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### SAFEGUARDING CHILDREN

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children have the best outcomes.

- Children includes everyone under the age of 18  
(DfE: *Keeping Children Safe in Education 2023*)

The following information is supported from the legislation/guidance documents:

- DfE: *Keeping Children Safe in Education 2023*
- DfE: *Working Together to Safeguard Children 2018*

At Draycott Sports Camp, everyone who comes into contact with children and their families has a role to play in safeguarding children.

We are committed to ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

All employed staff members/volunteers of Draycott Sports Camp:

- Have been formally interviewed by Mr Mark Draycott
- Hold an enhanced DBS clearance
- Are required to read and adhere all policies and procedures before every camp commences. (Kept in the blue folder on camp / to be viewed via the company website)
- To read and sign a copy of the "staff code of conduct"
- Receive guidance from the Company Director to ensure they are aware of signs and symptoms of abuse and know the correct referring procedures
- Maintain a safe environment where children feel secure, and can learn and develop
- Encourage children to talk and be listened to
- Should always act in the interest of the child

#### Action Taken When Concerned About a Child:

All employed staff / volunteers have a duty to protect and safeguard the children within our provision.

Things to look out for that may need action to be taken:

- Continued disruptive / concerning behaviour (behaviour policy to be followed – this includes sudden changes in behaviour)
- Remember "PENS" – physical, emotional, neglect and sexual abuse. Each has its own specific warning indicators which employed staff should be alert to.

\*See appendix 3 for definitions of abuse and possible indicators\*

*What to do if you're worried a child is being abused (March 2015).*



**Recording/Sharing Concerns:**

The person with concerns about a child records the information and reports this to the Company Director and Designated Safeguarding Lead (Mark Draycott) or Company Manager and Deputy Designated Safeguarding lead (Abi James).



**Consideration:**

The Company Director or Company Manager considers the information and will decide upon the next steps. Where needed this may be done in consultation with other members of staff. The parents/carers are involved and informed of the incident by either a phone call immediately after the incident, or upon collection by the Company Director or Manager – *unless doing so places the child at risk.*



**Referral to Children's Social Care:**

The Company Director will make a telephone call to Contact Swindon on 464646

*Emergency Duty Service on 436699.*

This must be followed up within 24 hours with a written referral using form RF1. The RF1 must be signed and dated by the referrer.

**Call to the Police:**

If the child is at immediate danger, the Company Director will call the police on 999.

**No Referral:**

Actions will be agreed to monitor the child and support will be given to the child/family where necessary.

All of the above information is relevant to external lettings (Draycott Sports Camp After School Clubs)

It is the responsibility of the Company Director and/or Company Manager to immediately notify the DLS of the school if they or a member of staff have any concerns regarding the safeguarding of the children or staff at the school in which the club takes place.

More information can be found at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education>

**Record Keeping at Draycott Sports Camp:**

Any member of staff or volunteer receiving a disclosure MUST:

- Make an accurate, factual record as soon as possible, noting what was said or seen, putting the event into context, giving the full date, time and location. This disclosure must not be discussed with other members of staff, or externally from the company.

*(Where possible this should be recorded onto appendix 1 - concern/disclosure form.)*





- Where staff have observed injuries to a child, these should be recorded on a body map outline (see appendix 2), with an indication to size. Staff are not to take photographs. (See mobile phone policy)
- The concern is then shared with the Company Director or Company Manager and the procedure of action is followed.
- All written records of concerns are to be kept in a secure place and will remain confidential.

#### Allegations against Staff

If anyone makes an allegation of child abuse against a member of staff:

- An allegation against a member of staff must be immediately reported and will need be recorded on a concern form. Any witnesses to the incident should also complete a separate concern form.
- The allegation will be reported to the Local Authority Designated Officer (LADO), if appropriate. The LADO will advise if other agencies (eg police) should be informed, and Draycott Sports Camp will act upon their advice. Any reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

#### Whistle blowing at Draycott Sports Camp

All employed staff members/volunteers hold the right to pass on information about misconduct within Draycott Sports Camp to protect the children in our care and the wider community. Whistle blowing complaints may include but are not exclusive to:

- Criminal Offences
- Threats to an individuals health and safety
- Damage to the environment
- The belief there has been a cover up of wrong doing
- A miscarriage of Justice
- The misuse of public money
- Discrimination, bullying, humiliation, poor or unsafe practice, abuse or neglect.

All employed staff/volunteers at Draycott Sports Camp who wish to raise a concern, should do so to Mark Draycott (Company Director/DSL) or Abi James (Company Manager/DDSL) immediately, who will investigate and resolve the concern as quickly as possible.

Any employee or volunteer who feels the matter cannot be discussed with the above person(s) can contact Ofsted via email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or phone 0300 123 1231 or the NSPCC via email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or phone 0800 028 0285.

#### Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission. Only the camp camera will be used to take photographs of children. Neither staff nor children may use their mobile phones to take photographs at the camp.





Contact Numbers:

Contact Swindon 01794 464646

LADO (Local Authority Designated Officer): 01793 463000

SSP (Swindon Safeguarding Partnership): 01793 463803

Police child or domestic abuse: 101

NSPCC: 0808 800 5000

Safeguarding Training and general training at Draycott Sports Camp:

- The Company Director (Mark Draycott – DSL) and Company Manager (Abi James - DDSL) must receive Level 3 DSL safeguarding training every 2 years.  
<https://safeguardingpartnership.swindon.gov.uk/>
- All staff are to complete their level 2 safeguarding training, first aid training and mental health first aid training during their induction period, or further into the year when training needs to be renewed. *All above training will take place either online or face to face, organised by the Company Director or Company Manager.*
- Draycott sports camp will regularly monitor and review employed staff/volunteers to ensure they continue to have the necessary skills and training to carry out their roles and responsibilities.

*After-school clubs, community activities and tuition safeguarding guidance for providers (September 2023)*

This includes providing child protection training where needed and links to the following DfE Guidance and Frameworks:

- What To Do If You Are Worried A Child Is Being Abused  
[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- Keeping Children Safe In Education  
[Keeping children safe in education 2023 - part one \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/Keeping_children_safe_in_education_2023_-_part_one.pdf)





Appendix 1 – Concern/Disclosure Form  
**CONFIDENTIAL**

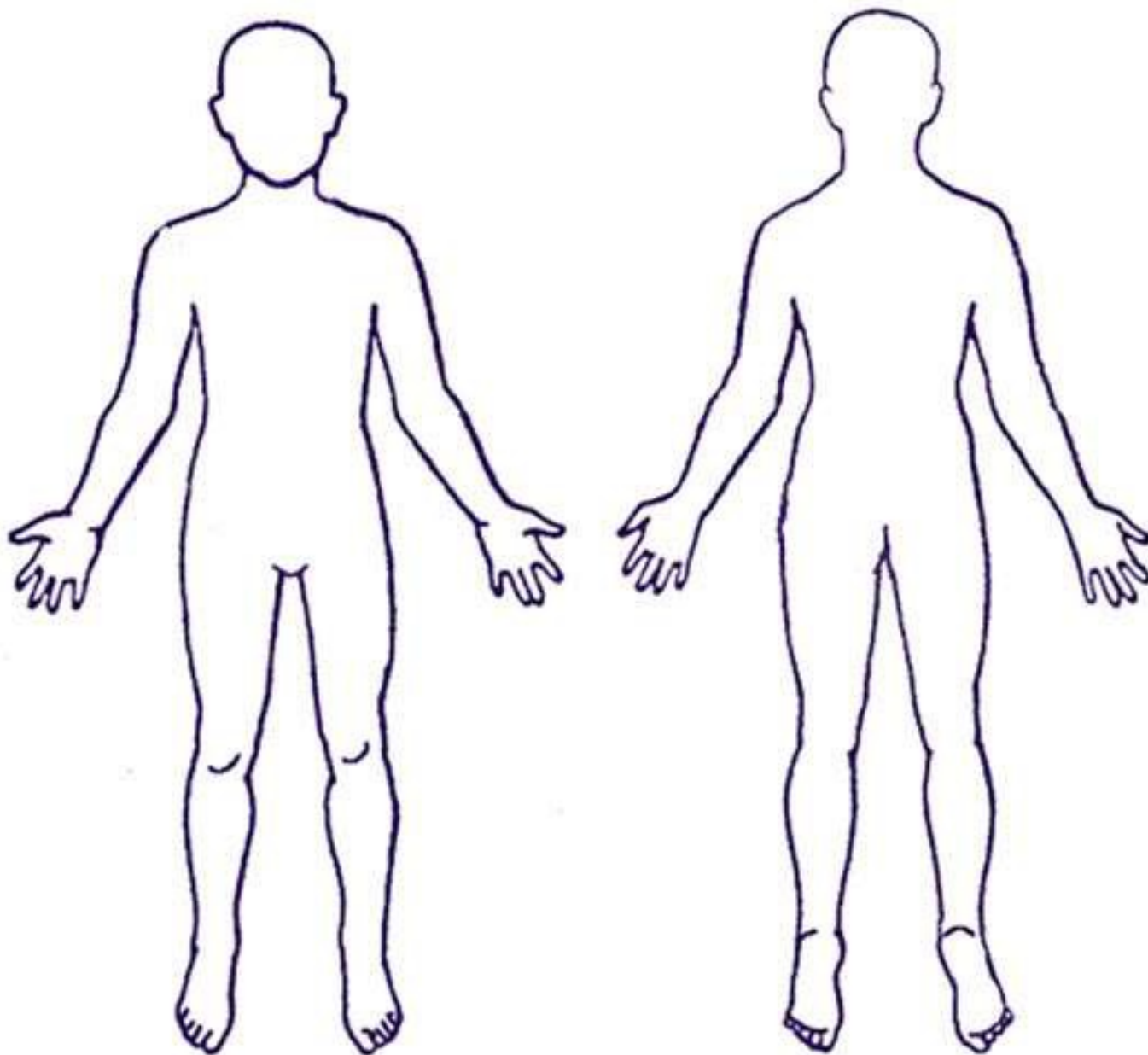
<u>Date:</u>		<u>Name and Role of Person Completing the Form:</u>	
<u>Name of Child:</u>		<u>Name and Role of Person the Child Disclosed to:</u>	
<u>Details of disclosure by child/incident/child protection concerns:</u>			
<u>Action taken by the person above:</u>			
<u>Date of notification to CD:</u>			
<u>Detail of decision/action by CD:</u>			
<u>Reason for this decision/action:</u>			
<u>Notes of feedback given to required staff members:</u>			
<u>Date for Review:</u>			
<u>Name of Person to Review:</u>			
<u>Signed:</u>			





Appendix 2- Body Outline Map

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## Appendix 3 – Definitions of Abuse and Possible Indicators.

### **Physical Abuse**

A form of abuse that 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.

#### **Signs that MAY INDICATE Physical Abuse**

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts
- Injuries need to be accounted for; inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

### **Failure to Thrive**

- Child's weight/height falling below expected centile
- Skin dry and pale and hair thin and straw like
- Lack of energy, listless and lack of concentration
- Refuses food but drinks a lot of juice, vomiting and diarrhoea
- Failure to meet developmental milestones
- Behavioural problems

### **Emotional Abuse**

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from 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.

#### **Signs that MAY INDICATE Emotional Abuse**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play

<http://www.draycottsportscamp.com/>



- Excessive need for approval, attention and affection

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

**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.

### **Signs that MAY INDICATE Sexual Abuse**

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

### **Neglect**

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. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

### **Signs that MAY INDICATE Neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem





