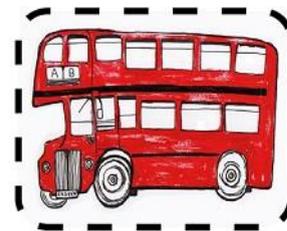
15.1 Child protection raises issues of confidentiality which should be clearly understood by all. Staff, volunteers and trustees have a professional as well as a statutory responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.

15.2 As part of this policy clear boundaries of confidentiality will be communicated to all workers within Big Red Bus Club Charlton Limited. All personal information regarding a child will be kept confidential except when it is suspected that a child under 18 years is a victim of abuse.

15.3 If a child confides in a volunteer and requests that the information is kept secret, it is important that the volunteer tells the child/young person sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake. However, the child should be assured that the matter will be disclosed only to people who need to know about it.

15.4 Where possible, consent should be obtained from the child before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority.

Big Red Bus Club Charlton Limited



15.5 Where a disclosure has been made, staff should let the child know the position regarding their role and what action they will have to take as a result. Staff should assure the child that they will keep them informed of any action to be taken and why. The child's involvement in the process of sharing information should be fully considered and their wishes and feeling taken into account.

15.6 Child Protection issues are highly sensitive and staff who receive information about children or their families in the course of their work should share that information only within appropriate professional contexts. All child protection records must be kept secure.

16. Duty of Care and Position of Trust

16.1 In part, the duty of care is exercised through the development of respectful and caring relationships. It is also exercised by workers taking all reasonable steps to ensure the safety and well-being of those they are responsible for in the course of their work.

16.2 All Big Red Bus Club Charlton Limited workers must understand and acknowledge the responsibilities and trust inherent in their role and must always maintain boundaries professional boundaries. They must avoid behaviour which might be misinterpreted. Child abuse involving a worker is never acceptable. If concerns arise in this area, this must be recorded and reported to the Designated Safeguarding Officer who will deal with it in accordance with the steps outlined in sections 7,8,9 and 10 of this policy document.

17. Suggestions and Complaints by Parents/Carers

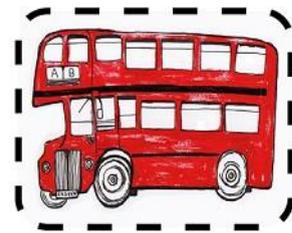
17.1 All parents and carers must be made aware of Big Red Bus Club Charlton Limited complaints procedures. Where they wish to make a complaint or suggestion, they will be taken seriously and the Big Red Bus Club Charlton Limited will endeavour to resolve matters promptly. All complaints and suggestions will be followed up by a written response to the issue that has been raised and will be recorded and stored appropriately.

17.2 The above refers to complaints of a general nature only. In case of complaints about safeguarding, workers must follow the procedures outlined in section 8 above.

18. Implementation and Monitoring of Safeguarding Policy

18.1 Annie Drewry is responsible for the implementation and monitoring of this Safeguarding Policy. This includes ensuring all staff and volunteers receive adequate safeguarding, ensuring the policy is reviewed and updated annually or as necessary in the light of national and local guidance changes as advised by the

Big Red Bus Club Charlton Limited



GAVS Children and Young People Development Officer (See Appendix 2 for contact details).

- 18.2 Further and ongoing advice on the implementation of this policy can be sought also from the GAVS Children and Young People's Development Officer. GAVS will monitor the implementation of the policy by its member organisations as part of the Health Checks for member groups.
- 18.3 This policy will be reviewed annually unless there is a new governing rule that must be implemented sooner.

This policy was adopted at a meeting of the Big Red Bus Club Charlton Limited held on:
11/03/2016

This policy was reviewed at the Management Committee meeting of the Big Red Bus Club Charlton 09/02/2018

Signed by the chairperson on behalf of the Big Red Bus Club Charlton Limited
Clare Welburn

If you are in any doubt as to what to do phone Annie 07739021750

Key contact for play sessions – DBS checks and training Annie Drewry
07739021750 Greenwich Child Services Emergency hotline (24 hours) 0208 8854
8888

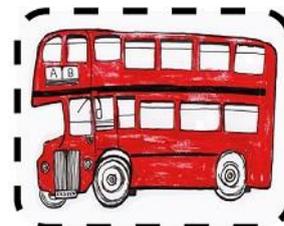
Mash (Multi Agency Safeguarding Hub) Hotline 0208 921 3172 – we can make email referrals on mash-referrals@royalgreenwich.co.uk. if you are comfortable doing so please copy the email referral to party@thebigredbusclub.com.

Appendix **Statutory Definitions of Abuse (Working together to safeguard children 2015)**

Big Red Bus Club Charlton Limited
Charlton Under Five Play Centre
Cemetery Lane Entrance Charlton Park, London SE7 8UB
Tel: 0208 854 8054
Company registration number 08132170
Registered charity, England and Wales. 1170704
Registered office 167 Nightingale Vale, Woolwich, London SE18 4EW

thebigredbusclub.com
[@thebigredbusclub](https://www.facebook.com/thebigredbusclub) @bigredbusclub
party@thebigredbusclub.com

Big Red Bus Club Charlton Limited



Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Below are some of the definitions of abuse relevant for the purposes of this document.

Physical Abuse & Chastisement

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or 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.

The physical punishment of children is still a common parenting practice in the UK. However, there are signs that public attitudes towards physical punishment are changing, with its use becoming more controversial and less widely accepted. This change in perceptions may be due to the recognition of physical punishment as a human rights issue and its consequent prohibition in an increasing number of countries, as well as a growing body of research suggesting that physical punishment is at best an ineffective form of discipline and at worst, harmful for children's health and development³.

Protection from physical punishment in all settings, including in the family home, is a basic human right of every child and is enshrined in international human rights law. The Convention on the Rights of the Child and other international and regional instruments place an obligation on ratifying states to ensure that their citizens are protected from physical punishment and other cruel and degrading treatment⁴.

Emotional Abuse

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 a child 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 a 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.

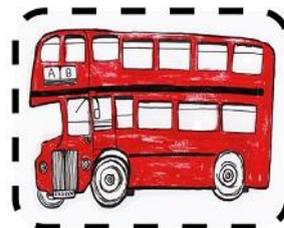
Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Big Red Bus Club Charlton Limited
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party@thebigredbusclub.com

Big Red Bus Club Charlton Limited



Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral rape or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing). They may also include 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

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is a collective term for procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is child abuse and a form of violence against girls and women.

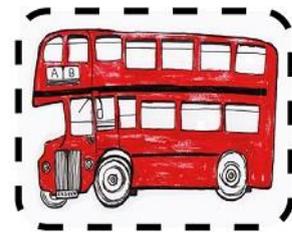
FGM is typically performed on girls aged between 4 and 13 years of age. In some cases it is performed on newborn infants or on young women before marriage or pregnancy.

Greenwich has a very diverse population. There are a significant number of girls who come from communities where Female Genital Mutilation has been traditionally practiced.

FGM is illegal in the UK and carries a custodial sentence. The FGM Act 2003 makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

It is now mandatory for any NHS healthcare professionals to record it within a patient's clinical record and report cases of FGM in the under 18 to the police. It is also mandatory for all acute hospitals, mental health services and GP to collate and submit data about the number of patients identified with FGM to the Department of Health.

Big Red Bus Club Charlton Limited



Everyone working with children and young should be alert to the risk of FGM and must report any suspicion and concern about a child or young person being at risk or being a victim of FGM to MASH and/or the Police.

Private Fostering

Private fostering occurs when a child under 16 (or 18 if disabled) is cared for by an adult who is not a relative for more than 28 days, by private arrangements between the parent and the carer. This is different from children in the care of a local authority.

The Children Act 2004 and the Children (Private Arrangements for Fostering) Regulations 2005, and associated statutory guidance, introduced measures to strengthen and enhance the fostering notification requirements within the 1989 Act whereby Local Authorities are required to take a proactive approach to identify private fostering arrangements in their area. The aim was to improve compliance with the legislative framework and therefore improve the arrangements for safeguarding children in private fostering arrangements.

Arrangements for the regulation of private fostering originate from concern following the death of Victoria Climbié in 2000. Victoria was privately fostered by her great aunt. Arrangements were codified in the Children Act 2004. Following this, the Children (Private Arrangement for Fostering) Regulations 2005 set out the duties of local authorities in their arrangements for private fostering, and national minimum standards for local authorities were published in 2005.

The Big Red Bus Club Charlton Limited requires all non-family childcare to register as non-voting members. Non-voting members of the Big Red Bus Club Charlton Limited must provide proof of entitlement to legally look after the child at the Big Red Bus Club Charlton Limited premises.

Domestic Violence

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. In relationships where there is domestic violence and abuse, children witness about three-quarters of the abusive incidents. About half the children in such families have themselves been badly hit or beaten. Sexual and emotional abuse is also more likely to happen in these families.