



**CHILD PROTECTION**

**AND**

**SAFEGUARDING POLICY**

**2024**



# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

*Giving a Child a Break*



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# THE DERBYSHIRE CHILDREN'S HOLIDAY CENTRE

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## 1. Introduction and Context

### Our vision and ethos

The Derbyshire Children's Holiday Centre (DCHC) aims to provide safe, caring and happy breaks for children who live in Derbyshire and is able to accept children of both sexes and all abilities. The residential experience provides endless opportunity for contributing to the personal and social development of the children especially making clear to them that they are accepted as worthwhile individuals. The development of the children's self-esteem, attitudes and behaviour can be significant during their 'Break'. Development opportunities are created for children whatever their aptitudes and abilities.

For many children, the relationships gained whilst at the Centre will remain with them throughout their lives.

Links to the community are maintained through referring schools, city and county MAT teams and the charity's Home Visitor Team, who establish links with the parents/guardians of children who holiday at the Centre.

### Our responsibilities

DCHC fully recognises its responsibilities for Child Protection and Safeguarding, this Policy sets out how DCHC will deliver these responsibilities. This is an overarching policy.

Child as written in this policy is a child until 18.

Child as written in this policy is of statutory school age.

This policy should be read in conjunction with:

["Working Together to Safeguard Children" \(Updated 2017\)](#) which is statutory guidance to be read and followed by all those providing services for children and families, including those in education.

["Keeping Children Safe in Education"](#) which is the statutory guidance for Schools and Colleges.

["What to do if worried a child is being abused"](#) (March 2015)

["Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers"](#) (March 2015)

["The Prevent Duty Departmental, advice for Schools and child care providers"](#) (June 2015)

Furthermore, we will follow the ["Procedures set out by the local Derbyshire Safeguarding Childrens Board"](#) as applicable to DCHC.

In accordance with the above procedures, we carry out an annual audit of our Safeguarding provision (S175 Safeguarding Audit, which is a requirement of the Education Act 2002 & 2006).



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### *i. Our Principles*

Safeguarding arrangements at DCHC are underpinned by three key principles:

- Safeguarding is everyone's responsibility: all Staff / anyone who has contact with a child or young person including Trustees and volunteers should play their full part in keeping children safe;
- We will aim to protect children using national, local and school child protection procedures;
- That all Staff-/anyone who has contact with a child or young person including Trustees and volunteers have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against professionals. Staff, (Trustees and Volunteers) should feel confident that they can report all matters of safeguarding at the Holiday Centre where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- That we operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

### *ii. Our Policy*

There are 6 main elements to our Policy, which are described in the following sections:

- The types of abuse that are covered by the policy;
- The signs of abuse that that all Staff / anyone who has contact with a child or young person including Trustees and volunteers should look out for;
- Roles and responsibilities for Safeguarding;
- Expectations of all Staff / anyone who has contact with a child or young person including Trustees and volunteers with regard to Safeguarding, and the procedures and processes that should be followed, including the support provided to children;
- How DCHC will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are appropriately trained, and checked for their suitability to work within the Holiday Centre;
- How the policy will be managed and have its delivery overseen.

Through implementation of this policy we will ensure that our Holiday Centre provides a safe environment for children to learn and develop. We will cross reference to other policies relevant to our safeguarding in the Centre and make reference to them in this policy where relevant.



## 2. Types of Abuse

### *i. Children who may require early help*

All Staff and Trustees working for DCHC should be alert to the potential need for early help for children, considering following the procedures identified for initiating early help using the Thresholds Document for a child who:

- Is disabled and has specific additional needs.
- Has special educational needs.
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the child, such as substance abuse, mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect
- Is showing signs of displaying behaviour or views that are considered to be extreme.

These children are therefore more vulnerable; this charity will identify who their vulnerable children are, ensuring all Staff and Trustees know the processes to secure advice, help and support where needed.

Please see [“Derby City & Derbyshire Safeguarding Childrens Board – Thresholds Guidance”](#)

### *ii. Child Abuse*

In relation to children safeguarding and promoting their welfare is defined as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

There are four types of child abuse as defined in [‘Working Together to Safeguard Children’ \(2017\)](#) which is defined in the [‘Keeping Children Safe in Education Statutory Guidance 2016’](#) as:

**Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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



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It may include not giving the child 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse** - involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It will not necessarily involve a high level of violence. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

**Neglect** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.
- Respond to a child's basic emotional needs

Bullying and forms of bullying, including prejudice based and cyber bullying, is also abusive. It will include at least one, if not two, three or all four, of the defined categories of abuse.

### *iii. Specific Safeguarding Issues*

There are specific issues that have become critical issues in safeguarding that DCHC will endeavour to ensure their Staff and Trustees are familiar with; having processes in place to identify and report these issues.

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE) and as defined by Working Together 2017
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)

- Hate
- Mental Health
- Private Fostering
- Preventing Radicalisation
- On line abuse/Sexting
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children

### 3. Signs of Abuse

#### *i. Physical Abuse*

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical / social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home.



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### *ii. Emotional Abuse*

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress.

### *iii. Sexual Abuse*

The underreporting of sexual abuse within the family is recognised. All staff and volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and volunteers should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy



Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age, or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

*iv. Neglect*

It can be difficult to recognise neglect, however, its effects can be long term and damaging for children.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'
- Constant hunger, sometimes stealing food from other children
- Losing weight, or being constantly underweight
- Inappropriate or dirty clothing

Neglect may be indicated by changes in behaviour which may include:

- Mentioning being left alone or unsupervised
- Not having many friends
- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments

## 4. Specific Safeguarding Issues

In understanding the signs and indicators of specific issues listed earlier in this policy Schools/Holiday Centres and Colleges can access broad Government guidance and more importantly access local procedures, strategies and tools through the [Derbyshire Safeguarding Children's Board](#)

DCHC will incorporate signs of abuse and specific safeguarding issues on safeguarding into briefings, staff induction, and ongoing development training for anyone who has contact with a child or young person including Trustees and volunteers.



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## Prevent Duties

DCHC will ensure all staff including trustees and volunteers adhere to their duties in the Prevent guidance 2015 to prevent radicalisation. The Designated Safeguarding Lead (Centre Manager) and Chairman will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure all Staff (Trustees and volunteers) implement the duty

DCHC will respond to any concern about Prevent as a safeguarding concern and will report in the usual way using local safeguarding procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

DCHC is committed to providing effective filtering systems and this does not allow children to go on-line in the Holiday Centre.

DCHC will use the relevant forms to record any concerns, keeping records which will be treated as a Child Protection Record, storing them as appropriate. SEE APPENDIX

## Child Sexual Exploitation (Child Protection)

Risk factors may include:

- Going missing
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health
- Decline in emotional wellbeing

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police. If any staff are concerned about a child, they will refer to the Designated Safeguarding Lead (Centre Manager – Ali Brierley).

## Female Genital Mutilation (Child Protection)

DCHC recognises and understands that there is a now a mandatory reporting duty to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in disciplinary action being taken.

All suspected or actual cases of FGM are a safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police. If any staff are concerned about a child, they will refer to the Designated Safeguarding Lead (Centre Manager – Ali Brierley) unless there is a good reason not to do so.



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Signs may include:

- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Vague explanations or plans for removal of a female in a high-risk category\* especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM

*\*parents from a country who are known to practice FGM*

## **Allegations of abuse against other children/Peer on Peer abuse (Child Protection)**

We recognise that some children abuse other children or their peers; therefore, the reasons for this are complex and are often multi-faceted. We understand that we need at the Holiday Centre to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the Holiday Centre.

Peer on peer abuse is a safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the safeguarding procedures as outlined by the local authority. This may mean a referral into the Police and Social Care. The Holiday Centre will consider and may apply the sanctions outlined in the induction. DCHC will offer support to a victim.

We recognise peer on peer abuse can take some of these forms:

- Language seen as derogatory, demeaning, inflammatory
- Unwanted banter
- Sexual harassment
- Hate
- Homophobia
- Based on gender differences and orientation
- Based on difference
- Cyber bullying

We are working hard as a charity to be proactive and to challenge this type of abuse. We aim to use approaches in the holiday experience to address and tackle peer on peer abuse.

## **The sending of indecent images from one person to another through Digital Media Devices**

This Holiday Centre accepts that this is a safeguarding concern and one that is increasing which requires a robust response. To address this, children are not permitted to bring mobile phones, ipads or other similar devices to the Centre. We will seek advice from agencies and professionals acknowledging that there are both national and local guidance that we need to adhere to in order to tackle the concerns.



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We will refer to:

[Derby City & Derbyshire Thresholds Document](#)

["Sexting in Schools & Colleges: Responding to incidents & safeguarding young people" UK Council for child internet safety](#)

[The DfE guidance 2014 on Searching Screening and Confiscation Advice for Schools](#)

## 5. Safeguarding Roles and Responsibilities

All Staff / anyone who has contact with a child or young person including Trustees and volunteers have responsibility for the following:

- Being aware of the [Derby City and Derbyshire Safeguarding Procedures](#), and ensuring these procedures are followed
- Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child's voice is heard and referred to
- Knowing who the Designated Safeguarding Lead (Centre Manager – Ali Brierley) and the relevant links for CIC (Child in Care / Looked After Children), SEND and Anti- Bullying including who is the Holiday Centre's link Trustee for Child Protection and Safeguarding
- Being alert to the signs of abuse, including specific issues in safeguarding and their need to refer any concerns to the Designated Safeguarding Lead (Centre Manager – Ali Brierley)
- To be aware of the 'Allegations Against Professionals' LADO procedures and feel confident in been able to use them including how to report concerns about other staff and the setting
- That any concerns any staff have about a Manager/Trustee/volunteer, should be referred to the Chairman.
- To be aware of Whistle Blowing procedures and where to obtain further information, advice and support. (See Staff Handbook)
- Being aware of the 'Guidance for Safer Working Practices when working with Children and Young People in education settings, 2015', relevant sections of 'KCSIE 2023' and local procedures for 'Safer Working Practices'. (Cross reference to similar policies, protocols the Holiday Centre has)
- Ensuring that their Child Protection training is up to date, undertaking refresher/update training at least annually
- Sharing information and working together with agencies to provide children and young people with the help and support they need
- Supporting pupils who have been abused in accordance with his/her Child Protection Plan



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- If at any time it is considered that the child may be a 'Child in Need' as defined in the [Children and Families Act 2014](#), or that the child has suffered significant harm or is likely to do so, a referral is made to Local Authority Children's Social Care
- If Staff, Trustees and Volunteers have concerns regarding a child they should raise these with the Designated Safeguarding Lead (Centre Manager – Ali Brierley) who will normally decide to take the next step, (however, any member of Staff, Trustee or volunteer in The Holiday Centre can make a referral)
- If they feel unclear about what has happened to their concerns following a referral they can enquire further and obtain feedback
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of the Derbyshire Children's Holiday Centre's Escalation Policy and Process, which may be followed if a staff member fears their concerns have not been addressed
- Recognising that Looked After Children are more vulnerable than other children and often have poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers recognise their roles and responsibilities under Special Educational Needs and Disabilities (SEND) that those children/vulnerable adults in the setting may not be able to recognise abuse, abusive situations or protect themselves from significant harm and exploitation
- Recognising the needs of young carers in that they can be more vulnerable or placed at risk. Therefore, being able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers will need to refer into early help social care services for an assessment of their needs
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of the Private Fostering Policy and have an understanding of host families (Annex A Keeping Children Safe in Education (KCSIE) Oct 2023) and recognising they have a duty to notify the local Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered or subject to a host family arrangement which is unclear or ambiguous
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of Extremism, which include the signs of, alerts to concerning behaviours, and ideologies considered to be extreme; as well as having an understanding of the British Values Agenda.
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers know about Prevent duties and will report any concerns to the Designated Safeguarding Lead (Centre Manager – Ali Brierley) who has responsibilities under Prevent to take action, offer advice and support which may include a referral into Channel using the case pathway process
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers should recognise that children are capable of abusing other children or their peers, working to reduce and eliminate such behaviour in their setting



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- DCHC recognises the importance of learning from national and local Serious Case Reviews and Thematic Learning Reviews. We are aware of the impact this has on how we carry out our Safeguarding and Child Protection responsibilities and roles

### **Trustees and DCH Staff and Officers are responsible for:**

- Taking leadership responsibility for DCHC Safeguarding and Child Protection arrangements
- That they are up to date with emerging issues in safeguarding and recognise the strategies by the Local Authority in trying to keep children safe In Derbyshire
- Ensuring that we have a nominated link Trustee for Child Protection and Safeguarding who can also provide a link to the Local Authority on matters of safeguarding at DCHC liaising with other partners and agencies
- Ensuring that we have a Designated Safeguarding Lead(s) (DSLs) for Child Protection, appointed by Trustees and one who oversees and line manages the activities and the activities of the Holiday Centre. That the DSL is fully equipped to undertake the safeguarding role and that they have access to the appropriate training and that has updates at least annually and with certified training very two years
- That a DSL is on the premises and available, where this is not available or in exceptional circumstances there is a clear procedure in place to contact them. Trustees will ensure there is cover at all times for staff to have a clear pathway for raising and reporting concerns in a timely way.
- Ensuring that the appointed DSL is fully equipped with the knowledge and skills to carry out the role and have access to appropriate regular training to help them keep up to date
- That have a nominated link Trustee for CIC (Children in Care/ Looked after Children) and SEND
- That the Designated Safeguarding Lead (Centre Manager – Ali Brierley) is responsible for looked after children and understands her safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and DCHC procedures for reporting, responding and recording Child Protection concerns
- That there are procedures are in place in handling allegations against staff, or volunteers and any concerns staff and volunteers have (including concerns about the setting) are referred to the Local Authority Designated Lead (LADO) in every case
- All Staff / anyone who has contact with a child or young person including Trustees, volunteers and frequent visitors who will be working in the Holiday Centre is given a mandatory induction which includes knowledge regarding abuse, neglect, specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a child's safety or welfare, and knowledge about the Holiday Centre policies and procedures
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development
- All Staff / anyone who has contact with a child or young person including Trustees and volunteers receives the appropriate training which is regularly updated
- That important policies such as those for behaviour and bullying, are kept up to date



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- That we understand the updated definition of child sexual exploitation and expectations around identifying, reporting and responding to any potential or actual cases of
- That we notify the Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered
- That we use the Local Authority Case Referral Pathway on reporting concerns about extremism or views considered to be extreme which may include a referral to PREVENT/CHANNEL and/or Social Care.
- Acting on the "[Learning from Serious Case Reviews](#)" – see appendix A;
- Ensures that all Staff (Trustees and volunteers) are made aware of the Confidential Reporting Code ([Whistle Blowing 2015](#))
- That all Child Protection records are kept centrally, kept up to date, are secure and reviewed annually
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on DCHC website

### **Creating a safe environment**

- We will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are competent to carry out their responsibilities for safeguarding in promoting the welfare of children by creating an environment and an ethos whereby all staff including volunteers feel able to raise concerns, along with being supported in their safeguarding role
- We will endeavour to create a culture of listening to children, taking account of their wishes, feelings and voices both in individual decisions and in DCHC's development
- That the building; including its surroundings, are safe and one where children can feel safe
- That we have clear protocols on reception for visitors and contractors with procedures in place to ensure the appropriate questions are asked and checks made in line with KCSIE and Derbyshire County Council requirements

### **Recruitment and Staffing**

- We must prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required
- We must, where relevant, check the identity of a person being considered for appointment and their right to stay in the UK
- We must undertake overseas checks if a staff member being employed or has returned from a period of employment from abroad



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- We must ensure staff and volunteers undergo appropriate checks via the Disclosure and Barring Service (DBS) relevant to their post and this includes any Prohibition checks necessary for the post
- We must be aware of the Disqualification by Association rules; having a relevant procedure in place which can be applied if required
- We must have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned; aware that this is a legal duty
- That we make use of the DBS Service where appropriate
- We must have at least one person on any appointment panel who has undertaken Safer Recruitment Training, and that any appointment panel must include a Trustee or DCHC officer
- That our volunteers are adequately supervised, being aware of the differences between supervised and unsupervised interaction with the children and have risk assessments in place for volunteers in the Centre undertaking activities with the children
- That all our Trustees have the enhanced DBS and other checks that may be required
- That we understand the requirements when hiring out DCHC premises making sure checks are in place to ensure safeguarding the children / young people who attend clubs, holiday schemes and other activities on their premises
- We will be mindful of who we are hiring our premises to and refuse the hiring of premises for any activity deemed not in the interests of the children/young people the Holiday Centre, the local community and or viewed to be inflammatory e.g.- banned political groups

The Designated Safeguarding Leads(s) are:

**Centre Manager – Ali Brierley**

The Designated Lead for

Looked After Children (Child in Care):

**Centre Manager – Ali Brierley**

The Designated Lead for Anti-Bullying:

**Centre Manager – Ali Brierley**

The Designated Link Trustee for Safeguarding is:

**Juliette Whitby**

The Designated Link Trustee for Anti- Bullying is:

**Juliette Whitby**

The Designated Link Governor for

Looked after Children (Child in Care) is:

**Juliette Whitby**

The Designated Link Governor for SEND is:

**Juliette Whitby**

Other Staff/Officers who take responsibility  
for safeguarding are:

**Operations Executive – Janine Stillwell**





## 6. Safeguarding Processes and Procedures

The Holiday Centre will deliver its responsibilities for identifying and acting on early help needs, Safeguarding and Child Protection in line with the policies and procedures identified in the [Derby City & Derbyshire Safeguarding Children's Board Policies and Procedures Guidance](#).

The Threshold Document is available and assists with meeting a child's needs in Derbyshire and can be found in the Derbyshire & Derby City Safeguarding Board Procedures. This document should be used to help identify the level of concern and next course of action.

### Referring to Children's Social Care

DCHC will ensure all Staff / anyone who has contact with a child or young person including Trustees and volunteers that if any have concerns about the welfare and safety of a child, discussions take place with the Designated Safeguarding Lead as soon as they are aware or know about a concern and the Designated Safeguarding Lead reports that concern as soon as possible. The Designated Safeguarding Lead will act upon the information received; however, we also recognise any one can make a referral into social care.

Where welfare and safeguarding concerns are identified e.g. as a child having an injury or has made a disclosure of sexual abuse, this is a child protection concern and safeguarding procedures must be followed. A **telephone referral** must be made to either Starting Point, Derbyshire's first point of contact for children and younger adults for referral into Children's Social Care or First Contact, the equivalent service in Derby City.

If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately **prior to the child returning home and as soon as the Holiday Centre become aware of this.**

Essential information for making a referral includes:

- Full names and dates of birth for the child and other members of the family
- Address and daytime phone numbers for the parents, including mobile
- The child's address and phone number
- Whereabouts of the child (and siblings)
- Child and family's ethnic origin
- Child and family's main language
- Actions taken and people contacted
- Special needs of the child, including need for an accredited interpreter, accredited sign language interpreter or other language support
- A clear indication of the family's knowledge of the referral and whether they have consented to the sharing of confidential information
- The details of the person making the referral

Other information that may be essential:

- Addresses of emergency contact
- Schools attended by the child



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- Name, address & phone number of GP
- Details of other children if known who may be in contact with the alleged abuser

Where there is a difference of professional opinion the Holiday Centre's staff are able to escalate their concerns using the [Derby City & Derbyshire Escalation Policy](#) available on the Derbyshire Safeguarding Board's website;

<https://www.derbyshirescb.org.uk/>

## Records

All concerns about a child will be recorded and records kept. This record will be a separate child protection/welfare record held on a separate child protection file and each concern clearly recorded with all decisions, actions taken and with outcomes and feedback to the referrer. We will endeavour to keep centralised records, hold them as private and confidential records but allow access to key DCHC staff.

We will follow the Local Authorities' current guidance on the Child Protection Record Keeping Guidance for Holiday Centres (inc Transfer, Storage & Retention - July 2017) and await any instruction with regard to the National Inquiry into Child Sexual Abuse (historical Child Protection records on children and records on staff where there are allegations). We will therefore not destroy any child protection/welfare records including records which hold information on allegations against staff and any other person working in the Centre or connected to the Centre.

## Recruitment

The Derbyshire Children's Holiday Centre will ensure that Safer Recruitment practices are always followed and that the requirements outlined in the statutory guidance "Keeping Children safe in Education" are followed in all cases.

All interview panels will have at least one member who has undergone Safer Recruitment Training with the necessary skills and knowledge. We will in all cases for example check on:

- the identity of candidates
- a check of professional qualifications
- the right to work in the UK
- make overseas checks where relevant
- ask for and follow up at least two references
- scrutinise applications for gaps in employment

We will have a Single Central Record (SCR) which will cover all Staff, including Trustees, and volunteers, frequent visitors, agency and supply, and others according to their role and responsibility. We will ensure this record is regularly updated and reviewed in line with National and Local requirements.

For Derbyshire Children's Holiday Centre, this will also cover all Trustees.

We will ensure that all Staff / anyone who has contact with a child or young person including Trustees and volunteers are aware of Government Guidance on Safer Recruitment and Safer Working Practices and that the recommendations are followed.

DCHC will ensure there is a Staff Code of Conduct, ensuring all Staff / anyone who has contact with a child or young person including Trustees and volunteers are familiar with Safer Working Practices.



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This also includes advice on conduct, safe use of mobile phones and guidance on personal / professional boundaries in emailing, messaging, or participating in social networking environments.

We will ensure that Safeguarding considerations are at the centre of each stage of the recruitment process and if in any doubt will seek further HR and or legal advice.

## **The Disclosure and Barring Service (DBS);**

The Disclosure and Barring Service (DBS) helps employers make Safer Recruitment decisions which helps preventing unsuitable people from working with vulnerable groups, including children.

The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales and Northern Ireland
- Providing an online DBS service

The DBS search police records and in relevant cases, the barred list information, before issuing a DBS certificate to the applicant.

A DBS check will be requested as part of the pre-recruitment checks following an offer of employment, including unsupervised volunteering roles, and staff engaging in regulated activity, where the definition of regulated activity is met.

We will have a clear understanding of what regulated activity is and implications for volunteers in the school/college. This may mean undertaking risk assessments on any activity.

We will follow advice on DBS checks as detailed by this guidance and this will include:

- Where relevant a separate Barred Check List has been completed
- That individuals are not disqualified from working with children under the Child Care (Disqualification) Regulations 2009 and will adhere to any changes made to this

## **Dealing with allegations against staff and volunteers who work with children**

DCHC will adhere to the procedures set out under 'Allegations Made Against Professionals' (allegations of abuse by teachers and other staff), this can be found on the [Derbyshire & Derby City Safeguarding Procedures](#).

If a member of staff has concerns about another member of staff, then this will be referred to the Designated Safeguarding Lead (Centre Manager – Ali Brierley). Where there are concerns about the Designated Safeguarding Lead (Centre Manager – Ali Brierley) this will be referred to the Chairman. We will ensure that all allegations are discussed with the Local Authority Designated Officer (LADO) in every case using the [Derby and Derbyshire LADO referral form](#) and this is done by an appropriate DCHC Trustee/Officer.



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When an allegation is made against anyone working or volunteering with children, the Allegations Against Staff, Carers and Volunteers procedure in the [Derby and Derbyshire Safeguarding Children Procedures](#) must be followed.

If there are concerns about allegations which fit the above criteria, the Centre Manager should immediately complete the [Derby and Derbyshire LADO form](#) (located in the DDSCP documents library) and email securely to the email addresses below for the attention of LADO. The duty LADO will respond to written referrals:

**Derby City** to [CPMduty@derby.gov.uk](mailto:CPMduty@derby.gov.uk)

**Derbyshire County** to [professional.allegations@derbyshire.gov.uk](mailto:professional.allegations@derbyshire.gov.uk).

DCHC will ensure we have followed all the necessary duties and processes under this process and under Whistle Blowing and this will be undertaken in accordance with guidances.

Where there are allegations that are substantiated, DCHC will fully ensure any specific actions are undertaken on management and exit arrangements as outlined in the

[Keeping Children Safe in Education statutory Guidance for schools/colleges - https://www.gov.uk/government/publications/keeping-children-safe-in-education--2](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

[Derby City & Derbyshire safeguarding Board Procedures - http://derbyshirescbs.proceduresonline.com/](http://derbyshirescbs.proceduresonline.com/)



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## IMPORTANT SAFEGUARDING CONTACTS

### Urgent referrals

If a child or young person is in immediate danger Tel: [999](tel:999)

### For children living in Derbyshire –

If you're concerned that a child is suffering or is at risk of significant harm please contact Call Derbyshire immediately Tel: [01629 533190](tel:01629533190)

### For children living in Derby City –

If you're concerned that a child is suffering or is at risk of significant harm please contact First Contact immediately

Monday to Friday, between 9am and 5pm Tel: [01332 641172](tel:01332641172)

At all other times Tel: [01332 956606](tel:01332956606)

### LADO (Local Authority Designated Officer)

Derby City Email: [CPMduty@derby.gov.uk](mailto:CPMduty@derby.gov.uk)  
Derbyshire County Email: [professional.allegations@derbyshire.gov.uk](mailto:professional.allegations@derbyshire.gov.uk)

Police Non-Emergencies (inc Prevent referrals): Tel: 101

**Prevent:** Seamus Carroll - Prevent Lead at Derbyshire County Council  
Email: [seamus.carroll@derbyshire.gov.uk](mailto:seamus.carroll@derbyshire.gov.uk)  
Tel: 01629 538494  
Mobile: 07771 980107

Purjinder Gill - Prevent Lead at Derby City Council  
Email: [Purjinder.Gill@derby.gov.uk](mailto:Purjinder.Gill@derby.gov.uk)

**Gov.uk:** Link: [www.gov.uk/report-child-abuse-to-local-council](http://www.gov.uk/report-child-abuse-to-local-council)

**Online Child Sexual Abuse:** Link: [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)

**NSPCC - National Helpline:** Tel: 0808 800 5000

**Childline:** Tel: 0800 11 11



## 7. Management of the policy

The Trustees will:

- Ensure all Trustees are effective in the management of safeguarding
- Ensure all Staff including all other Trustees and volunteers read and have access to the policy
- That it is displayed on DCHC website and available for staff at the Centre
- That is overseen by Trustees to ensure its implementation
- Review its content on an annual basis.

### Reporting to Trustees

***The Centre Manager/Operations Executive will report on safeguarding activity to each Trustees meeting.***

This report will include information as follows:

#### **Behaviour**

- The number of behaviour incidents recorded since the previous reporting period
- An overview of these incidents by category – bullying, child on child abuse, racial abuse, homophobic abuse

#### **Health & Safety**

- The number of incidents requiring first aid or other medical procedure
- Analysis carried out to establish any patterns for future follow up

#### **Safeguarding**

- The number of safeguarding incidents including any referrals, follow up reporting back to schools, LADO referrals, Prevent referrals
- Any staff appointments made and a report on the checks carried out, relevant training and induction arrangements

The Designated Safeguarding Lead, Operations Executive and Safeguarding Trustee will complete the S175 Safeguarding Audit and with an Action Plan which will be used to report on Safeguarding activity and progress. A copy of which will be submitted to Trustees. Any significant issues that may have an impact on safeguarding in the Holiday Centre setting should be reported to the Chairman.

### **Signed by:**

Chair of Trustees

Date:



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APPENDIX A

Derbyshire Children's Holiday Centre

## CHILD PROTECTION /WELFARE CONCERN REPORT FORM

Date & Time

Name of child

DOB

Contact Telephone Numbers:

Derbyshire Children's Social Care  
Contact and Referral Service 01629 533190

Derby City Children's Social Care Service  
Contact and Referral Service 01332 641172

Name of staff member completing form:

Role of staff member completing form:

Is this a concern under Prevent Yes/No

Have you completed the Prevent Risk Indicator Checklist Yes/No

### Description of the Concern

What has been disclosed, seen or occurred? When and Where? Who was involved? Were there any obvious signs of injury e.g. bruising, bleeding changed behaviour? Was the Child able to say what had happened, if so, how did they describe it?

### Immediate actions taken by DCHC staff

*Immediate support offered to child or others involved if present? Move of bedrooms considered? Offer of a safe space? Safety plan in place? Keyworker offered as point of contact? Childline contact offered?*



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### Have parents/carers been contacted?

*Record actions taken. Have you contacted sending school and sought any advice from professionals? Have you called parents and discussed concerns?*

### Has a referral been made? Derby City or Derbyshire

What was shared with agency and what actions did they advise?

### Outcome of referral

Feedback to Referrer	Date
Has the outcome of the referral been shared with reporting staff member?	

**Signature of worker completing the form**

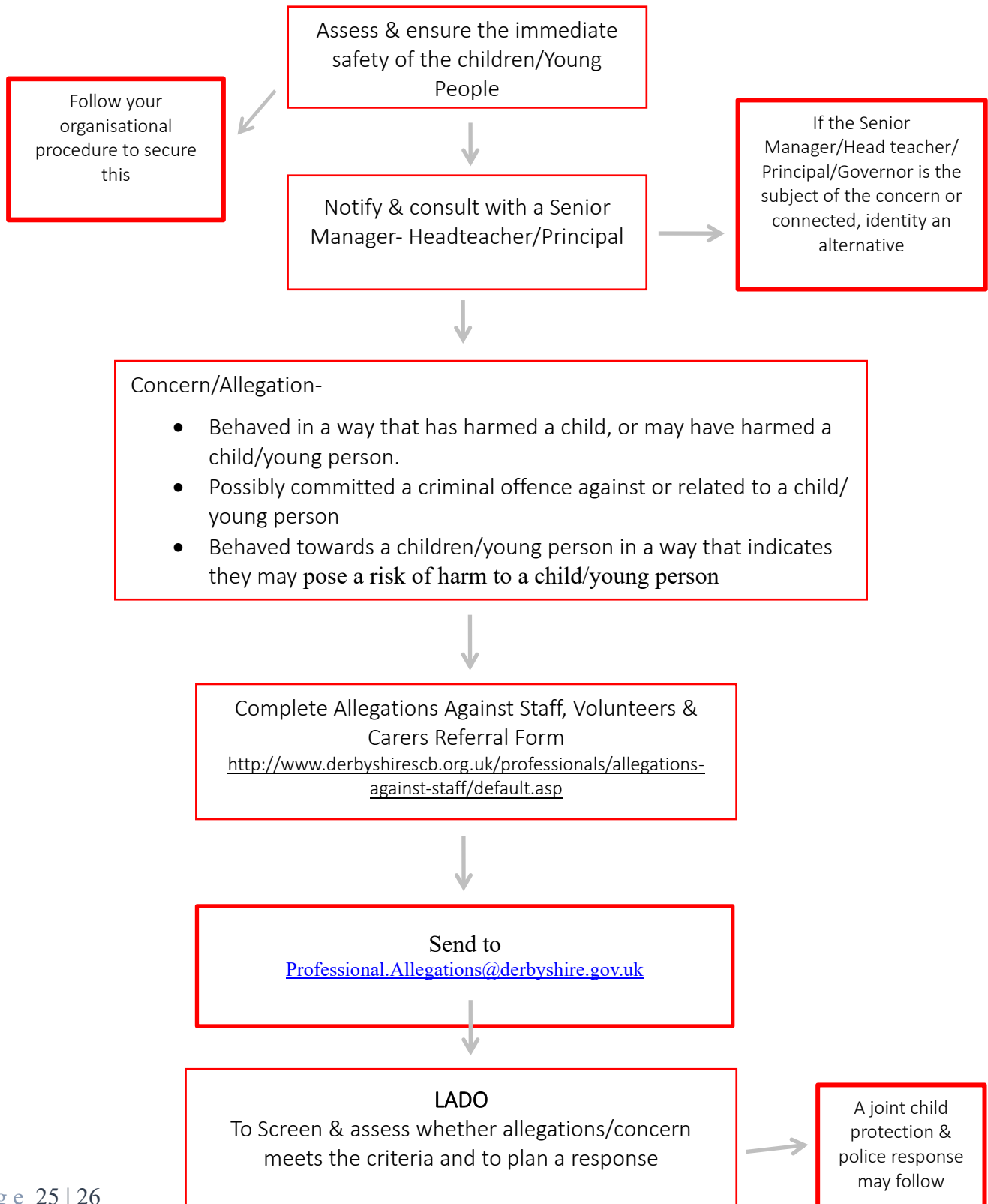
**Signature of Designated Safeguarding Lead**

**Date:**



### APPENDIX B

#### Allegations/Concerns against Staff, Volunteers & Carers



**CHILD PROTECTION FLOW CHART**

