



Hazelwood ARC Safeguarding Policy

Hazelwood ARC is committed to safeguarding and ensuring the welfare of children and young people.

Hazelwood ARC understand and commits to:

- The welfare of the child being paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Sophie Scott has the responsibility to report all concerns through the correct channels (as advised by the Level 3 Safeguarding training).

In addition:

- As a provision of services to children with a range of needs, I acknowledge the need for specific tailored support for vulnerable individuals. Therefore, I will ensure I am in receipt of appropriate, relevant, current information for all children attending sessions of any kind, from both parents/carers, related professionals and settings.
- Knowledge of existing injuries will be gained prior to sessions beginning and any concerns registered through the correct channels.
- Hazelwood ARC has a duty of care to safeguard all children from harm.
- All children have the right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.
- The club/setting will ensure the safety and protection of all children involved through the adherence of the Wiltshire Local Safeguarding Children Board procedures (<http://www.wiltshirelscb.org/workers>) in respect of concerns about a child or allegations against myself.
- Through gaining knowledge of each individual attending sessions, and providing clear individualised pathways of communication, I aim to promote the safeguarding of each child.

- By the nature of my position, I am a single point of contact and as result take responsibility for taking immediate action regarding any concerns raised.
- Child abuse in any form can arouse strong emotions in those facing the situation, as a result I will provide each child with the necessary support and where needed gain addition advice and support services from specialists in this area.

Hazelwood ARC follow Wiltshire Government best practice guidelines which includes:

- Always working in an open environment, where parents/guardians or setting staff are in attendance. When this is not possible, record specific details of all session elements, reporting any concerns to all individuals involved.
- Treating all children with equal concern and with respect and dignity. Always putting the welfare of children first.
- Building balanced relationships based on mutual trust which empowers children in the decision-making process.
- Making activities fun, enjoyable and promoting fairness. All activities must be age-appropriate.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the child's needs as identified in partnership working with parents and other relevant professionals involved with the child's care.
- Consulting with children and their parents/carers/settings. Involving parents/carers where possible. Ensure that I have gained the appropriate training and qualifications.
- Ensuring a paediatric first aid certificate is always current.
- Being an excellent role model, no smoking or use of a mobile phone when working with children.
- Giving enthusiastic and constructive feedback rather than negative criticism to both children and adults.
- Recognising the developmental needs and capacity of children in order to ascertain the correct level of learning or competitiveness. Avoid pushing children beyond their limits. Provide challenges which are achievable.
- Securing parental consent in writing to act in loco parentis, if the needs arise to administer emergency first aid and/or other medical treatment.
- Ensuring that up-to-date contact details are available and that the details of adults responsible for collection of the child are recorded and adhered to.
- Keep a comprehensive accident book.

Practices to be avoided:

The following situation should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the child's parent. For example, if a child was to sustain an injury which required them to go to the hospital, or a parent fails to arrive to collect a child at the end of a session:

- Avoid spending time along with a child away from others.
- Avoid taking or dropping off a child to an event or activity.
- Avoid taking photographs of children unless written permission has been provided by the parent/carer.
- Taking a mobile phone into sessions (leave them stored nearby if required for emergencies).

Practices never to be sanctioned:

- Engage in rough/physical or sexual provocation games including horse play.
- Share a toilet or changing facility.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child.
- Reduce a child to tears as a form of control.
- Fail to act upon and record allegations made by a child.
- Do things of a person nature for children or disabled adults, that they can do for themselves.
- Invite or allow children to meet or stay at your home.
- Invite children to become friends on social networking sites.

NB It may sometimes be necessary for Sophie Scott to carry out tasks of a personal nature, such as changing a child's clothes. These tasks will only be carried out with the full understanding and consent of parents. Where possible the parent/carer or setting staff will be requested to carry out these tasks. There is a need to be responsive to the child or young person's reactions. If a person is fully dependent on you, I will talk with him/her to give the choices where possible. This is particularly the case when dressing and undressing and as a result physical contact is involved.

Incidents that must be reported/recorded

If any of the following occur, Sophie Scott will record and report the incident through the MASH team or to the DSO at the setting.

- If I accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by my actions and displays sexual activity.
- If a child misunderstands or misinterprets something I have done.
- If a child discloses any form of abuse.
- If an additional adult behaves in a way which is inappropriate or may pose a threat to the safety of the children in my care.

Use of photographic equipment

There is evidence that some people have used childcare as an opportunity to take inappropriate photographs or film footage of young children in vulnerable positions. All clubs/settings should be vigilant and any concerns will be reported to the designated child protection liaison person who should then follow Wiltshire's Local Safeguarding Children Board's guidance (see LSCB flow chart 'What to do if you are worried a child is being abused or neglected'). (<http://www.wiltshirelscb.org/workers>)

Any photos should be taken using the club/setting's own camera-not personal ones or personal mobile phones. Images should be downloaded and printed off as soon as possible and the originals deleted.

Written permission should be sought from parents to take photographs and they should be aware of how they will be used by Hazelwood ARC.

Use of mobile phones

There is a need for Hazelwood ARC staff, specifically Sophie Scott, to have access to emergency support and a mobile will often be the best way to ensure this. However, with the development and advance of mobile technology this may pose a threat to the safety of children – images and video footage can be taken and uploaded to the internet without anyone being aware. Therefore, Sophie Scott will leave her mobile phone in a secure, close place in order that it can only be accessed in the case of an emergency. Where children have a mobile phone when in attendance, a similar, separate space will be provided to store it while the sessions run.

Responding to allegations and suspicions

It is the full responsibility of Sophie Scott to decide whether or not child abuse has taken place. Hazelwood ARC will therefore fully support and report any allegations made. Contact details of relevant Wiltshire County Council Safeguarding Officers will be provided.

Where there is a complaint against Hazelwood ARC there may be three types of investigation:

- Child Protection
- Criminal Investigation
- Disciplinary or misconduct

Reporting concerns or allegations relating to Sophie Scott or any other representative of Hazelwood ARC.

In the event that you have concerns in relation to the provision set up by Hazelwood ARC please contact the Alternative Provision department for Wiltshire County Council (Kirsten Harwood recently assessed).

In the event that you have safeguarding or welfare concerns relating to the provision set up and delivered by Hazelwood ARC, please contact the MASH team on 0300 456 0108.