

J.K. CLUB

SAFEGUARDING & CHILD PROTECTION POLICY

J.K. Club is committed to safeguarding and promoting the welfare of all children who attend the club.

We recognise our responsibility to provide a safe, caring and secure environment where children are protected from **harm**, feel valued and respected, and are listened to.

Safeguarding is everyone's responsibility. All staff, managers, volunteers and visitors have a duty to act in the best interests of children and to take immediate action if they have a concern about a child's safety or welfare.

J.K. Club takes all necessary steps to safeguard and promote the welfare of children in our care. We recognise that safeguarding concerns may arise from circumstances within the club, at home, online or elsewhere in a child's life.

This policy is implemented in accordance with the **Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, Working Together to Safeguard Children**, relevant Hertfordshire safeguarding procedures and other applicable statutory safeguarding guidance.

Where appropriate, J.K. Club will also have regard to relevant guidance applying to school-based safeguarding arrangements because the club operates from school premises.

J.K. Club aims to:

- Protect children from maltreatment, harm, abuse, neglect and exploitation.
- Take immediate action when safeguarding concerns arise.
- Identify concerns at the earliest opportunity.
- Ensure children receive appropriate support.
- Ensure all staff understand their safeguarding responsibilities.
- Maintain an attitude of "**it could happen here**".
- Create a culture in which safeguarding is embedded into everyday practice.
- Encourage children to speak openly about anything that worries them.
- Listen to and take children's views seriously.
- Work effectively with parents, carers, schools, children's social care, the police and other professionals.
- Ensure concerns about adults working with children are acted upon promptly.

- Maintain accurate, confidential safeguarding records.

Designated Safeguarding Lead

Designated Safeguarding Lead: Joanna Chambers

Deputy DSL(s): Trained Deputy Managers

The DSL has lead responsibility for safeguarding and child protection at J.K. Club.

The DSL is responsible for:

- Taking lead responsibility for safeguarding and child protection.
- Developing and maintaining safeguarding policies and procedures.
- Receiving, recording and managing safeguarding concerns.
- Ensuring concerns are acted upon immediately.
- Making referrals to children's social care, the police or other agencies where appropriate.
- Liaising with external safeguarding professionals.
- Liaising with the Local Authority Designated Officer (LADO) where allegations concern an adult working with children.
- Providing advice and support to staff.
- Ensuring safeguarding records are accurate, confidential and securely maintained.
- Ensuring staff receive appropriate safeguarding training.
- Ensuring staff understand how to recognise, respond to and report safeguarding concerns.
- Monitoring safeguarding practice across the setting.
- Ensuring safeguarding policies and procedures remain up to date.

A trained Deputy DSL will be available whenever the DSL is absent.

All staff will know who the DSL and Deputy DSLs are and how to contact them.

Staff Responsibilities

All staff must:

- Maintain an attitude of **"it could happen here"**.
- Take all safeguarding concerns seriously.

- Be alert to signs and indicators of abuse, neglect, exploitation and other safeguarding concerns.
- Act immediately when they have a concern.
- Record concerns accurately and factually.
- Report concerns to the DSL or Deputy DSL without delay.
- Never investigate safeguarding concerns themselves.
- Never promise a child confidentiality.
- Never dismiss or ignore a concern.
- Always act in the best interests of the child.
- Attend safeguarding training and required updates.
- Apply safeguarding training in their everyday practice.
- Understand that safeguarding takes priority over confidentiality.
- Report concerns about another adult working with children.
- Challenge unsafe or poor practice.
- Follow all relevant J.K. Club safeguarding policies and procedures.

If a member of staff believes that a child is in immediate danger and cannot immediately contact the DSL, they must take appropriate action themselves, including contacting children's social care or the police where necessary.

A staff member should never be prevented from reporting a safeguarding concern.

Types of Abuse and Safeguarding Concerns

Staff are trained to recognise the signs and indicators of abuse and neglect.

Physical Abuse

Physical abuse involves causing physical harm to a child, including through actions such as hitting, shaking, biting, burning or otherwise physically harming them.

Emotional Abuse

Emotional abuse involves persistent emotional maltreatment which may have a serious and lasting effect on a child's emotional development and wellbeing.

Sexual Abuse

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 may occur online as well as in person.

Neglect

Neglect involves the persistent failure to meet a child's basic physical or emotional needs and may seriously affect their health, development or wellbeing.

Staff also remain alert to wider safeguarding concerns, including:

- Child-on-child abuse.
- Bullying and harmful behaviour.
- Online abuse.
- Child sexual exploitation.
- Child criminal exploitation.
- Domestic abuse.
- Radicalisation and extremism.
- Female genital mutilation (FGM).
- Forced marriage.
- Honour-based abuse.
- Trafficking and modern slavery.
- Missing children.
- Neglect.
- Emotional wellbeing concerns.
- Exposure to inappropriate or harmful material.
- Any other circumstance which may place a child at risk of harm.

A child does not need to make a disclosure for a safeguarding concern to be raised.

Recognising Safeguarding Concerns

Possible indicators may include:

- Sudden changes in behaviour or mood.
- Unexplained injuries or marks.

- Fearfulness or withdrawal.
- Anxiety, distress or unusual emotional responses.
- Poor hygiene, hunger or inappropriate clothing.
- Frequent or unexplained absence.
- Significant changes in attendance patterns.
- Tiredness or appearing unusually withdrawn.
- Age-inappropriate knowledge or language.
- Sexualised behaviour that is inappropriate for the child's age or development.
- Concerning comments made by a child.
- Changes in relationships with adults or other children.
- Signs of exploitation or coercion.
- Concerning online behaviour or exposure to harmful content.

These signs do not necessarily prove that abuse or neglect has occurred. However, **no safeguarding concern should be ignored.**

Staff must record and report concerns even when they are uncertain whether abuse has occurred.

Responding to a Disclosure

If a child makes a disclosure, staff must:

1. Stay calm and listen carefully.
2. Allow the child to speak in their own words.
3. Reassure the child that they have done the right thing by telling an adult.
4. Do not promise confidentiality.
5. Do not ask leading questions.
6. Do not investigate the concern.
7. Ask only necessary, open questions to clarify what the child is saying.
8. Avoid expressing shock, disbelief or judgement.
9. Record the child's words as accurately as possible.
10. Record the date, time, circumstances and actions taken.

11. Report the concern to the DSL or Deputy DSL **immediately**.

The child's account must not be altered, interpreted or embellished.

Reporting Safeguarding Concerns

Safeguarding concerns must be reported **immediately**.

The DSL will:

1. Consider the concern and any relevant previous information.
2. Determine what immediate action is required to protect the child.
3. Follow Hertfordshire safeguarding procedures.
4. Contact Children's Services where appropriate.
5. Contact the police where required.
6. Seek advice from safeguarding professionals where necessary.
7. Keep accurate and confidential records of decisions and actions.
8. Ensure concerns are followed up appropriately.

J.K. Club will not delay safeguarding action while waiting for parental consent where sharing information is necessary to protect a child.

If a child is in immediate danger, the police must be contacted by calling **999**.

Staff may make a referral directly to Children's Services or the police if they believe this is necessary to protect a child, particularly where:

- The DSL is unavailable.
- The concern relates to the DSL.
- Immediate action is required.
- They believe the concern has not been appropriately acted upon.

Hertfordshire Safeguarding Procedures

For safeguarding concerns relating to children in Hertfordshire:

Hertfordshire Children's Services

Telephone: 0300 123 4043

This number is available for urgent safeguarding support outside normal hours and for members of the public.

Professionals should use Hertfordshire County Council's current professional referral process where appropriate.

If a child is in immediate danger or a crime is being committed: call 999.

J.K. Club will follow the current Hertfordshire Safeguarding Children Partnership procedures and any subsequent replacement arrangements.

The DSL will ensure that staff know where to access the current Hertfordshire safeguarding procedures.

Local Authority Designated Officer (LADO)

Where an allegation or concern is made about an adult who works with children, J.K. Club will follow Hertfordshire's current LADO procedures.

The concern must be reported to the DSL immediately.

Where the allegation meets the relevant threshold, the DSL will seek advice from and/or refer the matter to the **Local Authority Designated Officer (LADO)** without delay.

If the concern relates to the DSL, the matter must be reported directly to the appropriate safeguarding authority and must not be managed by the DSL.

J.K. Club will follow the advice and procedures of the LADO, children's social care, the police and any other relevant agency.

The club will not conduct an internal investigation before seeking appropriate safeguarding advice where LADO involvement may be required.

Current LADO contact arrangements will be checked through Hertfordshire County Council's current procedures to ensure that this policy does not contain outdated individual contact details.

Attendance and Unexplained Absence

J.K. Club recognises that unexplained or prolonged absence may be an indicator of a safeguarding concern.

The club will:

- Maintain accurate attendance records.
- Follow up unexplained absences promptly.
- Contact parents/carers or emergency contacts where appropriate.

- Consider patterns of absence as part of safeguarding monitoring.
- Share concerns with the school, Children's Services or other appropriate professionals where necessary.
- Request appropriate safeguarding support where concerns cannot be satisfactorily resolved.

Attendance concerns will be considered alongside any other information known about the child.

J.K. Club's separate **Missing Child and Non-Collection Policy** provides detailed procedures for missing children and non-collection.

Safeguarding Records and Record Keeping

Safeguarding records will:

- Be factual, accurate and objective.
- Be dated and signed or otherwise attributable to the person making the record.
- Record the child's exact words wherever possible.
- Clearly distinguish fact from opinion.
- Record actions taken and decisions made.
- Be stored securely.
- Be kept confidential and accessible only to those who need the information.
- Be transferred securely when required.

Safeguarding records will be shared securely with another setting or relevant professional when this is necessary to safeguard the child.

Confidentiality and Information Sharing

J.K. Club understands that safeguarding information must be handled sensitively but that confidentiality must never prevent information being shared where this is necessary to protect a child.

Information will be shared:

- On a need-to-know basis.
- With Children's Services, the police or other safeguarding agencies where appropriate.

- With relevant professionals where necessary to safeguard or promote a child's welfare.
- In accordance with applicable data protection and information-sharing requirements.

Parental consent will not be required where seeking consent could place a child at greater risk or where information needs to be shared to protect a child.

The welfare and safety of the child takes priority.

Safer Recruitment and Suitability

J.K. Club is committed to ensuring that all adults working with children are suitable to do so.

Safer recruitment procedures include, where applicable:

- Verification of identity.
- Right-to-work checks.
- Enhanced criminal record checks.
- Appropriate barred-list checks.
- Verification of references.
- Checking employment history and explanations for gaps.
- Appropriate interview and selection procedures.
- Assessment of safeguarding understanding.
- Verification of qualifications where required.
- Ongoing suitability monitoring.

New employees

From 1 September 2026, J.K. Club will not allow a new employee to commence employment until the required enhanced criminal record check has been received.

Volunteers

Volunteers will be subject to the appropriate criminal record and suitability checks required by the EYFS.

This includes enhanced criminal record checks for volunteers, including supervised volunteers, where required.

No adult will be left alone with children where the required suitability arrangements have not been completed.

All staff have an ongoing responsibility to disclose information that may affect their suitability to work with children.

J.K. Club has a separate **Safer Recruitment and Staff Suitability Policy** which provides further detail.

Staff Training and Supervision

All staff receive:

- Safeguarding and child protection induction before working with children.
- Appropriate safeguarding training.
- Regular safeguarding updates and refresher training.
- Training in recognising and reporting safeguarding concerns.
- Prevent Duty training.
- Guidance on online safety and appropriate use of mobile devices.
- Clear information about the club's safeguarding procedures.
- Ongoing supervision and support.

J.K. Club will ensure safeguarding training is understood and applied in practice.

The DSL will provide support, advice and guidance to staff on safeguarding matters.

Safeguarding training will be renewed in accordance with the EYFS requirements, with additional updates provided where necessary due to changes in guidance, concerns arising within the setting or changes in local procedures.

Allegations or Concerns About Adults Working With Children

J.K. Club takes all allegations and concerns about adults working with children seriously.

An allegation or concern about a member of staff, volunteer, manager or other adult must be reported immediately to the DSL.

Where the concern relates to the DSL, it must be reported directly to the appropriate safeguarding authority.

J.K. Club will seek advice from the **Local Authority Designated Officer (LADO)** where required.

The club will follow the advice and procedures of the LADO, Children's Services, the police, Ofsted and other relevant agencies.

Allegations will be managed:

- Promptly.
- Fairly.
- Confidentially.
- In accordance with safeguarding procedures.
- With the welfare of children as the overriding priority.

Ofsted notification

From 1 September 2026, where required by the EYFS, J.K. Club will notify **Ofsted of allegations of harm** by anyone living, working or looking after children at the premises.

This includes allegations relating to a person who may have caused harm to a child at the premises or elsewhere while providing care for children.

The notification will be made as soon as reasonably practicable and within the required statutory timeframe.

The DSL/manager will use Ofsted's current online notification service and retain a record of the notification and action taken.

The statutory wording "**harm**" will be used rather than "serious harm" in relation to this September 2026 EYFS requirement.

Staff may be suspended or temporarily removed from duties where this is considered necessary to protect children, following appropriate safeguarding advice.

Whistleblowing

J.K. Club maintains a culture in which staff can raise safeguarding concerns without fear of retaliation.

Staff must report:

- Unsafe practice.
- Poor safeguarding practice.
- Failure to follow safeguarding procedures.

- Concerns about another member of staff.
- Concerns about management.
- Concerns that a safeguarding referral has not been appropriately acted upon.

Concerns should initially be raised with the DSL or management.

If the concern relates to the DSL or management, or if a staff member believes their concern has not been appropriately addressed, they may escalate the concern to the appropriate external safeguarding authority.

Staff will be supported to raise genuine concerns in good faith.

J.K. Club has a separate **Whistleblowing Policy** providing further information.

Mobile Phones, Cameras and Online Safety

To safeguard children:

- Staff must not use personal mobile phones in childcare areas.
- Personal phones must be stored securely away from children.
- Photographs or recordings of children may only be taken using the club's authorised device and for legitimate purposes.
- Personal devices must never be used to photograph or record children.
- Images must be stored securely.
- Images must only be used for legitimate purposes and in accordance with J.K. Club's data protection procedures.
- Staff must not share photographs or information about children through personal social media accounts.
- Children must not access staff personal devices.
- Any online safeguarding concern must be reported to the DSL.

J.K. Club will have regard to the **EYFS guidance on screen use in early years settings**.

Screen use and digital technology will be appropriate, proportionate and consistent with children's safety and wellbeing.

J.K. Club has a separate **Mobile Phone, Camera and Online Safety Policy**.

Safer Sleeping

J.K. Club is a wraparound childcare provision and children do not routinely sleep or have scheduled nap times at the club.

If a child falls asleep unexpectedly, staff will respond appropriately and ensure the child is safe.

Where a child does sleep or a sleep arrangement becomes necessary, J.K. Club will follow the statutory EYFS safer-sleep requirements and relevant guidance, taking account of the child's age, individual needs and circumstances.

Any unusual or repeated need for a child to sleep during attendance will be discussed with the parent/carer and considered as part of the child's individual welfare needs.

J.K. Club has a separate **Safe Sleeping Policy** which sets out the club's procedures in more detail.

Safe Premises and Banned Dog Breeds

J.K. Club is committed to ensuring that its premises are safe and suitable for children.

The club will:

- Maintain appropriate supervision.
- Carry out risk assessments.
- Ensure premises and equipment are maintained safely.
- Manage visitors appropriately.
- Ensure children cannot access unsafe areas or substances.
- Follow relevant health and safety procedures.
- Follow the EYFS requirements regarding animals and banned dog breeds – no dogs are currently permitted on the school site

Any concerns regarding animals or dogs on the premises will be reported immediately to the DSL/manager and dealt with in accordance with current statutory requirements.

Working in Partnership With Parents and Professionals

J.K. Club aims to develop open, honest and respectful relationships with parents and carers.

We will:

- Share appropriate information with parents where this is safe and appropriate.
- Listen to parents' concerns.

- Work with parents to support children's welfare.
- Work with Russell School where appropriate.
- Work with Children's Services, the police, health professionals and other agencies where necessary.
- Share safeguarding information where necessary to protect a child.

Where informing a parent or carer could place a child at greater risk, J.K. Club will seek appropriate safeguarding advice before doing so.

The safety and welfare of the child will always take precedence.

Creating a Safe Safeguarding Culture

J.K. Club promotes safeguarding through:

- Appropriate supervision of children.
- Effective risk assessment.
- Safe recruitment and suitability checks.
- Safeguarding training.
- Clear reporting procedures.
- Secure record keeping.
- Positive behaviour management.
- Positive relationships between staff and children.
- Listening to children.
- Encouraging children to speak about worries or concerns.
- Maintaining professional boundaries.
- Safe use of technology and mobile devices.
- Appropriate management of visitors.
- Regular review of safeguarding practice.
- Working openly with parents and relevant professionals.

All staff are expected to challenge unsafe practice and contribute to a culture in which safeguarding is everyone's responsibility.

Related Policies and Procedures

This Safeguarding & Child Protection Policy should be read alongside J.K. Club's other policies and procedures, including:

- Safer Recruitment and Staff Suitability Policy.
- Prevent Duty Policy.
- Whistleblowing Policy.
- Mobile Phone, Camera and Online Safety Policy.
- Missing Child and Non-Collection Policy.
- Attendance and Unexplained Absence Procedures.
- Administering Medication Policy.
- Safer Eating Policy.
- Food Hygiene Policy.
- Health and Safety Policy.
- Risk Assessment Procedures.
- Behaviour Management Policy.
- Complaints Policy.
- Data Protection and Privacy Policy.
- Safe Sleeping Policy.
- Outings Policy.
- SEND Policy.
- Safer Recruitment and Suitability Procedures.

These policies work together to support J.K. Club's overall safeguarding arrangements.

Where a safeguarding concern arises, this Safeguarding & Child Protection Policy and the relevant individual policy or procedure will be followed.

Where there is any doubt about the appropriate action, staff must immediately speak to the DSL or Deputy DSL.

Review of This Policy

This policy will be reviewed at least annually and sooner if:

- Legislation changes.

- The EYFS statutory framework changes.
- Local safeguarding procedures change.
- Working Together to Safeguard Children is updated.
- Ofsted guidance or expectations change.
- There is a safeguarding incident.
- Learning from practice indicates that changes are required.
- J.K. Club's operating arrangements change.

The DSL and management are responsible for ensuring that this policy remains current and is implemented effectively.

Safeguarding is everyone's responsibility.

If in doubt — act immediately.

Hertfordshire Safeguarding Contact Information

Hertfordshire Children's Services

Telephone: 0300 123 4043

For safeguarding concerns and urgent out-of-hours safeguarding support.

Professional referrals:

Professionals should use Hertfordshire County Council's current online professional referral process where appropriate.

Immediate danger

Call 999 if a child is in immediate danger or a crime is being committed.

Local Authority Designated Officer (LADO)

J.K. Club will follow Hertfordshire County Council's current LADO procedures for allegations concerning adults who work with children.

The DSL will contact the LADO without delay where required.

Current LADO contact arrangements will be checked through Hertfordshire County Council's current safeguarding procedures rather than relying on an individual named contact.

Ofsted

Where an Ofsted notification is required, J.K. Club will use the current Ofsted online notification service.

Notifications will be made as soon as reasonably practicable and within the applicable statutory timeframe.

This policy was created by: Joanna Chambers	Date:
Review date:	Signed: