

# Safeguarding Children Policy Statement

Playworkers have a responsibility to ensure that children in their care can play and develop to their full potential within the Playsetting. This can sometimes involve protecting them from abuse from those against whom they have little power to protect themselves.

Everyone working or volunteering for the Play association has a responsibility to prevent the physical, emotional, or sexual abuse of children, and report any abuse discovered or suspected.

## **Procedural guidelines:**

(Developed from the Home Office 'Safe From Harm' code of conduct)

- Wherever possible Playworkers should never be alone with a child.
- At every site there should always be at least two adults.
- Registers should always be kept.
- Children may only leave with the adults identified on the registration form.
- When in a car or minibus there should always be at least two members of staff.
- Supervision, appraisal, and team meetings are used as a means of protecting children. Supervisors and Managers pay particular attention to any situation where a child is especially favoured or treated harshly.

A nominated person will responsible for overseeing the implementation of the policy and be an independent person for children to talk to.

That person is:

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Our employment procedures are designed to fulfil the Home Office recommendations;

1. All persons whether applying for paid or voluntary work are treated as job applicants for any position involving children.
2. Applicant's experience of working or contact with children is explored in an interview prior to their appointment.
3. All applicants must give two referees.
4. All workers and volunteers are police checked.
5. All appointments are conditional upon the successful completion of a probationary period

We believe that our workers will be best placed to safeguard children if they receive quality training. We aim to provide training in child protection issues for our entire workforce.

## ***Guidelines to follow if you suspect abuse or a child discloses abuse.***

If you suspect a child has been abused at home or elsewhere, you should follow the guidelines below:

- Do not delay.
- Record all observations, which led to your concern. Include dates, times and observations of indications. Only record facts not opinions.
- Records should be kept in strict confidence – they may need to be produced if there is an investigation.
- Do not confront anyone suspected.
- Do not try to investigate. This is a job for social services and the police.
- Do not discuss the matter with anyone except the appropriate person who will usually be the Supervisor. (But see below).
- If a child wants to talk to you about abuse you should follow the ten points in the attached guidelines.
- Then you should refer your concerns to the scheme Supervisor. The Supervisor may discuss the concerns with the parent; but not if the parent is implicated or the Supervisor believes it might put the child at risk.
- The Supervisor is responsible for making referrals. They should contact Social Services to make a referral or for advice. They may also seek advice from the NSPCC.
- The Supervisor must keep all written records in a locked cabinet.
- Information should only be shared with other adults on a need to know basis.
- If you suspect that a colleague is implicated in some way you should bypass the procedures and go straight to the Senior Manager or the NSPCC or Social Services directly.

Numbers:

Social Services: (Brent: 020 937 1234)
NSPCC: 0800 800 500
Senior Manager:

### **List of appendices attached to this policy:**

Appendix A: The four categories of abuse.

Appendix B: The indicators of abuse.

Appendix C: Ten key Points: additional guidelines to follow if you suspect abuse or a child discloses abuse.

Appendix D: A flow-chart summary of child protection procedures.