



DRAYCOTT SPORTS CAMP

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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 2014*)

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

- DfE: *Keeping Children Safe in Education 2020*
- 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 to the 'Safeguarding and Behaviour Policies'
- 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:

Recording/Sharing Concerns:

The person with concerns about a child records the information and reports this to the Company Director (Mark Draycott) or Administration and Marketing Manager(Kirsty Baker).



Consideration:

The Company Director or Administration and Marketing 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 – *unless to do so may place the child at risk.*

Referral to Children's Social Care:

The Company Director will make a telephone call to MASH on 466903. *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.

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.**
- The concern is then shared with the Company Director or Administration and Marketing 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.

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:

MASH: 01793 466903

Out of hours contact (MASH): 01793 436699

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 at Draycott Sports Camp:

- The Company Director and Administration and Marketing Manager must receive safeguarding training every 2 years.

<https://safeguardingpartnership.swindon.gov.uk/>





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Appendix 1 – Concern/Disclosure Form
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Date:		Name and Role of Person Completing the Form:	
Name of Child:		Name and Role of Person the Child Disclosed to:	
Details of disclosure by child/incident/child protection concerns:			
Action taken by the person above:			
Date of notification to CD:			
Detail of decision/action by CD:			
Reason for this decision/action:			
Notes of feedback given to required staff members:			
Date for Review:			
Name of Person to Review:			
Signed:			





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Appendix 2- Body Outline Map
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