

CHIPS Guildford Playscheme Safeguarding Policy
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Introduction

A life that is free from harm, abuse, and neglect is a basic right of every child. Children who need help and protection deserve high quality and effective support as soon as a need is identified. Everyone who comes into contact with children and families has a role to play in their safeguarding. Nothing is more important than a child's welfare.

This policy sets out how CHIPS Playscheme will meet its obligations to safeguard children within a culture of safe working practices. It demonstrates our commitment to treat everyone fairly and with respect and applies to staff, facilitators and volunteers.

Safeguarding and promoting the welfare of children specifically aims to:

1. Protect children from maltreatment;
2. Prevent impairment of children's health or development;
3. Ensure that children grow up in circumstances consistent with the provision of safe and effective care; and
4. Take action to enable all children to have the best outcomes.

Definition of 'child' in this policy:

The term 'child' is used to encapsulate all children and young people up to the age of 18 years of age.

CHIPS playscheme is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. The scheme will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The scheme's child protection procedures comply with all relevant legislation and with guidance issued by Surrey. There is a Child Protection Designated Safeguarding lead (DSL) available at all times while the Scheme is in session. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care). The Scheme's designated DSL's are **Mary Chambers** and **Christina Drain**. The Deputy/On-Call DSL's are **Eden Robinson** and **Charlotte Gregory**.

Legal Framework

This policy is underpinned by a range of legislation including The Children Act 1989 and The Children Act 2004 along with the statutory guidance, Working Together to Safeguard Children 2018, which together provide the current framework for safeguarding children.

Working Together to Safeguard Children, sets out how organisations and individuals should work together to achieve this using the key principles:

Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.

The approach must be child-centered: in order to be effective, there needs to be a clear understanding of the needs of the child.

This policy aligns and supports the Surrey Safeguarding Children Board (SSCB) agreed multi-agency procedures

What to do if a child is being abused is available for anyone who accesses the scheme to read through.

CHIPS Playscheme also recognises the importance of the Equality Act 2010 to school safeguarding, including that schools and colleges:

must not unlawfully discriminate against pupils because of their protected characteristics;

must consider how they are supporting pupils with protected characteristics;

must take positive action, where proportionate, to deal with the disadvantages these pupils face. For example, by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment.

It also looks at the implications of the Public Sector Equality Duty (PSED) for education settings. This includes a need to be conscious that pupils with protected characteristics may be more at risk of harm and integrate this into safeguarding policies and procedures.

Principles

The Key Principles of Safeguarding and Protecting the Welfare of Children are:

Effective safeguarding of children is underpinned by two key principles, which guide how we respond when alerts are raised:

Safeguarding is Everyone's Responsibility

'Safeguarding is everyone's responsibility' is the founding principle of safeguarding children. It asserts that everybody has a role to play in protecting children from harm and keeping them safe. If a person comes into contact with a child whom they consequently have concerns about, they must take action to safeguard the child. It is unlikely that a single individual's insight into a child's situation will form a complete picture and by raising your concerns, however small, and sharing information, it will allow for more informed decision-making and decisive action to be taken.

A Child Centred Approach

In all cases, safeguarding should be child centered. This means prioritising the needs of the children, and their views. In order to do this, children's views must be sought, heard and respected, and they must have consistent support that meets their needs.

Roles and responsibilities

CHIPS Playscheme as an Employer

The Scheme incorporates safeguarding measures in its recruitment procedure and provides mandatory safeguarding training for employees and volunteers.

CHIPS Playscheme is committed to ensuring that it has recruitment procedures in place, which minimise the risk of employing or engaging individuals who may pose a risk to children.

Job descriptions ensure that employees are aware and committed to the Playschemes statutory duty to safeguard and promote the welfare of children and young people by outlining that safeguarding is a fundamental part of their role within our playschemes.

Management are also expected to complete Safer Recruitment training, this encourages them to be aware of safeguarding when recruiting new staff by paying attention to certain factors that could highlight if applicants pose a risk to children.

Training

The Scheme, as an employer, is responsible for ensuring that staff/committee are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children. The Scheme recognises that in order for staff to fulfill their own duties in line with statutory safeguarding duties, they will have different training needs, which are dependent on their degree of contact with children, their level of responsibility and their independence with decision-making. This is reflected in the scheme's tiered approach to delivering safeguarding training for play work staff:

Working Together to Safeguard Children training

This training forms part of the Induction, which all staff are required to complete before they start working on our playscheme. This half day training aims to give playworkers a basic level understanding of their responsibility to

safeguarding children and young people. It outlines the basic procedure for reporting and dealing with safeguarding concerns.

Foundation module One and Two Child Safeguarding training

This training gives a more detailed overview of safeguarding. It is aimed at employees who have a role that involves regular or intense contact with children, including the Designated Safeguarding Lead (DSL) and Deputy Safeguarding leads.

Specialist Safeguarding training

This training is for staff with a more specialised safeguarding role or for staff who have direct and regular intensive contact with children, including the DSL. E.G Effective Family Resilience, Helping Families Early and DSL New to role.

Professional standards and boundaries

All of the playscheme employees must maintain professional standards and personal boundaries at all times and in their dealings with children, never:

engage in rough, physical or sexually provocative activities;

allow or engage in inappropriate touching of any form;

allow children to use inappropriate language unchallenged;

make sexually suggestive comments;

let allegations made by a child go unchallenged, unrecorded or not acted upon;

perform acts of intimate care for a child that they can do for themselves;

put themselves in a vulnerable position;

form intimate, personal or inappropriate relationships with children, their carers or families;

use personal social media accounts to interact with children;

expose confidentiality;

abuse a position of power.

Staff Breach of Safeguarding Policy.

CHIPS Playscheme aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below:

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask questions and answer allegations and has the right to be accompanied by a colleague or union representative to disciplinary meetings.

Minor offences

The Co-ordinator will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.

Formal disciplinary procedure

The stages of the formal disciplinary procedure are:

1. Formal verbal warning
2. First written warning
3. Second written warning
4. Dismissal

Disciplinary meetings

For each stage of the procedure the Co-ordinator will hold a disciplinary meeting with the member of staff to explore the misconduct or performance issue, and, if still applicable following the discussion at the meeting, will then issue the appropriate type of warning (or dismissal notice).

Before the meeting

Before each disciplinary meeting the Co-ordinator will write to inform the member of staff of the date and purpose of the meeting, of the specific disciplinary issue to be discussed, and of their right to be accompanied by a colleague or union representative.

After the meeting

Following each disciplinary meeting the Co-ordinator will write to the member of staff to confirm:

that a verbal, first written or final written warning has been issued (depending on the stage of the disciplinary process);

what the warning was for;
that improvement in conduct or performance is expected and within what timescale;
the consequences of further misconduct or lack of performance;
how long the warning will be kept on file;
how they can appeal against the decision.

Keeping notes of warnings

Notes of warnings will be kept in the staff member's personnel file as follows:

Formal verbal warning: A note of the warning will be kept on file but will be disregarded after six months if their performance or conduct is satisfactory.

First written warning: A copy of the warning will be kept on file but will be disregarded after 12 months if their performance or conduct is satisfactory.

Final written warning: A copy of the final written warning will be kept on file but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

Dismissal

If, during the period of the final written warning, there is a further breach of the Scheme's rules, or if the member of staff's performance has still not improved, dismissal will normally result. The organisation of the final disciplinary meeting at which this decision is made is the same as described above for the earlier disciplinary meetings.

Immediately after the final disciplinary meeting the manager will write to the member of staff to confirm:

that at the disciplinary meeting it was decided that their conduct/performance was still unsatisfactory and that they will be dismissed;
why they are being dismissed;
when their last day of service will be;
how they can appeal against the decision.

If the decision was taken not to dismiss the member of staff, this must also be confirmed in writing.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:

Child abuse;
Failing to comply with health and safety requirements;
Physical violence;

Ignoring a direct instruction given by the manager;
Persistent bullying, sexual or racial harassment;
Being unfit for work through alcohol or illegal drug use;
Theft, fraud or falsification of documents;
Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Co-ordinator will investigate the alleged incident thoroughly before any decision to dismiss is made. If the grievance is about the co-ordinator or administrator misconduct/behaviour this will be raised with the chair of the committee to take appropriate action.

Referral to Disclosure and Barring Service

If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm, we will make a referral to the Disclosure and Barring Service.

Notification to Committee

The Co-ordinator will notify the chair of the committee if a member of staff if any Grievance is raised, or if any significant event occurs which is likely to affect their suitability.

Appeals

A member of staff wishing to appeal against a disciplinary decision must do so in writing, stating the grounds for the appeal, and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The member of staff has the right to be accompanied to the appeal hearing.

Where possible, the registered person, or a member of the management committee who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision. Within ten working days of the appeal hearing, the manager / chair of the committee / administrator will inform the member of staff in writing of the outcome of the appeal hearing.

Referral Procedure

Everybody who works or has contact with children or vulnerable adults should be able to recognise, and know how to act upon, concerns for that person's health, development or wellbeing. In line with the Scheme's statutory duty to safeguard

and protect children, the employees of CHIPS are responsible for reporting any safeguarding concerns. They should discuss this first with the DSL or Deputy DSL, who will provide support, guidance and advice to staff on an ongoing basis. If a third-party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Scheme is obliged to, and the incident will be logged accordingly.

Signs of possible abuse and neglect may include:

significant changes in a child's behaviour;

deterioration in a child's general well-being;

unexplained bruising or marks;

comments made by a child which give cause for concern;

signs that they may have been subjected to (or is at risk of) female genital mutilation (FGM);

signs that the child may have witnessed domestic abuse;

inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

The following safeguarding referral flowchart and procedures form a framework for raising an alert and taking action, however, it must be remembered that safeguarding is a dynamic process that must be undertaken with people and is not something that happens to people.

How To Respond: Steps To Take

If a member of staff has a concern that a child or adult is being abused or at risk of abuse, they have a duty to report this. This should be raised with the DSL or Deputy DSL at the earliest opportunity.

A referral to the Children's Single Point of Access (C-SPA) must be made if there is belief or suspicion that:

A child is suffering or is likely to suffer significant harm; or

A child's health or development may be impaired without the provision of services; or

With the agreement of the person with parental responsibility, a child would be likely to benefit from family support services.

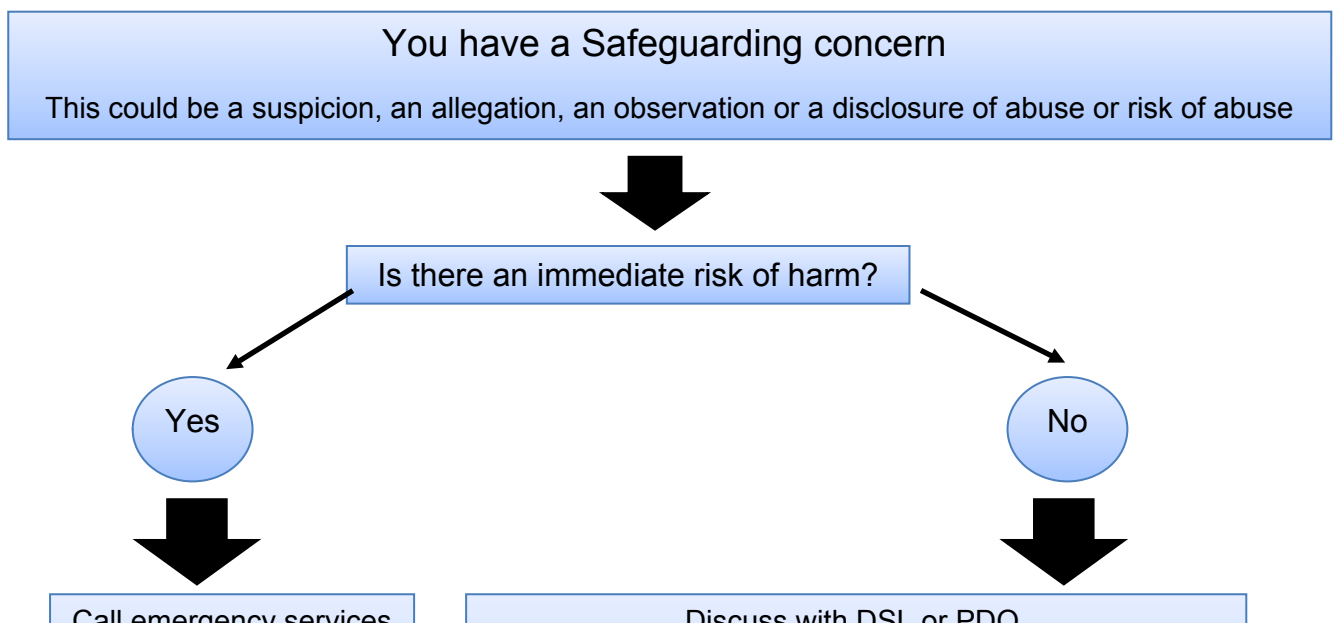
Normally safeguarding concerns should be discussed with parents prior to a referral to ensure that the correct procedure and information is provided. Written consent for the referral is required.

Where a child is at immediate risk of harm, call 999 without delay. There is no requirement to speak to the DSL before doing so, this should be reported to them after the call and followed up with a C-SPA referral.

A written record of any incident, which gave rise to the concern should be made as soon as possible after the incident.

Any practitioner that has concerns about a child and who feels that their concern is not being followed up appropriately by the DSL must contact the C-SPA directly to make a referral themselves.

How to respond: Referral Flowchart



Situations where it is not necessary to make a C-SPA referral

If you have already been in touch with the Children's Social Care Services or are aware that the case is already open to social care services, the DSL will contact the allocated social worker or family support worker directly or contact the locality area office.

Where you have a concern but know that it is below the threshold for safeguarding you may refer the child or family to the Early Help Hub for assessment and referral to appropriate services. See Appendix 2.

An internal record should always be made of the safeguarding concern and the action taken. If a decision is made not to make a referral the records should explain the reason for this.

If there is any doubt about the degree of concern, a report should be made to the C-SPA to ensure that they are recorded and that appropriate support can be given, if necessary.

How to make a MASH referral for children

Consent for a referral must usually be received in writing from a parent / carer.

Referrals by the DSL or PDO should be made using the Request for Support form and emailed to both the C-SPA and Guildford Borough Councils safeguarding team

A Request for Support form can be accessed via this link: <https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services>

Contact Details

C-SPA phone: 0300 470 9100 (Open Monday-Friday, 9am-5pm)

C-SPA email for concerns about a child: csmash@surreycc.gov.uk

C-SPA out of hours phone: 01483 517 898

Guildford Borough Councils safeguarding team safeguarding@gcsx.guildford.gov.uk

If you have already been in touch with children's social care services and you can contact your allocated social worker or family support worker directly:

South West (Guildford & Waverley) Children's Services: 0300 123 1640

Early Help Referrals

South West Hub - Guildford and Waverley - 01483 519 722

The- Early Help Hub will escalate to the C-SPA if necessary

Emergencies

In situations where a child or adult is at immediate risk of harm, call the emergency services on 999.

Ensure you follow this up with a C-SPA referral.

Responding to a child who discloses a concern of abuse

DO's

DON'Ts

- In an emergency ring 999
- Ensure the safety of the child and others if in immediate danger, contact the relevant emergency service.
- Listen carefully.
- Provide support and information to meet their specific communication needs.
- Use open questions.
- Tell them that they did a good/right thing in telling you.
- Tell them you are treating the information seriously.
- Reassure them it was not their fault.
- Ask them what they need to keep themselves safe.
- Explain that you have a duty to tell your lead for safeguarding.
- Seek consent to share the information with your lead for safeguarding, however lack of consent should not prevent you from reporting your concerns.
- Explain that you will try to take steps to protect them from further abuse or neglect.
- Support and reassure the person.
- Preserve any forensic or other evidence.

- Do **not** make promises you cannot keep
- Do **not** promise to keep secrets
- Do **not** be judgemental or jump to conclusions.
- Do **not** confront the person alleged to have caused the harm as this could place you at risk, or provide an opportunity to destroy evidence, or intimidate the person alleged to have been harmed or witnesses.
- Do **not** breach confidentiality for example by telling friends, other work colleagues.

Action after the concern of abuse has been recognised:
(to be taken as soon as possible or within 4 hours)

- Report concerns to a lead for safeguarding or another designated person.
- Record your concerns and how they came to light, any information given by the person, information about any witnesses, the individual's wishes, actions taken, who was present at the

<p>time, dates and times of incident(s).</p> <ul style="list-style-type: none">● Record details of the person alleged to have caused harm.● Record any concerns about the person's capacity to make any decisions and the reasons for the concerns.● Record whether the person is aware that the concerns have been reported.● Record their perspective.● Record any previous concerns about the person.● Use Whistleblowing Procedures if you feel that you will not be believed, taken seriously or believe that your manager or lead for safeguarding may be causing the risks of abuse to the adult or child.	
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How to respond: Information sharing and record keeping

In order to gain an accurate view of a situation, it may require putting pieces of information together. Information sharing is crucial to delivering efficient

services that are coordinated around the needs of the individual. It enables early intervention and preventative work, improving outcomes. High standards of record keeping, and information sharing are therefore essential. All information sharing should be in line with the Scheme's data protection requirements and the principles about sharing personal or confidential information set out in the Surrey Multi-Agency Information Sharing Protocol (MAISP).

Record keeping

Maintaining proper records is vital to individuals' care and safety. If records are inaccurate, future decisions may be wrong and harm may be caused to the individual. Where an allegation of abuse is made, all agencies have a responsibility to keep clear and accurate records. It is fundamental to show what action has been taken, what decisions have been made and why.

As soon as possible on the same day, make a written record of what you have seen, been told or have concerns about. Ensure anyone else who saw or heard anything relating to the concern also makes a written report. These reports can be found in the Daily paperwork folder.

- The written report will need to include:
 - the date and time when the disclosure was made, or when you were told about / witnessed the incident(s),
 - who was involved, any other witnesses including service-users and other staff,
 - exactly what happened or what you were told, in the person's own words, keeping it factual and not interpreting what you saw or were told,
 - the views and wishes of the adult,
 - the appearance and behaviour of any persons involved
 - any injuries observed,
 - any actions and decisions taken at this point,
 - any other relevant information, e.g. previous incidents that have caused you concern.
- Remember to:
 - include as much detail as possible,
 - make sure the written report is legible, written or printed in black ink, and is of a quality that can be photocopied,
 - make sure you have printed your name on the report and that it is signed and dated,
 - keep the report factual as far as possible. However, if it contains your opinion or an assessment, it should be clearly stated as such and be backed up by factual evidence. Information from another person should be clearly attributed to them.
 - keep the report(s) confidential, storing them in a safe place until needed.

Allegations against staff, carers and volunteers

All allegations of abuse or maltreatment of children by a professional, staff member or volunteer must be taken seriously and investigated. Just because someone does not wish to make a complaint following an allegation of abuse, this does not mean the allegation should not be considered and investigated.

Regardless of the nature of the allegation, or who receives it, the allegation must be reported to the local authority designated officer (LADO), who is responsible for coordinating the response to concerns that an adult who works with children may have caused them harm. This must include situations where the worker resigns. Compromise agreements are not acceptable in such circumstances and may put others at risk in the future.

The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.

The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the scheme will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

To contact the Duty LADO please call: **0300 123 1650** (option 3)

Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

If appropriate, the scheme will make a referral to the Disclosure and Barring Service.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the Schemes camera will be used to take photographs of children at the Scheme, except with the express permission of the Co-ordinator. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Scheme. For more details see our Mobile Phone Policy.

Online Safety

Children on chips do not have any access to the internet while on the scheme. Only employed staff will access the internet using the schools WIFI which is a secured network.

Children increasingly use electronic equipment on a daily basis to access the internet, share and view content and images via social media sites such as Facebook, twitter, Instagram, snapchat and voodoo and for online gaming.

Some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in extremist or sexual behaviour such as webcam photography or face-to-face meetings.

Pupils may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders

If a member of staff/volunteer has a concern about the child's use of the internet they must follow the referral process and report to the DSL'S.

Appendix 1: Categories of abuse

Defining abuse or neglect is complex and rests on many factors. The term "abuse" can be subject to wide interpretation. It may be physical, verbal or psychological, it may be an act of neglect, failing to prevent harm or occur where a child is persuaded to enter into a sexual act to which they have not, or cannot consent.

Abuse or neglect may be the result of deliberate intent, negligence or ignorance. Exploitation can be a common theme in the experience of abuse or neglect. Abuse or neglect can take many different forms and there are common types of abuse that affect children, as set out in the tables below respectively.

The categories of abuse used in relation to child safeguarding	
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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
Emotional Abuse (including Domestic Abuse)	Persistent emotional maltreatment of a child, such as to cause effects on the child's emotional development. Bullying (including cyber bullying) does not have its own category but may be considered to be emotional abuse by causing children to feel frightened or in danger'
Sexual Abuse	Forcing or enticing a child or young person to take part in sexual activities. Sexual abuse may involve physical or non-contact activities. Adult males do not solely perpetrate sexual abuse. Women can

Child Sexual Exploitation (CSE)	<p>also commit acts of sexual abuse, as can other children.</p> <p>Child sexual exploitation 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.</p>
Neglect	<p>Persistent failure to meet a child's basic physical &/or psychological needs likely to result in the serious impairment of the child's health or development.</p>

Appendix 2: Surrey Children's Single Point of Access (C-SPA)

What is the C-SPA?

The C-SPA is the initial point of contact for professionals and the public to report concerns about the safety of a child. It aims to identify need, risk and harm accurately to allow timely and appropriate intervention.

Levels of Need for Children

The Levels of Need sets out a threshold for support and the different types of support available. The C-SPA uses this document to assess the appropriate support needed for every referral they receive. It also helps those who work with children and their families to ensure that those in need of support get the right response from the right service at the time they need it. The levels of need are set out below:

Universal

Children and young people who make good overall progress in most areas of development, and receive appropriate universal services, such as health care and education. They may also use leisure and play facilities, housing or voluntary sector services.

Family and Adolescent Support Service

Children and young people whose needs require some extra support. A single universal or targeted service or two services are likely to be involved; these services should work together. A Team Around the Family meeting to share information and agree a plan to support the child and family is helpful. No need for specialist services.

Targeted Help

Vulnerable Children. Children and young people whose needs are more complex. This refers to the range, depth or significance of the needs. A number of these indicators would need to be present to indicate need at Level 3. More than one service is involved, using a Team Around the Family approach, Early Help Plan and a Lead Practitioner to co-ordinate multi-agency support. Targeted Early Help can support at this level.

Specialist

Children and young people whose needs are complex and enduring and cross many domains. More than one service is normally involved, with a co-ordinated multi-agency approach and a Lead Professional, commonly in a non-statutory role. At times statutory intervention may be required.



Family and Adolescent Support Service

Family and Adolescent Support Service (FaASS) work alongside the C-SPA supporting all Surrey agencies to prevent and reduce the repetition of

- youth and parental crime;
- schools' pupil absence and exclusion;
- domestic abuse and or violence;
- child abuse and neglect;
- poor family physical and emotional health;
- substance misuse;
- homelessness; and
- financial exclusion.

Appendix 3: Further information

Child protection

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Radicalisation (Prevent Duty)

The Counter Terrorism and Security Act 2015, the Prevent Duty, places a duty on CHIPS Playscheme to keep children safe and prevent people being drawn into terrorism. The Scheme is committed to help children and parents attending our setting to feel safe, welcome and that they belong, and promotes the values of individual liberty and mutual respect, tolerance of those with different faiths and beliefs, the rule of law and democracy. To achieve this CHIPS and its staff focus on personal, social and emotional development. We support children in developing a sense of right and wrong, valuing other views and challenging negative attitudes and stereotypes. Playworkers will be vigilant to harmful behaviours by influential adults in a child's life and any extremist views or observations of behaviour that cause concern will be logged and shared with the DSL's or Deputy DSL's immediately.

There is no single way of identifying a child who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Playwork staff should use their professional judgment in identifying children who might be at risk of radicalisation and act proportionately.

Potential warning signs include:

A conviction that their religion, culture or beliefs are under threat and treated unjustly;

A tendency to look for conspiracy theories and distrust of mainstream media;

The need for identity and belonging;

Being secretive about who they've been talking to online and what sites they visit;

Becoming emotionally volatile;

The child abruptly abandons friends and family members;

They stop participating in activities that used to occupy a lot of their time;

A growing hatred for those that don't adhere to their beliefs.

Peer on Peer Abuse

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate).

It can take various forms, including:

- Bullying (including cyber-bullying);
- Physical abuse;
- Relationship abuse;
- Sexual assault;
- Coercion into sharing of sexual images (sexting);
- Upskirting;
- Gender-based violence.

We will:

- Be clear that peer on peer abuse, sexual violence and sexual harassment will not be tolerated;

- Provide training for staff on how to manage a report of peer on peer abuse, sexual violence or sexual harassment;

- Make decisions on a case-by-case basis;

- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making;

- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review;

- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations;

- Liaise closely with external agencies, including police and social care, when required.

CHIPS recognises that sexual violence and sexual harassment can occur between two children of any age and gender. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

SEND

Children with special educational needs and disabilities (SEND) can be more vulnerable to abuse and can face additional safeguarding challenges. Additional

barriers can exist when recognising abuse and neglect in this group of children and can include:

assumptions and behaviours that indicators of possible abuse such as behaviours, mood and injury can relate to the child's disability without further exploration

being more prone to peer on peer group isolation than other children

the potential for children with SEND to be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

communication barriers and difficulties in overcoming these barriers.

Online abuse

This is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Female genital mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Modern slavery and human trafficking

Human trafficking is defined as the acquisition of a person, by means of deception or coercion, for the purposes of exploitation. Human trafficking, or modern-day slavery, as it's often referred to, is a crime and safeguarding issue affecting millions across the world and in the United Kingdom.

Bruising in Non Mobile Infants

It is difficult to cause bruising in babies and infants that are not able to move around independently during normal day-to-day activities such as feeding, nappy changing and normal handling. Bruising can be caused by medical conditions. Very rarely, bruising may be caused by deliberate injury. Even when there is an apparently simple explanation it is important for professionals to make further enquiries. A body map should be completed and a referral made to the SPA.

County Lines

This is when gangs exploit children to sell drugs. Often these children are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. Gangs are deliberately targeting and taking advantage of vulnerable children – those who are homeless, living in care homes or trapped in poverty.

These gangs groom, threaten or trick children into trafficking their drugs for them. They might threaten a young person physically, or they might threaten the young person's family members. They might also offer something in return for the young person's cooperation – it could be money, food, alcohol, clothes and jewellery, or improved status – but the giving of these gifts will usually be manipulated so that the child feels they are in debt to their exploiter.

Mental Health

Record levels of young people are struggling with poor mental health; academic pressure, social media, bullying and poverty all affect a young person's resilience to cope. Mental illness and suicidal thoughts can affect anyone, of any age, of any background, at any time. Like with physical illnesses, people don't choose to have a mental health problem. And they need the appropriate care or support to get better.

Self-harm

Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing. There are many reasons why children and young people try to hurt themselves. And once they start, it can become a compulsion. Self-harm isn't usually a suicide attempt or a cry for attention. Instead, it's often a way for young people to release overwhelming emotions. It's a way of coping. Whatever the reason, it should be taken seriously.

Domestic Abuse

Domestic Abuse is defined as: 'any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: Psychological, physical, sexual, financial and emotional'. (Home Office, 2013). CHIPS Playscheme recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

CHIPS will work in partnership with the Police and Surrey County Council (SCC) to identify and provide appropriate support to children who have experienced domestic abuse; this scheme is called Operation Encompass.

In order to achieve this, SCC's Education Safeguarding Team will share police information of all domestic abuse incidents if they know that one of the children attending our setting was present, with one of our Designated Person(s) for Child Protection (DP). On receipt of any information, the DP will consider the appropriate support for the child.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Surrey and Peterborough *Joint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings*'.

Children who have Family Members in Prison

CHIPS Playscheme is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child. CHIPS recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance. CHIPS PLAYScheme will treat information shared by the family in confidence and it will be shared on a 'need to know' basis. The Scheme will work with the family and the child to minimise the risk of the child not achieving their full potential.

Privately Fostered Children

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or

more. CHIPS Playscheme will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements.

Young Carers

CHIPS Playscheme recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend who is ill, disabled, or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection. The Scheme will seek to identify young carers, offer additional support internally, signpost to external agencies, be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

Supporting the Child at Risk

CHIPS Playscheme recognises that any child may be subject to abuse or witness abuse and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. CHIPS recognises that children who are abused or witness violence may find it difficult to develop a sense of self-worth or to trust those around them. They may feel unhappiness, humiliation and some sense of self blame. We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention. The Scheme will endeavour to support the child through:

Activities that encourage self-esteem, self-motivation and resilience.

Our ethos that actively promotes a positive, supportive and secure environment and values people.

Our Behaviour Policy is aimed at supporting children. All Playworkers will follow a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth.

We will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.

Liaison with other agencies which support the child such as Social Care, the child's School and the Locality Teams.

Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Recognition that children living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection.

Vigilantly monitoring children's welfare, keeping records and notifying Social Care when appropriate to do so.

LGBTQ+ Children

CHIPS Playscheme provides a safe space for children who are questioning or currently identify as part of the LGBTQ+ community, to share their worries or concerns with members of staff.

Drug use and child protection

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance use is not necessarily sufficient in itself to initiate child protection proceedings, but CHIPS Playscheme will consider such action in the following situations where there is evidence or reasonable cause:

To believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;

To believe the young person's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults;

To suspect that the misuse is being prompted by serious parent/carer drug misuse.

Drug/alcohol misusing parents

Misuse of drugs and/or alcohol is strongly associated with the risk of significant harm to children, particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and/or alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children;

Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers;

The effects of drugs and/or alcohol leading to an inappropriate display of sexual and/or aggressive behaviour;

Chaotic drug and/or alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance;

Disturbed moods as a result of withdrawal symptoms or dependency;

Unsafe storage of drugs and/or alcohol or injecting equipment;

Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Honour Based Violence (HBV)

HBV can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. It occurs around the world and cuts across many cultures and is most likely when a culture is heavily male dominated. HBV may include violence such as breast ironing, imprisonment, FGM, forced marriage or murder and can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may take the form of domestic and/or sexual violence. Potential warning signs may include those signs similar to physical, sexual and emotional abuse.

Forced Marriage

A forced marriage is a marriage conducted without the valid consent of one or both parties, where some element of duress is a factor. Duress can include physical, psychological, sexual, financial and emotional pressure. A forced marriage is different from an arranged marriage, which is a respected tradition in many cultures, and where both parties give their consent. The following signs could be apparent in any person involved in the Playscheme including parents, children and Playworkers.

Potential warning signs include:

- change in emotional or behavioural presentation, e.g. becoming anxious, depressed, frightened and emotionally withdrawn or exhibiting joy or excitement;
- evidence of self-harm, treatment for depression, attempted suicide, social isolation, eating disorders or substance abuse;
- evidence of family disputes/conflict, domestic violence/abuse or running away from home;
- extended absence from school/college, truancy, drop in academic performance, low motivation, excessive parental restriction and control of movements, and history of siblings leaving education early to marry;
- poor attendance and/or poor performance, parental control of income and limited career choices;
- family member raising concerns that a relative may be, or has been forced into marriage, or informing a professional that their relative is to be married;
- a family member suddenly disappearing;
- a family member asking a member of the Playworker team to sign a passport application form or visa immigration form;
- a child being taken away from the Playscheme, or out of the country, without explanation.

