



## **Safeguarding Children/Child Protection Policy**

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

**Last Reviewed:** May 2026 | **Next Review:** September 2026 (to align with annual KCSIE updates)

At Kids Adventure Days ("the Club"), every child has the right to feel safe, valued, and respected. We recognise our duty to promote the welfare of all children attending our after-school and holiday programs. This policy is informed by Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.

This policy applies to:

- All children attending Kids Adventure Days activities
- All staff, volunteers, students, contractors and visitors
- All activities taking place on school premises or any other venue used by the Club

### **Aims of this Policy**

Through this policy, we aim to:

- Protect children who attend our clubs from all forms of abuse, harm and neglect.
- Provide staff and volunteers with clear guidance on how to recognise, respond to and report safeguarding concerns.
- Work in partnership with schools, parents, carers and external agencies to promote children's welfare.
- Ensure that safe recruitment, induction, supervision and training are in place so that only suitable people work with children.

- Promote a culture where children feel able to speak up, are listened to and know that their feelings and concerns matter.

## **Legal and Guidance Framework**

Our safeguarding practice is informed by, but not limited to, the following key legislation and guidance:

- Children Act 1989 and 2004
- Childcare Act 2006 (as amended)
- Working Together to Safeguard Children (2018, as updated)
- Keeping Children Safe in Education (KCSIE)
- Statutory Framework for the Early Years Foundation Stage (where applicable)
- Data Protection Act 2018 and UK GDPR
- Counter-Terrorism and Security Act 2015 (Prevent Duty)

We will review this policy regularly to ensure it reflects any changes in legislation or local safeguarding procedures.

## **Designated Safeguarding Lead (DSL)**

Kids Adventure Days has a named Designated Safeguarding Lead (DSL), including the school's DSL, who is responsible for safeguarding and child protection within the organisation.

### **The DSL will:**

- Take the lead on all safeguarding and child protection concerns.
- Ensure that all concerns are recorded, reviewed, and, where necessary, referred to the appropriate agency (school DSL, local authority children's social care, police, etc.).
- Liaise closely with the school's Designated Safeguarding Lead when concerns relate to a child on the school roll.
- Ensure staff receive appropriate safeguarding training and updates.
- Keep up to date with local and national safeguarding guidance.

A Deputy DSL will be appointed where possible. The DSL (or Deputy) will be available during all club operating hours, either on-site or by telephone.

## Roles and Responsibilities of Staff

All staff, including temporary staff and volunteers, have a responsibility to:

- Safeguard children's welfare and promote their well-being.
- Be familiar with this policy and follow it at all times.
- Recognise signs and indicators of abuse, neglect, bullying and wider safeguarding concerns.
- Record and report any concerns about a child's welfare immediately to the DSL.
- Maintain appropriate professional boundaries and behave in a safe, child-centred manner at all times.

No member of staff should ever assume someone else will take action. If you are worried about a child, you must report it.

## Safer Recruitment and Suitability of Staff

Kids Adventure Days is committed to safer recruitment to reduce the risk of unsuitable people working with children.

As a minimum, we will:

- Obtain an **Enhanced DBS check** (with Children's Barred List check where required) for all staff and regular volunteers before they have unsupervised contact with children.
- Verify identity and right to work in the UK.
- Request and follow up with **at least two references**, including the most recent employer, where relevant.
- Explore any gaps in employment history at the interview.
- Assess the candidate's understanding of safeguarding and their suitability to work with children.
- Provide a structured induction, including safeguarding, behaviour expectations, health and safety, and reporting procedures.

Staff are asked to inform the DSL of any changes in their circumstances that may affect their suitability (e.g. new police involvement, changes in health or personal situations that could impact their role).

## Training and Ongoing Awareness

All staff will receive safeguarding training as part of their induction. This includes:

- Recognising signs of abuse, neglect and wider safeguarding issues
- How to respond to a disclosure or concern
- How to record and report concerns
- Understanding the role of the DSL and external agencies
- Basic awareness of Prevent, online safety, peer-on-peer abuse and bullying

Refresher training will be undertaken regularly (at least every 2 years as a minimum, with annual updates where possible). Safeguarding will be revisited in team meetings, supervision and regular briefings.

## **Recognising Abuse and Safeguarding Concerns**

Abuse can occur in many forms and may be perpetrated by adults or other children. All staff should be alert to changes in a child's behaviour, presentation, or disclosures that may indicate something is wrong.

Types of abuse include (but are not limited to):

- **Physical abuse** – for example, hitting, shaking, burning, or inappropriate restraint.
- **Emotional abuse** – persistent criticism, humiliation, rejection, or exposure to domestic abuse.
- **Sexual abuse** – involving a child in sexual activity, images, grooming or exploitation, whether online or offline.
- **Neglect** – persistent failure to meet a child's basic physical or emotional needs, such as food, clothing, supervision or medical care.

Staff should also be aware of:

- **Bullying and peer-on-peer abuse** (including verbal, physical, online or exclusion).
- **Child sexual exploitation (CSE) and child criminal exploitation (CCE).**
- **Online risks** (inappropriate content, contact or conduct).
- **Radicalisation and extremism**, as outlined in the Prevent Duty.
- Increased vulnerability of children with SEND or other additional needs.

If a child tells a member of staff that they are being harmed, bullied or are worried about something, they will always be taken seriously and listened to.

## **Responding to Concerns or Disclosures**

If a staff member has a concern about a child, or a child discloses something worrying, they must:

1. **Listen calmly and take the child seriously.**
  - Do not promise confidentiality – explain that you may need to share what they say with someone who can help.
  - Do not ask leading questions; allow the child to speak in their own words.
2. **Reassure the child** that they have done the right thing by telling you.
3. **Record the concern** as soon as possible, using the child's exact words where you can. Include:
  - Date, time and place
  - What was said or observed
  - Who was present
4. **Report the concern to the DSL immediately.**
  - Do not investigate further yourself.

The DSL will decide on the next steps, which may include:

- Speaking to the school's DSL
- Contacting children's social care (MASH)
- Contacting the police (999) in an emergency
- Seeking advice from the local authority or NSPCC helpline (0808 800 5000)

Where appropriate and safe to do so, the DSL may discuss concerns with parents. However, if there is a risk that doing so places the child at further risk of harm, parents will not be contacted before a referral is made.

## **Bullying and Peer-on-Peer Concerns**

Children may sometimes talk about being bullied or feeling targeted by peers, either in school or in our club. We treat such concerns seriously.

- Any report of bullying, unkind behaviour or exclusion will be listened to, recorded and followed up.
- Where bullying occurs at school, we will usually inform the **school's DSL or a senior member of school staff** so they can address it within the school system.
- We will also inform parents so they are aware and can support their child.
- In our setting, we will reinforce expectations for respectful behaviour, support restorative conversations where appropriate, and monitor the situation closely.

## **Allegations Against Staff or Volunteers**

Any allegation or concern that a member of staff, volunteer or other adult working with the Club has:

- harmed a child or may have harmed a child
- committed a criminal offence against or related to a child
- behaved in a way that indicates they may pose a risk of harm to children

must be reported **immediately** to the DSL (or, if the DSL is the subject of the allegation, to the owner / nominated responsible person).

The DSL will:

- Seek advice from the Local Authority Designated Officer (LADO) or equivalent.
- Follow local safeguarding partnership procedures.
- Inform Ofsted where required.

We will cooperate fully with any external investigation. Staff may be suspended on a neutral basis where necessary to protect children and allow a fair investigation. Malicious allegations will be taken seriously, and support will be offered to those involved.

## **Record Keeping and Confidentiality**

All safeguarding records will be:

- Written as soon as possible after the concern arises
- Factual, clear and objective
- Signed and dated
- Stored securely and separately from general child records

Information about safeguarding concerns will be shared on a **need-to-know basis only**, in line with data protection law and local safeguarding guidance. However, the protection of the child is always our priority, and data protection is **never** a barrier to sharing information where a child may be at risk.

Records may be shared with schools, social care, the police or Ofsted where appropriate and lawful to do so.

### **Working in Partnership with Parents and Schools**

We recognise that parents and carers are children's primary caregivers and that schools have a central safeguarding role.

Kids Adventure Days will:

- Share this policy with parents when they register their child.
- Keep schools informed of significant safeguarding concerns, incidents or patterns of behaviour that arise during our provision.
- Respect parents, listen to their views and work collaboratively wherever possible.
- Inform parents of concerns unless doing so places the child at risk of further harm or is contrary to advice from social care or the police.

### **Photography, Video and Social Media**

From time to time, Kids Adventure Days may take photographs or short videos of activities for business purposes (e.g. displays, newsletters, website or social media).

- We will always obtain **parental consent** in advance, usually via our booking system and/or Paper form.
- Parents can choose to opt in or out and may change their preferences at any time.
- We will never identify children by full name alongside images in public materials.

- If a parent does not consent, their child will not be photographed or filmed in any way that could identify them.

## **Mobile Phone and Electronic Device Policy**

To ensure a focused, safe environment and to mitigate online risks:

- Children's Devices: Children are strictly prohibited from using personal mobile phones, smartwatches, or tablets during club hours.
- Storage: Any phone brought for travel purposes must be switched off and handed to the DSL upon arrival. These will be stored in a secure, staff-only area and returned at handover.
- Emergency Contact: Parents wishing to contact their child must call the official club line (07555 539376).
- Staff Use: Staff personal phones must be stored away and never used in the presence of children. Only club-approved devices may be used for official photography (with prior parental consent).

## **Arrival, Handover, and Site Security**

- Authorised Collection: Children will only be released to adults named on the registration form. We use a secure password system for any one-off changes in collection.
- Under-2-Hour Sessions: For after-school sessions, a strict sign-in/out log is maintained to account for every child at all times.
- Site Security: All entry points are monitored. Visitors must sign in, provide ID, and wear a "Visitor" lanyard. They are never left unsupervised with children.

## **Whistleblowing**

All staff have a responsibility to raise concerns about poor or unsafe practice, or potential failures in safeguarding arrangements.

Concerns can be raised:

- With the DSL or the owner of Kids Adventure Days
- Directly with the local authority children's social care team
- With Ofsted or the NSPCC Whistleblowing Helpline

Staff will be supported when raising genuine concerns, even if these are later found to be unsubstantiated.

## **External Contacts for Support**

- **Local Authority Designated Officer (LADO): (020 7641 7668)**

- **NSPCC Helpline: 0808 800 5000**
- **Childline: 0800 1111**

## **Policy Review**

This policy will be reviewed at least annually, or sooner if:

- There are significant changes in legislation or local procedures
- We expand to new settings or age groups
- Learning from a safeguarding incident or concern indicates that changes are needed

Any updates will be shared with staff, schools and parents as appropriate