



# Meltham School's Out

## Safeguarding Policy

|                |                                |          |     |
|----------------|--------------------------------|----------|-----|
| Policy Date:   | September 2024                 | Version: | 1.1 |
| Policy Author: | C. Stannard                    |          |     |
| Approved by:   | Meltham School's Out Committee |          |     |
| Review Date:   | September 2025                 |          |     |

### 1.0 Aims

The aim of this policy is to define how Meltham School's Out (MSO) fulfils its safeguarding responsibilities.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

MSO aims to ensure that:

- Appropriate action is taken promptly to safeguard and promote children's welfare.
- All staff are aware of their statutory safeguarding responsibilities.
- Staff are properly trained in recognising and reporting safeguarding issues.

### 2.0 Roles and Responsibilities

MSO Committee and staff prioritise the responsibility to safeguard and promote the welfare of the children in our care to minimise risk, and to work together with other agencies to ensure rigorous arrangements are in place within MSO to identify, assess and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Safeguarding is everyone's responsibility and this policy applies to all members of the MSO

community including children, staff, visitors/contractors and volunteers.

### 3.0 Policy

Meltham School's Out is committed to ensure it promotes awareness of child abuse and the risk of radicalisation through the provision of recruitment, support and training to staff. Therefore, Meltham School's Out ensures that:

- the DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- all staff, students and volunteers are carefully recruited, have two verified references, have a full and up-to-date DBS certificate and have completed a Disqualification Declaration Form
- all staff and volunteers have access to this Safeguarding policy, understand its contents and are vigilant to signs of abuse, neglect, exploitation or radicalisation and are aware of how to report these if they suspect any has taken, or is taking place
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training and are provided with any relevant information and guidance
- all staff receive basic training in the Prevent Duty and complete refresher training when appropriate
- staff are familiar with the Safeguarding file which is kept at the entrance to the club along with the Policies and Procedures file
- the club's safeguarding procedures comply with all relevant legislation and other guidance or advice from the Kirklees Safeguarding Children Partnership.

Meltham School's Out Designated Safeguarding Lead (DSL) is Phil Gibbins, Headteacher of Meltham C of E school and Director/Committee member of Meltham School's Out. The DSL has training, experience and expertise suitable for the role and is responsible for liaising with external agencies (E.G. Social Care, Kirklees Safeguarding Children Partnership and Ofsted) in a safeguarding matter.

Meetings between the DSL and the manager and deputy of Meltham School's Out are held on a termly basis to discuss safeguarding of pupils attending Meltham School's Out, to enable the school and the club to share any concerns arising regarding a child.

#### **3.1 Recognising Child Abuse, Neglect and Exploitation**

At MSO all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our club/setting, inside and outside of their home and whilst online. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have basic safeguarding training and are vigilant to signs and evidence of physical, sexual

and emotional abuse or neglect.

- Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.
- Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse. Child Sexual Exploitation is also a form of sexual abuse, which involves an imbalance of power between perpetrator and victim and can include the movement of children ('trafficking') for the purpose of exploitation.
- Emotional Abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.
- Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

### Signs of Child Abuse, Neglect and Exploitation

Signs of possible child abuse, neglect and exploitation 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 a member of staff, or any other person (e.g. inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images).

Club staff are also aware of and vigilant to the signs of possible abuse, neglect and exploitation of those children with a Special Education Need or Disability, which may include:

- A bruise in a site that might not be of concern to an ambulant child such as the shin but might be of concern to a non-mobile child.
- Not getting enough help with feeding leading to malnourishment.
- Poor toileting arrangements.
- Lack of stimulation.
- Unjustified and/or excessive use of restraint.
- Rough handling, extreme behaviour modification e.g., deprivation of liquid medication, food or clothing, disabling wheelchair batteries.
- Unwillingness to try to learn a child's means of communication.
- Ill-fitting equipment e.g., callipers, sleep boards, inappropriate splinting.

- Misappropriation of a child's finances.
- Invasive procedures.

### **3.2 If Abuse is Suspected or in the Event of a Disclosure**

If a member of staff witnesses or suspects abuse, they record the incident (see Logging an Incident/Concern below). When a child makes a disclosure to a member of staff, that member of staff:

- ensures that all concerns and allegations are treated with sensitivity and confidentiality;
- reassures the child that they are not to blame and are right to speak out;
- ensures the child is safe, comfortable and not left alone;
- listens to the child but does not question them;
- gives reassurance that action will be taken;
- records the incident as soon as possible (see Logging an Incident/Concern below).

### **3.3 Child-on-Child Abuse**

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and is subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

The presence of one or more of the following in relationships between children always triggers concern about the possibility of child-on-child abuse:

- sexual activity (in primary school-aged children) of any kind, including sexting and 'upskirting';
- one of the children is significantly more dominant than the other (e.g. much older);
- one of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength);
- there has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed, the procedure set out in section 3.2 is followed.

### **3.4 Domestic Abuse**

Meltham School's Out recognises that children can be victims of domestic abuse through what they witness within the home, as well as within their own relationships (teenage relationship abuse). Staff are aware of the behaviours exhibited by a victim of domestic abuse that may be a single incident or a pattern of events. Forms of domestic abuse can include (but are not limited to) psychological, physical, sexual, financial or emotional.

### **3.5 Mental Health**

Staff at Meltham School's Out have access to training to help them identify indicators that a child may be suffering from mental health problems. If a member of staff expresses concern for a child's mental health, they must complete a Record of Concern form.

### **3.6 Extremism and Radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of Radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist beliefs

All staff receive basic Prevent training. If a member of staff suspects that a child is at risk of becoming radicalised, any observations or relevant information is recorded on a Record of Concern form and referred to the DSL. Staff can also report any concerns to the Prevent Hub Coordinator.

### **3.7 Female Genital Mutilation (FGM)**

FGM is defined by the World Health Organisation as “all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons”. There is no cultural or religious justification for FGM and it has been illegal in this country since 1985. If it is performed on a British citizen in the UK or overseas it is a crime. It can leave women and girls traumatised as well as in severe pain, cause difficulties in childbirth, and in some rare cases it can lead to death. The main countries of origin where FGM is practiced include Africa and the Middle East. FGM frequently involves young girls between the ages of infancy and 15 years of age. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Warning signs of girls at risk of FGM are:

- member of a community whose country of origin practises FGM and that is less integrated into UK society
- a girl whose sister or other relatives have undergone FGM
- families making preparations for an extended holiday, including arranging vaccinations in the country of origin
- families may practice FGM in the UK when a female family member elder is visiting from the country of origin
- you may hear reference to FGM in conversation, for example a girl may tell other children about it

There is a **MANDATORY** duty to report to the Police where FGM appears to have been carried out on a girl under 18 years.

### **3.8 Serious Violence and Child Criminal Exploitation**

Indicators that children are at risk from, or are involved with serious violence may include:

- increased absence from school
- a change in friendships
- friendships or relationships with older individuals or groups
- significant change in wellbeing
- significant decline in performance
- new and unexplained gifts or possessions

Involvement in serious violence can lead to Child Criminal Exploitation, whereby children are forced or manipulated into transporting drugs or money through county lines, shoplifting or pickpocketing. Children can become trapped in criminal exploitation by perpetrators threatening violence against them or their families, or entrapping or forcing them into debt, as well as manipulating them into carrying weapons.

### **3.9 Prolonged, Unexplained and Persistent Absences**

Prolonged, unexplained or persistent absences from booked sessions are investigated in conjunction with the school.

### **3.10 Logging an Incident/Concern**

All information about the suspected abuse or disclosure, or concern about radicalisation or FGM or any other concern is recorded on a pink Record of Concern form as soon as possible after the event. Great care is taken to distinguish between fact and opinion when recording suspected incidents of child abuse, and radicalisation.

The record must 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, the child's own words must be used;
- name, signature and job title of the person making the record.

The record is given to the club's DSL, who will decide on the appropriate course of action and update the club manager or deputy with this decision. The DSL must contact the appropriate agency, depending on the specific concern. Useful numbers are listed in Appendix 1, section 4.1.

### **3.11 Pre-existing Injuries**

If a child arrives at the club with a pre-existing injury, a member of staff records details of what the injury is and how and when the injury was sustained on a 'Pre-existing Injuries' form, which is signed by the parent/carer and kept on the child's file.

### **3.12 Allegations Against Staff**

Meltham School's Out is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Meltham School's Out will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Designated Safeguarding Lead refers the case to the LADO.

If an allegation of child abuse is made against a member of staff:

- the allegation is recorded on an Incident Record form. Any witnesses to the incident must sign and date the entry to confirm it
- the allegation is reported to the Local Authority Designated Officer (LADO) within 24 hours and to Ofsted within 14 days. The LADO advises if other agencies (e.g. Police) should be informed, and the club acts upon their advice. Any telephone reports to the LADO is followed up in writing within 48 hours
- following advice from the LADO, if necessary, the member of staff is suspended pending full investigation of the allegation
- if appropriate, the club makes a referral to the Disclosure and Barring Service
- the allegation and outcome is recorded on a Complaints Record
- the insurance company is informed.

If an allegation of abuse is made against the Manager or the DSL, the Committee is informed as soon as possible. They then assume responsibility for the situation or delegate this role to a senior member of staff. Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, is subject to the provisions of the Staff Disciplinary Policy.

### **3.13 Safe Caring**

All staff understand Meltham School's Out's safeguarding procedures and have had appropriate training and guidance in the principles of safe caring.

To this end:

- every effort is made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If a member of staff is alone with a child, the door of the room they are in is kept open and another member of staff is informed, and accompanies, if necessary
- if a child makes inappropriate physical contact with a member of staff, students or volunteer, this is recorded on an Incident Record Form
- staff never carry out a personal task for children that they can do for themselves. When needed, staff help children with personal care whilst being accompanied by a colleague. This is then recorded on the 'Intimate Care' log. Unless a child has a particular need, staff do not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued
- staff are mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact is avoided at all times
- all allegations made by a child against a member of staff are fully recorded, including any actions taken, on an Incident Record Form. In the event of there being a witness to an incident, they will sign the records to confirm this.

### **3.14 Missing Child**

At Meltham School's Out we are always alert to the possibility that children can go missing, either during the transition period of leaving class and arriving at the club, or during a session. To minimise the risk of this happening staff carry out a register at the beginning of the after school club session and periodic head counts throughout both the after school and breakfast club sessions. If a child cannot be located, the Missing Child Procedure is followed, which can be found in the Access and Egress policy.

### **3.15 Uncollected Child**

If a child is not collected at the end of an afterschool club session and the parent/carer has not notified us that they will be delayed, the 'Uncollected Child Procedure' is followed, which can be found in the Access and Egress policy.

### **3.16 Safer Recruitment**

Meltham School's Out uses Safer Recruitment practices to ensure that all people working with the children in our care are suitable and qualified to do so.

The club does 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.

All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified, their employment is terminated and Ofsted is notified.



## 4.0 Appendices

### 4.1 Appendix I: Useful Contact Details

#### OFSTED

Piccadilly Gate  
Store Street  
Manchester M1 2WD  
0300 123 1231

#### LADO

Any allegations made against any member of staff or volunteer must be reported to the Local Authority Designated Officer (LADO)

01484 221126

For LADO advice, information and referrals please complete the LADO Referral Form on the Kirklees Safeguarding Children Partnership web site and return to [Lado.cases@kirklees.gov.uk](mailto:Lado.cases@kirklees.gov.uk) and the designated officer will contact you within 24 hours.

#### POLICE

Non-urgent 101  
Emergencies 999

#### KIRKLEES DUTY AND ADVICE

01484 414960 (professionals only)

01484 456848 (members of the public, 9am – 5pm)

#### CHANNEL COORDINATOR

07976 497849

#### KIRKLEES PREVENT HUB

01924 483747

[prevent@kirklees.gov.uk](mailto:prevent@kirklees.gov.uk)

#### FGM HELPLINE (NSPCC)

0800 028 3550

[fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

#### KIRKLEES CHILDREN MISSING FROM EDUCATION TEAM

01484 221919

[missing.children@kirklees.gov.uk](mailto:missing.children@kirklees.gov.uk)

#### KIRKLEES EARLY SUPPORT TEAM

01484 456823

#### ANTI-TERRORIST HOTLINE

0800 789 321

#### NSPCC HELPLINE

0808 800 5000

## **4.2 Appendix 2: Kirklees Safeguarding Children Partnership**

[2018-05-09 - DA FINAL - Change of number v2.pdf \(kirkleessafeguardingchildren.co.uk\)](#)

**4.3 Appendix 3:  
4.3.1 Meltham School's Out Record of Concern**

|   |                                      |
|---|--------------------------------------|
| Name and address of club:   |                                      |
| Child's name:   | Date of birth:                       |
| Date of log:  | Time of log:                         |
| Name of person logging concern (print):   | Signature:                           |
| Job title:  |                                      |
| Date of concern/incident/disclosure:  | Time of concern/incident/disclosure: |
| <p><i>Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Describe clearly any behavioural or physical signs you have observed.</i></p> |                                      |

Read through and make sure your report is clear now – will it also be clear to a stranger reading it next year?

Action taken:.....

Received by: .....(Designated Safeguarding Lead)

Date: ..... Time: .....

Proposed action by the Designated Safeguarding Lead : .....

.....

**On completion of this form, please photocopy. One copy to be handed to the club's Designated Safeguarding Lead Phil Gibbins, and one copy to be filed securely in the club safeguarding file (located in lockable filing cabinet) by the Manager or Deputy Manager.**

(Continue overleaf if necessary)

### 4.3.2 Meltham School's Out Incident Record

|   |   |
|---|---|
| <b>Record completed by:</b><br>Name:<br>Address:<br><br>Postcode:<br>Job title:<br>Tel: | <b>Person involved in incident:</b><br>Name:<br>Address:<br><br>Postcode:<br>Tel:                   |
| <b>Details of incident:</b><br>Date:  | Time:   |
| <b>Where did the incident occur?</b>  |   |
| <b>Describe the events:</b>   |   |
| <b>Witnesses:</b>   |   |
| <b>Other comments:</b>  |   |
| <b>What actions were taken?</b>   |   |
| <b>Record completed by:</b><br><i>(Signature)</i><br><br>Name:<br><br>Date:             | <b>Record read by:</b><br><i>(Signature of parent/carer/staff member)</i><br><br>Name:<br><br>Date: |