



The Cabin Crew Out of School Club Safeguarding (Child Protection) Policy

The Cabin Crew Out of School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Cabin Crew Out of School Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There will be a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

Our Designated Safeguarding Lead (DSL) is Heather Osborn ☎ 01473 715151
thecabincrew1@aol.com

Our DSL - Deputy is Lynne Newson ☎ 01473 715151

Equality and Diversity statement

At The Cabin Crew we are committed to anti-discriminatory practice. We ensure that the principles described in our Equalities and Additional Needs policy inform all areas of our activities, responsibilities and our policies and procedures including this Safeguarding policy.

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour

- deterioration in a child's general well-being such as personal cleanliness, unwashed or ill-fitting clothing, hunger etc.
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, e.g in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- 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).
- Refer to other agencies if appropriate. i.e. Childrens Services.

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Childrens Services (Customer First) 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. As part of this commitment we aim to ensure that neither our Club sessions nor our premises are used to promote extremist beliefs or discriminatory views.

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 **Cause for concern** form, and refer the matter to the CPO.

No Platform

The Cabin Crew Out of School Club will not allow its club sessions nor its premises to be used:

- to promote or express extremist ideological, religious or political views (extremism is defined in the government's Prevent Strategy as "vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of the armed forces, whether in this country or overseas")
- to promote or express discriminatory views in relation to the protected characteristics cited in the Equality Act 2010
- for any reason by an organisation that is proscribed by the Home Secretary under The Terrorism Act 2000.

Logging an incident/concern

All information about the suspected abuse or disclosure will be recorded on the **Cause for 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 the Club's DSL who will decide whether they need to contact Childrens Services (Customer First) or make a referral. All referrals to Childrens Services (Customer First) will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Childrens Services (Customer First) directly.

For minor concerns regarding radicalisation, the DSL will contact the Local Safeguarding Children Board (LSCB). For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Staff and Volunteers

- We ensure staff are trained to understand our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Volunteers do not work unsupervised.
- We practice safe recruitment of staff as detailed in our Safe Recruitment Policy.

- All staff and volunteers are DBS checked. Cabin Crew staff subscribe to the DBS Update Service, all personnel are checked annually.
- We record details of visitors to the setting.
- We ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Children are not photographed or filmed on video for any other purpose than to record development or their participation in events organised by us. Permission is gained for this from parents/carers upon allocation of a place at The Cabin Crew.

Allegations against staff

We will ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting.

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

- The allegation will be recorded on a **Cause for Concern** 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 (e.g. police) should be informed, and the Club 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 the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

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

- Its Designated Safeguarding Lead 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.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation..
- All staff are aware of their statutory requirements 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 Information File which is kept in the store cupboard. Any allegations or concerns are filed in the Safeguarding File in the locked small filing cabinet.
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused (2015)' flowchart.

Supporting Families

We strive to build trusting and supportive relationships with families, staff and volunteers in the group. We make clear to parents/carers our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the Children's Services team. We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Permission is obtained by way of a tick box on the child's registration form. Only the club camera will be

used to take photographs of children at the Club, except with the express permission of the Manager. Neither staff nor children may use their mobile phones to take photographs at the Club.

Contact numbers: Police: ☎ - 01473 613500

Children's Services (Customer First): ☎ - 0808 800 4005

Ofsted: ☎ - 0300 1231231

LADO: ☎ - Alison Hassey ☎ 01473 263128

Anti-terrorist hotline: ☎ - 0800 789 321

NSPCC: ☎ - 0808 800500

This policy was adopted by The Cabin Crew Out of School Club.	Date: January 2015 Updated March 2021
To be reviewed: Annually	Signed: 
Name of signatory: Heather Osborn	Role of signatory: Manager

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].*

Addendum to Safeguarding Policy

Coronavirus (COVID-19) 2020.

Our response to the Coronavirus.

The Cabin Crew Out of School Club is committed to maintaining the safety of the children in our care. To reflect this, we will ensure:

- A risk assessment will be completed and proportionate control measures will be put in place to ensure, as far as possible, the safe reopening of the club and return of the children, following current guidance.
- Staff will be vigilant to new safeguarding concerns when children return to the club following the clubs closure due to the Coronavirus. Any concerns should be discussed with the Designated Safeguarding Lead (DSL) or Deputy, following the procedure detailed in this policy.
- Staff have received training in Mental Health First Aid and will be supporting any children affected by situation. This may include issues such as anxiety around returning to the club or school, not seeing friends or understanding the virus.
- The Club will ensure that information about children i.e. registration form, support needs form, remains accurate. Families will be asked to advise the Club of any

changes to information held, (e.g. address, emergency contact details, places of work) and any changes to health and wellbeing before the child returns to the club.

- The club will offer support to children and their families who have been affected by the Coronavirus e.g. the loss of a relative to the virus or contracting the virus themselves.
- Where possible, the DSL or Deputy will be available at each session. Where this is not possible, staff can contact them by phone.
- We will continue to keep up to date with guidance and advice from the Government and Suffolk Safeguarding Partnership and will update policies, procedures and training to reflect this.

Completed by : Heather Osborn

Dated: 9/3/2021

Notes: