

Safeguarding and Child Protection Policy

Available on our website [here](#)

FunTech fully recognises its responsibilities for safeguarding children. Our policy applies to all staff working with us.

The aims of this policy are:

- > To support the children's development in ways that will foster security, confidence and independence.
- > To provide an environment where children feel safe, secure, valued and respected. Should they face any difficulties of any matter a member of staff shall be willing to listen and help to provide suitable action.
- > To provide an environment where children with learning challenges are catered for and all their requirements are met to enable them to have a successful and enjoyable learning experience. Such requirements may include Dyslexia, Dyspraxia, ADHD, Asperger's, Autism and medical conditions (this list is not exhaustive).
- > Keeping children safe includes preventing them from Extremism & Radicalisation.
- > To raise awareness of all staff (either teaching or non-teaching) of the need to safeguard children and their responsibility in identifying and reporting possible cases of abuse.
- > To monitor children that may be at the risk of harm and provide the best environment to accommodate their requirements.
- > Provide good levels of communication between all members of staff and children.
- > Ensure all staff working at FunTech are able to identify, support and handle a case of Female Genital Mutilation (FGM) whether it has happened in the past, recently or is likely to take place. All cases of FGM are illegal and need to be reported to the police.
- > Not only include protection from adults but peer on peer abuse (amongst students) where a child may be put at risk. Staff are trained to identify and act on this abuse.
- > To protect children from gangs of criminal origin which may expose a child to drugs, alcohol, sexual exploitation, modern slavery and missing persons.
- > Where a child has arrived to FunTech and there may be signs that they are under the influence of alcohol, drugs or may have been smoking this will be reported
- > Ensure all staff working at FunTech are suitable to carry out the job in question by checking and verifying identification, carrying out a DBS check and also undergoing First Aid Training.

Procedures and Responsibilities

Procedures will follow those that have been set out by the Local Safeguarding Children Board (LSCB).

- > Ensure there is a Designated Senior Member of Staff – **Sheineez Barber**
- > Ensure there is a Deputy Member of Staff in the absence of the Designated Senior Member of Staff – **Mamta Chauhan**
- > Ensure there are Nominated Members of Staff in the absence of the Designated Senior Member of Staff and Deputy Member of Staff – **Vandana Mistry & Anisha Patel**
- > Ensure that all members of staff are aware of the relevant nominated members of staff. Although nominated staff are in place, anybody within the organisation can make a referral in an emergency situation.
- > Ensure that duty of care towards students and staff is carried out by raising awareness of illegal, unsafe and unwise behaviour.

These procedures will be reviewed annually.

When staff join FunTech they will be required to read through this policy and have a chance to ask any questions as part of their training with FunTech.

The training will include information on how to notice signs and symptoms of abuse, how to manage a disclosure from a child, whom to inform, identifying and preventing extremism and radicalisation and finally how to record any evidence and plans of action.

As safeguarding children also involves identifying signs of interest into extremism and radicalisation. Staff are also required to undertake training on preventing extremism and radicalisation and how to deal with it appropriately.

Where required, staff are also expected to report these concerns to governing bodies who will act immediately where necessary.

Staff are trained once per academic term.

Managing a disclosure

Teachers and non-teaching staff in schools are in a unique position to observe children's behaviour. In most cases staff members build a pastoral relationship with children and will

play the part to listen and comfort the children during trying times. FunTech staff will listen carefully to a child's disclosure and will ask questions of the following nature:

- > How did that happen?
- > Was there anything else happening at that time?
- > Have you spoken to someone about this?

Under no circumstances will staff demand or forcefully pressurize the child. All answers will be documented and reported to the appropriate body.

Supporting children

We recognise that a child who is abused or witnesses' violence may feel helpless, humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth. FunTech may provide some form of stability in the children's lives where they want to reveal personal matters.

Allegations against Staff

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Designated Senior Member of Staff.

- > REMOVE & REPLACE: A replacement member who is adequately trained will step in until further notice.
- > CONTACT LADO/MASH: We will follow their instructions (please see relevant details below)
- > CONTACT OFSTED: 0300 123 1231 and follow up in writing to enquiries@ofsted.gov.uk
- > INFORM PARENT: Parents will be contacted and informed about any incidents involving their child/children unless the LADO have advised against this.

Supporting staff

As FunTech provides a very pastoral environment to children, it may prove to be rather stressful or upsetting for a staff member to comfort a child that is experiencing such difficulties. As duty of care to staff FunTech will offer the opportunity for staff to talk through their anxieties and provide any support required to ensure they are able to work with children.

Confidentiality

We recognise that cases dealt with any child are treated with respect and as a private matter.

Other issues

With relation to safety of children, FunTech also treats the following as urgent matters: Bullying, Racism, and any other form of abuse.

Health and Safety

This policy has been documented separately and can be found on the Internal FunTech Noticeboard or as per request.

Record keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse will make a notification to the Designated Senior Member of Staff, Deputy Member of Staff and/or Nominated Member of Staff.

This incident will be documented together with the plan of action and/or outcomes with dealing with relevant bodies such as the Local Authorities or Police.

Complaints or Concerns expressed by Pupils, Parents and/or Staff

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action FunTech will take but also the length of time that will be required to resolve the complaint. FunTech will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

What to do:

1. Speak to the child and see if they will open up to you (no pressurizing the child).
2. Speak to a designated member of staff of your concerns.
3. Write this down or email a member with: date/time, what was said to you, what you have said. Keep it factual and unbiased.
4. If no one is around to support and you feel that the child may be in danger, call local authorities within your local area.

BARBICAN (CITY OF LONDON)

Report child welfare

CITY OF LONDON CORPORATION CHILDREN AND FAMILIES TEAM

Telephone: 020 7332 3621

(Mon - Fri 9:00am – 5:00pm)

Telephone (Out of Hours): Hackney Emergency Duty Team 020 8356 2710

Telephone: children.duty@cityoflondon.gov.uk

Report Allegation against Staff

LADO

Emergencies: 020 7323 3621 (Children and Families Team)

Telephone: 020 7323 1215

Email: pat.dixon@cityoflondon.gov.uk

HAMPSTEAD

Report child welfare

MASH

Telephone (Business Hours): 020 8359 4066

Telephone (Out of Hours): 020 8359 2000

Email: mash@barnet.gov.uk

Address: Multi-Agency Safeguarding Hub (MASH)

North London Business Park (NLBP),

Oakleigh Road South, London N11 1NP

Follow up call with referral form below unless advised otherwise.

Referral Form (Online): [Click here](#)

Report Allegation against Staff

Please report this via MASH details provided above.

CANARY WHARF (TOWER HAMLETS)

Report child welfare concern

MASH

Telephone: 020 7364 3444 | 020 7364 2972 |
020 7364 2904 | 020 7364 5601 | 020 7364 5606

Emergency (out of hours): 020 7364 4079

Report Allegation against Staff

LADO

Contact Person: Verlyn Munro

Telephone: 0207 3640677 | 07951188431

Email: early.years@towerhamlets.gov.uk

Address: Integrated Early Years Service, Children's Services Directorate, Mulberry Place, 5 Clove Crescent London E14 2BG

Follow up report in writing and email to LADO.

MAIDENHEAD (BERKSHIRE)

Report child welfare

MASH & EARLY HELP

Telephone: 01628 683150 (Mon – Thu 8:45am – 5:15pm | Fri 8:45am – 4:45pm)

Telephone (Out of Hours): 01344 786543

Follow up call with referral form below unless advised otherwise.

Referral Form: [Click here](#)

Email: MASH@RBWM.gov.uk

Address: MASH Team - Royal Borough of Windsor and Maidenhead,

Adults, Children and Health

Maidenhead, Town Hall, St Ives Road, Maidenhead

SL6 1RF

Report Allegation against Staff

LADO

Telephone: 01628 683 202

Email: lado@rbwm.gcsx.gov.uk

Fax: 01628 683 141

Follow up call with referral form below unless advised otherwise.

Referral Form: [Click here](#)

NORTHWOOD (LONDON BOROUGH OF HILLINGDON)

Report child welfare

MASH

Telephone: 01895 556644

(Mon – Fri 9:00am – 5:00pm)

Telephone: 01895 250111 (Emergency only)

Facsimile: 01895 277226

Email: lbhmash@hillingdon.gov.uk

Report Allegation against Staff

LADO

Contact: Rob Wratten |

Local Authority Designated Officer

Telephone: 01895 250975

Email: rwratten@hillingdon.gov.uk

READING (WOKINGHAM BOROUGH COUNCIL)

Report child welfare

WOKINGHAM CHILDREN SAFEGUARDING BOARD

Telephone: 0118 908 8002

Telephone (Out of Hours): 01344 786 543

Address: Shute End, Wokingham RG40 1BN

Report Allegation against Staff

LADO

Contact Person: Liz McAuley

Telephone: 0118 9746141 | 0118 908 8002

Email: lado@wokingham.gcsx.gov.uk

RICHMOND

Report child welfare

SINGLE POINT OF ACCESS (SPA)

Telephone: 0208 5475008

(Mon – Fri 8:00am – 6:00pm)

Telephone: 0208 7705000 (Out of Hours)

Report Allegation against Staff

SINGLE POINT OF ACCESS (SPA)

Telephone: 0208 5475008

Telephone (Out of Hours): 0208 7705000

SOUTH KENSINGTON (ROYAL BOROUGH OF KENSINGTON AND CHELSEA)

Report child welfare

Tri-Borough MASH Team

Telephone: 020 7361 3013

Email: socialservices@rbkc.gov.uk

Address: Frampton Street, London NW8 8LF

General Enquiries: Tri-Borough MASH Team Manager, Catherine Hoy at choy@westminster.gov.uk

Report Allegation against Staff

LADO (DUTY CHILD PROTECTION ADVISER)

Telephone: 020 7361 3013

Email: klado.enquiries@rbkc.gov.uk

Other contacts:

Hilary Shaw

Tri-borough Safeguarding and Child Protection Schools and Education Officer

Telephone: 020 7598 4876

Mobile: 07817 365 519

Email: hilary.shaw@rbkc.gov.uk

Marissa Asli

Tri-borough Safeguarding and Education – Liaison and Training Co-ordinator

Telephone: 020 7598 4886

Mobile: 07739 315 432

Email: marissa.aslibangura@rbkc.gov.uk

ST. ALBANS & WATFORD (HERTFORDSHIRE)

Report child welfare

Telephone: 0300 123 4043

Email: protectedreferrals.cs@hertfordshire.gov.uk

Report Allegation against Staff

LADO

Telephone: 0300 1234 042

Email: adult.safeguarding@hertscc.gcsx.gov.uk

TONBRIDGE (KENT)

Report child welfare

CENTRAL DUTY TEAM

Telephone: 0300 041 11 11

Telephone (Out of Hours): 0300 0419191

Report Allegation against Staff

LADO

Telephone: 0300 041 61 61

Telephone (Out of Hours): 0300 041 91 91

VICTORIA PARK (LONDON BOROUGH OF HACKNEY)

Report child welfare

Telephone: 020 8356 5500

(Hackney First Access Screening Team - FAST)

Telephone: 020 7332 3621

(City of London Children & Families Team)

Telephone (Out of Hours): 020 8356 2710

Emergency Duty Team

Report Allegation against Staff

LADO

Telephone: 020 8356 4569

Telephone (Out of Hours): 0208 356 8082

Email: LADO@hackney.gov.uk

WESTMINSTER

Report child welfare

Tri-Borough MASH Team

Telephone: 0207 641 4000

Telephone (Out of Hours): 020 7641 6000

Email: accesstochildre services@westminster.gov.uk

Address: Frampton Street, London NW8 8LF

General Enquiries: Tri-Borough MASH Team Manager, Catherine Hoy at choy@westminster.gov.uk

Report Allegation against Staff

LADO

Telephone: 0207 641 7668

Email: LADO@westminster.gov.uk

Alternative: Kembra Healy | Safer Organisation Manager & Local Authority Designated Officer (LADO) | 07823 532538 | kembra.healy@rbkc.gov.uk

REPORTING EXTREMISM & RADICALISATION

NON-CRITICAL CONCERNS

Dedicated telephone helpline: 020 7340 7264

Email: counter.extremism@education.gsi.gov.uk

Police Stations (Dial 101)

Maidenhead: Thames Valley Police

Reading: Wokingham Police

Canary Wharf, Northwood, Richmond: Metropolitan Police

Police Stations (Dial 101)

Hampstead & Finchley Road: Metropolitan Police: 07920 233766

Tonbridge – Tonbridge Police: 01622 690690

Westminster – Metropolitan Police: 020 7230 1212

South Kensington Police: 101 / 0300 123 1212

Barbican – City of London Police: 07410 367931

Victoria Park – London Borough of Hackney: 101 / 020 8721 2322

St. Albans & Watford – Hertfordshire Constabulary: 01707 354000

EMERGENCY

Contact Police on 999

THE OFSTED CHILDCARE REGISTER

Please [click here](#) to view the Ofsted Childcare Register

Should you have any queries or concerns regarding the Ofsted Childcare Register, please contact Head Office on 01628 621216. Alternatively, for direct queries to Ofsted please contact them on 0300 123 4234 or email enquiries@ofsted.gov.uk

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