

House of Fun

Safeguarding Children Policy

House of Fun is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

House of Fun will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. House of Fun's child protection procedures comply with all relevant legislation and with guidance issued by the Oxfordshire Safeguarding Children Board (OSCB). An '*it could happen here*' mindset will be employed by staff at all times.

There is a Child Protection Officer (CPO) available at all times while House of Fun is in session. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care and Ofsted).

House of Fun's designated CPO/Designated Safeguarding Lead (DSL) is Mr Jake Motion. The Deputy/on-call CPO/DSLs are Mrs Jessica Downing and Mrs Jacqs Motion.

Child Abuse and neglect

Child abuse and neglect are forms of maltreatment of a child. An individual may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Some forms of child abuse and neglect are listed below. Children may be abused in a family or in an institutional or community setting, by those known to them, by others (eg via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child or children (*Working together to Safeguard Children 2018*).

Some forms of abuse are listed here (the list is by no means exhaustive):

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Child criminal exploitation/Contextual safeguarding** is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology (*Serious Violence Strategy 2018*).
- **Female Genital Mutilation (FGM)**
- **Fabricated or induced illness**
- **Forced marriage**
- **Human trafficking/Modern slavery**
- **Radicalisation**
- **Domestic abuse**

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

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

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway (see *Logging an incident* below). If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be 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.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- 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 peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

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

Signs that a child might be at risk 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 material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the CPO/DSLs.

Logging an incident

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

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to one of House of Fun's CPO/DSLs who will decide on the appropriate course of action.

For concerns about **child abuse**, the CPO/DSL will contact Social Care. The CPO/DSL will follow up all referrals in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For emerging concerns regarding **radicalisation**, the CPO/DSL will contact the Local Authority Prevent Coordinator or the OSCB. For more serious concerns the CPO/DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO/DSL will contact the Police using 999.

Allegations against staff

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

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted.
- The LADO will advise if other agencies (eg police) should be informed, and House of Fun will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate House of Fun will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

House of Fun promotes awareness of child abuse and the risk of radicalisation through its staff training. House of Fun ensures that:

- the designated CPO/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
- designated person training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of child abuse, neglect or radicalisation
- 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 safeguarding is a permanent agenda item at all staff meetings
- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding File which is kept in the staff room/area
- House of Fun’s procedures are in line with the guidance in ‘Working Together to Safeguard Children (2018)’ and staff are familiar with the guidance in ‘What To Do If You’re Worried A Child Is Being Abused (2015)’.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents’ permission. Only the House of Fun camera will be used to take photographs of children at House of Fun, except with the express permission of the Team Manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at House of Fun. For more details see our **Mobile Phone Policy**.

Contact numbers

LCSS (Locality and Community Support Service):

LCSS North Tel: 0345 2412703

LCSS Central Tel: 0345 2412705

LCSS South Tel: 0345 2412608

Opening Hours: 8.30 - 5pm (Mon - Thurs) 8.30am - 4pm (Fri)

Social Care: 0345 050 7666

Social Care out of hours contact: 0800 833408

LADO (Local Authority Designated Officer): Alison Beasley 01865 810603

LADO.SafeguardingChildren@Oxfordshire.gov.uk

LSCB (Local Safeguarding Children Board): 01865 815843 oscb@oxfordshire.gov.uk

Local Authority Prevent Co-ordinator: 0345 050 7666 Oxfordshire MASH (for a child) or the Social and Health Care Team (for an adult)

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

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy was adopted by: House of Fun	Date: June 2020
To be reviewed: June 2023	Signed: Jake Motion

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.

ANNEX 1

House of Fun Safeguarding Response to the Covid-19 Pandemic

- House of Fun is aware that staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following partial school closures - if they have any concerns about a child, staff will be advised to follow the normal safeguarding procedures as outlined in this policy
- House of Fun will continue to emphasise the importance of all staff and volunteers acting immediately on any safeguarding concerns, including new concerns where children are returning
- House of Fun acknowledges that (where resources allow) CPO/DSLs (and Deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return
- House of Fun acknowledges the importance of ensuring relevant safeguarding and welfare information held on all children (including returning children) remains accurate. House of Fun (led by the CPO/DSL and Deputies) is doing all it reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns
- House of Fun will, wherever possible, have a trained CPO/DSL (or Deputy) available on site. However, in exceptional circumstances, this may not always be possible - in this case, a trained CPO/DSL will be available to be contacted via phone or online video
- House of Fun will continue to be vigilant towards peer on peer abuse, and will follow the normal safeguarding procedures as outlined in this policy
- If staff and volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children, they will be advised to follow normal safeguarding procedures as outlined in this policy
- House of Fun will continue to be vigilant towards potential safeguarding concerns around vulnerable children
- House of Fun will continue to update our policies and procedures in line with advice received from OSCB, including updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- House of Fun recognises the continued importance of staff to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners