

Blue Bears Playscheme Safeguarding Policy

1 Introduction

Blue Bears Playscheme believes that safeguarding and duty of care is a shared responsibility, for all of us working with young and vulnerable children under the age of 18, We are committed to building a 'culture of safety' environment for all, in which the children in our care are protected from any type of abuse or harm.

Blue Bears will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Our Club's child protection procedures comply with all relevant legislation and following the guidance issued by the Enfield Safeguarding Children Board (ESCB). LADO

2 Opening child protection statement

Blue Bears Playscheme is fully committed to safeguarding and protecting the welfare of all children and young people under the age of 18 years old as defined under the terms of the Children Act (1989). We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse, and neglect.

Blue Bears Playscheme acknowledges its duty to act appropriately with regards to any allegations towards a member of staff or volunteer, or towards any disclosures or suspicion of abuse.

Blue Bears Playscheme recognises its duty of care to safeguard children and young people as detailed under the Children Act (1989) and (2004) and Working Together to Safeguard Children 2018.

Blue Bears Playscheme believes that:

- The welfare of all children and young people is paramount.
- All children and young people, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity, have the right to protection from abuse.
- All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

Blue Bears Playscheme will ensure that:

- All children and young people will be treated equally and with respect and dignity.
- The welfare of each child and young person will always be of highest priority
- Bullying (in any form) is neither accepted nor condoned.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- **Steps and measure we take to safeguard children at our clubs**

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- At Blue Bears Children do have access to laptops all staff ensure that children are aware of the safety aspects while using them (staff supervisor regular while laptop are in uses)
- Safety Posters (PANTS) are displayed near the computer area for children to think and remember
- referring to CEOP Education online
- All equipment used by the children are checked daily for damages loose part (etc)
- All activities that require equipment are supervised by a member of Staff (cooking, Arts Crafts)
- If we are using a shared premises with other uses, Staff members will ensure that the children are escorted to part of the building (toilets)
- All Staff must wear uniform while at the club (to enable children to identify)
- Ratio of staff to children is considered this will be 1-10
- Ratio will differ while on trips
- While attending trip all venues are risk assessed beforehand
- First aid box is checked regular
- During warm weather Children must wear sun cream and appropriate clothes for the weather
- All Staff and children must wear Hi-Vi jacket with club number, while on trips or on a pickup
- There is a clear line of accountability with regards to safeguarding concerns.
- Staff and volunteers will be kept updated with regards to changes in legislation and policies for the protection of children and young people.
- Staff and volunteers will undertake relevant and appropriate development and training in relation to safeguarding children and young people.
- All staff and volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to the children and young people in their care, and that they fully understand the correct process for reporting concerns.
- Neither staff nor children may use their mobile phones when in the club
- No child is to leave the club unless, we have writing permission from the (parent guarding)
- If a child is not at appropriate age, we at Blue Bears will not allow any child to leave by themselves (regardless of the consent from a parent)
- Reporting any concerns to the appropriate persons within 48 hours (Local Authority Designated Officer LAPDO)

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- Staff must log exactly what has taken place
- All children are treated as individuals (no two children are the same).
- Daily risk assessment is carried each day, logged, any concerns are report to the appropriate person (manger owner of the building)
- No photos of any children should be taken using a members of staff Phones (we have a club phone
- No person will be allowed to pick up a child, unless we have permission from the person who has registered their child.
- The person should have some form of ID using the password that was used when parent register their child

2.1 This policy has been developed and keeping in accordance with the principals established by the Children Act (1989) and (2004) and in line with the following:

- [Working Together to Safeguard Children, 2018](#)
- [What to do if you are worried a child is being abused, 2015](#)
- [Keeping Children Safe in Education, 2021](#)
- safeguarding is **everyone's responsibility**, and anyone connected to the organisation, not just those in direct contact with children and young people, must adhere to the child proception policy. This includes following the appropriate processes if they have a child protection concern.

Roles and Responsibilities

- The Club's designated Child Protection Officers (CPO) is Virginia Lazarus, (Deputy Angela Beer,) The role of the designated safeguarding officer is to work with staff, to ensure all members of staff: have induction training covering child protection, an understanding of safeguarding issues including the causes of abuse and neglect. Designated Safeguarding Officer is the person who has the duty to ensure a company's safeguarding policy is followed by all members of staff in the setting. If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings/ core groups/conferences.

2.2 Recognising the signs of abuse/safeguarding concerns

All staff and volunteers working within your organisation need to be aware that the abuse of children and young people, and the safeguarding concerns which may put them at risk, can take many forms.

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Below are the different categories of abuse, along with a clear definition for each. These definitions are taken from Working Together 2018. Abuse can take many different forms,

- Children and young people with SEND
- Children and young people living with domestic abuse
- Children and young people whose parents suffer with poor mental health, including substance misuse
- Criminal exploitation, including sexual exploitation, radicalisation, and gang involvement
- Looked after and previously looked after children and young people
- Children and young people who have a social worker
- Privately fostered children and young people
- Asylum seekers
- Honour based abuse
- Children and young people who identify as LGBTQ or who are exploring their gender identification
- Children and young people who are at risk of discrimination due to faith and belief, race, or ethnicity.

Abuse: A form of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children and young people may be abused by an adult or adults, or another child, young person, children, or young people.

Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Emotional Abuse: The persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child's or young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may

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include not giving the child or young person 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 or young people. These may include interactions that are beyond a child's or young person's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, although it may occur alone.

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), 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 or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

Neglect: The persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or young person's health or development. Neglect may occur during pregnancy because of maternal substance misuse.

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)

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- Protect a child or young person from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers) or
- Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

Female Genital Mutilation: (FGM) is much more common than most people realise, both worldwide, and in the UK. It is practiced in over 28 African countries, parts of the Middle and Far East.

Female Genital Mutilation is illegal and is prohibited by the Female Genital Mutilation Act 2003.

It is acknowledged that some families see FGM as an act of love rather than cruelty. FGM causes significant harm both in the short and long term and constitutes physical and emotional abuse to children and is unlawful in this country

To respond to increasing diversity within the Borough, and in tandem with the launch of the London Safeguarding Children Board (LSCB) Female Genital Mutilation Procedure,

[ESCB has produced a protocol.](#)

Child Sexual Exploitation:

This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

ECSP has a dedicated [Child Sexual Exploitation – Resources and Tools page](#) on their website where you can find many useful resources and links to help you in your work with young people.

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Child Criminal Exploitation:

As set out in the [Serious Violence Strategy](#), published by the Home Office, 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.

Extremism:

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the [Counter Extremism Strategy 2015](#) as “the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist.”

County Lines: As set out in the [Serious Violence Strategy](#), published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

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.

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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)

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality

Cyberbullying/online bullying:

- Excluding a child from an online game, friendship group
- Sending threatening, upsetting or abusive messages
- Creating and sharing embarrassing or malicious images, video
- Setting up a hate site or group about another peer, child
- Fake accounts, hijacking, or stealing identities to embarrass a young person

2.3 Our safeguarding lead Members

The Safeguarding Lead for **Blue Bears Playscheme** is Virginia Lazarus

can be contacted on Tel: 07504330541 If the Safeguarding Lead is not available (due to annual leave, sickness etc), staff and volunteers should report to the Deputy Safeguarding Lead is Angela Beer, can be contacted on Tel: 07701369007. If neither the Safeguarding Lead or Deputy Safeguarding Lead is available, advice should be immediately sought from: the Following:

- **MASH** (Multi Agency Safeguarding Hub) 020 **8379 5555** (Mon-Thurs 9am-5pm; Fri 9am-4.45pm). Out of office hours call: 020 8379 1000 (select option two and you will be transferred to an advisor). You can email at: ChildrensMASH@enfield.gov.uk
- or the Local Authority Designated Officer (LADO) (in the case of allegations relating to staff or volunteers). **LADO: 0208 379 2850.**

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• What to do if you are worried about a child or young person

You know your child better than anyone, so trust your instincts if something feels wrong. You are in the best position to ensure that you inform your designated office. All children have a right to be safe and should be protected from all forms of abuse and neglect.

A third of people who suspect child abuse, do nothing. Several people do not act on their suspicions because they're worried about being wrong. You don't have to be certain about

your suspicions: if you have a feeling that something's not right, talk to your Manager safeguarding leaders then local children's social care team LADO who can investigate it.

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Disclosure of abuse: If a child or young person discloses to you that abuse or inappropriate behaviour has/ may/is taking place, you should:

Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.

Remain calm. Be reassuring and supportive but try not to respond emotionally.

Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.

When you can, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child's own words. Do not substitute anatomically correct names for body part names used by the child.

Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.

Do not promise to keep their disclosure a secret but reassure the child you will only share the information with the right people who will be able to help them. Explain what you will do next.

At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure. If your Safeguarding Lead and deputy Safeguarding Lead are not available, Contact LADO (Local Authority Designated Officer)

If there is immediate risk of harm to a child DO NOT DELAY, ring 999

The Safeguarding Lead will help to determine the correct course of action based on the level of need, and where appropriate can assist with making a referral to Children's Social Care or Early Help.

The Safeguarding Lead will take action in line with the Enfield Safeguarding Children Partnership (ESCP) process for What to do if you are concerned about a child in Enfield.

<https://cp.childrensportal.enfield.gov.uk/web/portal/pages/referrals>

The Safeguarding Lead will refer to the [Thresholds Document](#) to inform decision making. If the Safeguarding Lead is unclear whether to make a referral to Children's Social Care, they can contact First Response for advice.

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Allegations or concerns regarding members of staff or volunteers within your organisation

Disclosures of abusive or inappropriate behaviour towards children may be made in relation to staff members or volunteers within your organisation. Alternatively, staff members or volunteers may have concerns regarding behaviour they have witnessed from another member of staff or volunteer towards children.

following [Enfield local protocol](#) Blue Bears will contact the Local Authority Designated Officer (LADO) on **0208 379 2850**. **And to Ofsted.**

The allegation will be recorded by the lead managing conducting the allegations, and any witnesses to the incident should sign and date the entry to confirm it.

The LADO will advise you if other agencies (e.g., police) should be informed, and the Club will act upon their advice.

- All telephone conversation to the (Local Authority Designated Officer (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

2.6 Safer recruitment

- face to face Interview is conducted with new member of staff, after application process
 - All staff have an enhanced DBS check, before being employed
 - We use the appropriate Criminal date base board site (for DBS checks)
 - Two references are required before a member of staff starts employment

Training

- Staff meetings take place once a month in person or via zoom (this will involve)
- Courses are mandatory to all staff on a regularly basis
- All staff are kept up to date with any new legislation or practices relating to safeguarding this includes (confidential, safeguarding changes,)
- Ensuring that all staffs are fully aware of their designated child protection team, where to go and what to do (LADO) Local Authority Designated Officer
- Staff must ensure no information of any child is shared with other parents

2.7 Shared information

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Shared information of any child should only be shared if its life threatening or used for the purpose a child protection order (staff need to be aware of) please refer to the links for more information

[Enfield Council information sharing protocol](#)

[HM Government Information Sharing Guidance, July 2018](#)

2.7 Visitors

All visitors must report to the manger beforehand and inform us of why they are visiting our service. An enhanced DBS especially if there wish to speak with the children will be need for our records.

- Visitor should have some form of ID when arriving to the club
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- Visitors will sign our logbook (times arrived and leaving time purpose of visit)
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- Any visitors that are workpeople (electrician gardener other) will be supervised
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- No visitors without an updated DBS will be left alone with the children
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Living safely with respiratory infections, including COVID-19

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As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections, such as flu, which can spread easily and may cause serious illness in some people.

COVID-19, along with many other respiratory infections such as influenza (flu), can spread easily and cause serious illness in some people. You may be infected with a respiratory virus such as COVID-19 and not have any symptoms but still pass infection onto others.

The risk of catching or passing on COVID-19 is greatest when someone who is infected is physically close to or sharing an enclosed and/or poorly ventilated space with other people. When someone with a respiratory viral infection such as COVID-19 breathes, speaks, coughs or sneezes, they release small particles that contain the virus which causes the infection. These particles can be breathed in or can come into contact with the eyes, nose, or mouth. The particles can also land on surfaces and be passed from person to person via touch.

You will not always know whether someone you come into contact with is at higher risk of becoming seriously ill from respiratory infections, including COVID-19.

They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends and work colleagues).

There are simple things you can do in your daily life that will help reduce the spread of COVID-19 and other respiratory infections and protect those at highest risk. Things you can choose to do are:

- Get vaccinated.
- Let fresh air in if meeting others indoors.
- Practise good hygiene:
- Wash your hands
- Cover your coughs and sneeze
- Clean your surroundings frequently
- Wear a face covering mask

The main symptoms of coronavirus (COVID-19)

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Measure we take if we suspect COVID-19

- If we suspect a child is suffering with covid-19 symptoms, we will contact the parent inform the school if in a school building

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- Isolate the child away from others with a member of staff (staff will wear a mask)
- A delegate space will be available away from others within the club for the child to isolate.
- We will monitor the child in question until parent attends if it's an emergency we will contact 111 follow their advice
- Staff will Keep a written record of the situation
- Once parents arrive, they will be informed to follow the guidelines of COVID-19
- They must inform us of the outcome or the school
- If a member of staff becomes ill the same procedure will be followed member of staff will leave the club if their able to so without assistant
- Staff must have a test done, inform us of the outcome (isolate if needed)

Members of staff should consider having the covid-19 vaccine (when called up for it this may help them get less symptoms if contract with the virus

- Keeping in line with the Government guidelines of ensuring the safe place for all children and staff attending our clubs
- Children will be put into bubbles of 8 if necessary, this will not be by age due to the nature of our business where children ages vary,
- Blue Bears will ensure that children will stay in groups of 8 where possible
- Hand sanitary will be available in all areas and in reach for all children and staff to access
- Staff may wear mask, if need be, while in the club
- Keeping distance where appropriate (from each other)
- All equipment used within the club will be clean more often in between service and after every use
- Snacks will be served, using throw away plate's cups and cutlery, (parents to bring in child water Bottle as usual)
- food sharing will not to be permitted (due to different allergies)
- Hand washing will be encouraged more regularly, and children will be reminded to sneezing in their arm or in a tissue, Bin It kill It will be introduced
- More posters of keeping safe will be illustrate on walls where children and others can see
 - All rubbish bins will be covered
 - Window and doors will be open more to allow ventilation
 - Mask wearing within the club (not compulsory)

CONTACT NUMBERS

Enfield Children's MASH (Multi-Agency Safeguarding Hub)
Tel: 0208 379 5555 Part of (SPOE, Single)

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Allegations against adults working with children (LADO) Local authority Designated officer

Tel: 0208 379- 2850/020837 -94392

Single Point of Entry (SPOE) Tel: 0208- 379- 2507 Fax: 020 8-379- 2498

Open Hrs. Monday – Friday, 9am - 5pm

Single Point of Entry (SPOE)

Out of hours Tel: 0208- 379 -1000 For urgent safeguarding concerns that occur outside of normal working hours, contact the emergency **Duty Team on 0208 379 1000**

For non-urgent referrals that still require a safeguarding response please visit the Children's portal

If you are worried about a child in Enfield or want to know how to report your concerns, go to www.gov.uk/reportchildabuse.nd complete an online **child protection** referral by visiting

www.enfield.gov.uk/childrensportal

Orton Grove Enfield EN1 4TU

Anti-Terrorist hotline: 0800-789-321

Ofsted: 0300 -123 -1231

Police: 101 non-emergency or in emergency 999 (Edmonton /Enfield police)

National Crime Agency's CEOP Education team aim to help protect children and young people from online child sexual abuse. NSPCC helpline: Tel: 0808 800 500

Police Child Abuse Investigation Team (CAIT)

020 8733 5139

Mental health & wellbeing

Barnet, Enfield, and Haringey Mental Health NHS Trust- 0800 151 0023

Out-of-hours service- 020 8379 1000

This policy was adopted by: Blue Bears Playscheme	Update: June 2022
Signed:	Virginia Lazarus

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Data protection GDPR and Suitable People [3.9-3.13]*.