

Extended Provision

4ward sports

AFTER SCHOOL CLUB

Responsibility: Mr Ward
Next Review Date: July 2021

Child Protection Policy

The Before & After School Club follow the School's Policy & Guidance on Child Protection

Key Features

All staff and volunteers must be aware of the four types of abuse: Physical, Neglect, Sexual and Emotional. They must inform the ASC Manager about any concerns and complete the appropriate documentation. This must be done immediately so that you note down exactly what the child said and not what you can remember them saying. This will then be logged in the record book and passed immediately onto the **Designated Safeguarding Lead**. In the event of no Designated Safeguarding Lead being on site then the ASC Manager will contact MASH immediately for advice.

Staff need to:

- Be vigilant for bruising or marks
- Notice any change in a child's personality e.g. becoming withdrawn, aggressive etc
- Listen to a child if they make a disclosure
- Respond if they become aware of factors affecting the child's health & safety inside or outside of the setting
- Respond if they become aware of children being exposed to unsuitable material e.g. an inappropriate TV programme, video, cd, dvd or computer game

What to do:

- Remember that an allegation can lead to a criminal investigation so don't ask a child a leading question or investigate it yourself
- Never tell a child that you will keep anything a secret
- Never question them-let the child speak. Ask questions only necessary to clarify whether the child is alleging that abuse has taken place.
- If an allegation about a specific person is made do not try to question that person
- We will contact the MASH Team (Mon-Thurs to 5.15 & Fri to 4.15) 303 1888 & out of hours 675 4806

Concerns regarding staff:

Staff must inform the ASC Manager if they have any concerns about another member of staff, student or volunteer, who will then inform the Designated Safeguarding Lead and/or the Head Teacher or the Designated Safeguarding Lead and/or the Head Teacher if it is about the ASC Manager.

- If a concern arises against any person in a position of trust who work with children we will immediately take the person to one side and inform them an allegation had been made against them
- We will not at this point tell the person the nature of the allegation
- We will remove the person from any direct contact with children (this may mean suspension without prejudices)
- We will ensure that someone in the organisation is designated to offer support to the member of staff
- If the parent of the child is not already aware of the concern we will immediately inform them
- We will contact the LADO Team 675 1669