

Safeguarding Procedures

Guidelines

The club co-ordinator or in their absence the named deputy operates as the named/designated person for all Child Protection issues arising at the club.

In the first instance all safeguarding / child protection issues should be raised as quickly as possible with the Designated Person Dennis Morgan Tel: 07733 112291 Email: tilehurstjuniorclub@yahoo.co.uk.

In the absence of the club co-ordinator, all safeguarding / child protection issues should be raised with the Deputy Designated Person Brian Leach Tel: 07831 346420 Email: brian_leach@hotmail.co.uk

The named committee member with responsibility for safeguarding / child protection is Kim Donnison Tel: 07882 578809 Email: kim.donnison@hotmail.co.uk

The Chair of the Management Committee should be contacted in the first instance if the concern relates to the designated person, (including their family members) or as part of our escalation procedure where the Designated Person has not acted in line with these procedures.

The designated person should be contacted in the first instance if the concern relates to the named deputy or a member of staff/volunteer. In their absence the deputy designated person should be contacted.

Where an allegation is made against a member of staff/volunteer the committee chair (if it relates to the designated person) or the Designate Person (all other staff/volunteers) will make a referral to the Local Authority Designated Officer (LADO) Victoria Lawson-Jack Tel: 0118 9374555

Making a referral to the local authority children's social care team

- When reporting a safeguarding concern in Reading all referrals go through Children's Single Point of Access (CSPA). Tel 0118 9373641 Email: childrenssinglepointofaccess@reading.gcsx.gov.uk
- A link to the referral form for CSPA is located here: <http://www.reading.gov.uk/childrensreferralform>
- All the details on the LSCB regarding Thresholds etc. and how to make a referral are located on the LSCB site <http://www.readinglscb.org.uk/>

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process which can be located on the LSCB site <http://www.readinglscb.org.uk/>
- We will ensure that staff are aware of how to escalate concerns.

This document will appear on our web site for parents to view. Every member of staff and volunteer on appointment will be asked to read it on appointment. Each member of staff or volunteer is required to sign to confirm receipt of this document and to confirm their compliance with the procedure outlined within.

Staff and volunteers have a duty to immediately inform the Designated Person or Deputy of any issue related to child protection, which come to their notice.

Training

All members of staff and competent volunteers that work with children hold a universal safeguarding qualification and attend formal training every 3 years. New members of staff will complete an online safeguarding course. In addition, we regularly test their knowledge and understanding of safeguarding procedures.

The Designated Person and their Deputy hold a designated persons qualification and attend formal training every 2 years.


Procedures

- If a member of staff or volunteer has any reason to suspect a child has been abused they should listen and only ask the minimum of questions. It is their role to clarify issues; it is the role of Police and Social Services to investigate (if too many questions are asked it may prejudice any action the Police or Reading Borough Council Social Services wish to take).
- Reassure the child that it is not his/her fault
- Tell the child that you need to talk and get advice from someone else, we never promise confidentiality in any discussions with the child.
- Talk to the co-ordinator or any deputy immediately. Make careful and detailed written notes of all that has happened and been said using the child's own words in a data sensitive book as soon as possible. This book should be kept in a locked cabinet.
- Using a body map, mark the location(s) and size of any injuries
- The Designated Person or Deputy will decide whether an issue is one of child protection or not. It is the duty of the Designated Person or Deputy to discuss any borderline cases with the CSPA to ensure that appropriate and informed decisions can be made. It should be noted that early referral allows others more time to arrange for protection of the child. The Designated Person will advise referral to an external organisation, such as CSPA or the Police for advice on the appropriate action to be taken.
- If you are contacted by someone outside the club do make sure that you seek advice from the Designated Person or Deputy before giving any information. Take details of the caller and arrange for the Designated Person or Deputy to call them back.
- The Designated Person or Deputy should make any contact with parents, guardians, Police or CSPA as appropriate. (Note: in the case of any sexual abuse or deliberate injury where parents may be suspected contact should be to CSPA and NOT to parents or guardians)



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- In a case of physical injury and where emergency medical treatment is necessary this should be arranged immediately. If abuse is suspected the Designated Person or Deputy should advise any attending doctor.
- Where physical injury or neglect is suspected but falls short of the need for emergency treatment the Designated Person or Deputy should speak with the parent/guardian and suggest that medical attention is sought or that help should be sought from Social Services. If the parent/guardian is unwilling to seek help and there is real concern the Designated Person or Deputy should contact CSPA. We will always obtain consent from parents/guardians except in emergency cases or sexual assault.
- In the event of allegations or suspicions of sexual abuse the Designated Person or Deputy should contact CSPA or the Police and not discuss with parent/guardians or anyone else.
- Suspicions of abuse should not be discussed with anyone other than the Designated Person or Deputy or as described in this document.
- It should be noted that it is the right of any individual to make a direct referral to child protection agencies although we hope the staff and volunteers will use the procedure outlined above.

This policy was adopted at a meeting of	Tilehurst Junior Youth Club	(name of provider)
Held on	<u>15/05/2018</u>	(date)
Review Date	<u>15/05/2019</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Kim Donnison</u>	
Role of signatory (e.g. chair/owner)	<u>Acting Chair</u>	