



Child Protection and Safeguarding policy and procedure:

In this policy parents refers to those with parental responsibility i.e. guardians and other authorised care-givers

Safeguarding Policy Statement

Safeguarding is the term we use to identify the work we do to protect children from abuse or neglect and to educate those around them to recognise the signs and dangers of abuse and neglect.

The purpose of this policy is to ensure that:

- children's safety, well-being and protection are of the highest priority whilst in the care of Ysgol Y Foel Out of School Club
- All staff, volunteers, parents and any other adult working within or on behalf of Ysgol Y Foel Out Of School Club understand the principles of safeguarding that guide our approach to protecting children.

Ysgol Y Foel Out of School Club seeks to keep children safe by:

- Recognising that it is our legal duty to respond to and refer all allegations of child abuse and without delay.
- Recognising that it is everybody's responsibility to keep children safe
- Appointing a nominated Safeguarding Officer who takes lead responsibility for safeguarding within Ysgol Y Foel Out of School Club
- Working in a co-operative, multi-agency way
- Recognising that all children, regardless of gender, age, disability, ethnic background, culture or socio-economic background have the right to be protected from harm.
- Listening to and respecting the children in our care and taking seriously any concerns that may arise.
- Ensuring that children and their families know how to find help if they have a concern.
- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use Ysgol Y Foel Out of School Club

- Ensuring staff, volunteers, parents and any other adult working within or on behalf of the service understand the principles that guides the approach to protecting children.
- Putting in place robust policies and procedures to ensure that individual concerns are managed in a thorough manner and outline clearly what action should be taken
- Operating an effective range of policies and procedures that supports the Safeguarding Policy.
- Reporting, recording and monitoring any injuries sustained by a child (while away from the setting or in our care) and noting changes in a child's behaviour. These will be discussed with the parent in the first instance except when this may be considered to put the child at risk.
- Training all staff in Safeguarding Procedures and making sure this training is reviewed regularly
- Ensuring all staff and volunteers know, understand and follow policies and procedures capably through regular support and supervision.
- Ensuring the physical environment is safe by operating and keeping an up-to-date risk assessment and ensuring adequate insurance is provided.
- Drones are not permitted to be used in or around the setting area. It is considered a breach of safeguarding the children of the setting. If a drone is in the surroundings of the setting, then the children must be taken inside, and the incident is to be reported to the senior leader/designated safeguarding lead.

Legal Framework

This policy is based on legislation, policy and guidance within Wales that seeks to protect children from harm and abuse. This includes:

- [Social Services and Well-being \(Wales\) Act 2014](#) Part 7, Safeguarding
- Wales Safeguarding Procedures 2019 <https://www.safeguarding.wales/>
- Working together to Safeguard People Volume 5: handling individual cases to protect children at risk <https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-5-handling-individual-cases-to-protect-children-at-risk.pdf>
- The Childminding and Day Care (Wales) Regulations 2010 <https://www.legislation.gov.uk/wsi/2010/2574/contents/made>
 - As amended by the Child Minding and Day Care (Wales)(Amendment) Regulations 2016 <https://www.legislation.gov.uk/wsi/2016/87/made>
- Article 19 of the UN Convention of the Rights of the Child
- Prevent Duty Guidance for England and Wales 2015
- Well-being of Future Generations (Wales) Act 2015
- Rehabilitation of Offenders Act 1974 (Exceptions) Order
- General Data Protection Regulation (GDPR) Data Protection Act 2018
- Domestic abuse (Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015)

Safe recruitment

The recruitment and selection policy and procedures of Ysgol Y Foel Out of School Club seek to ensure that all persons working with children who attend the setting have been appropriately checked and do not present a risk to the children's safety. Ysgol Y Foel Out of School Club ensures that safeguarding is considered throughout the process of recruitment. We will ensure any advertising of a post makes specific reference to the safeguarding of children and will provide a job description and person specification that describes essential duties and the qualifications required to carry out those duties in line with Care Inspectorate Wales Regulations and National Minimum Standards. Safe recruitment applies to staff, volunteers and students who work within Ysgol Y Foel Out of School Club.

Safeguarding Officer

All Safeguarding Officers at Ysgol Y Foel Out of School Club have had appropriate safeguarding training and have the appropriate skills to address any safeguarding issues that may arise.

The Designated Safeguarding Officer is **Mrs. Emma O'Neill**
Ysgol Y Foel Primary School
Ffordd Y Llan
Cilcain
01352 740197

In their absence the Deputy Safeguarding Officer **Mrs. Amanda Walker** can be contacted on 01352 740197

The Safeguarding Officer will be the first point of contact for any safeguarding issues and will ensure that appropriate training and information is available and accessible to all staff, students, volunteers and visitors.

These Safeguarding Policy and Procedures apply to anyone working within or on behalf of Ysgol Y Foel Out of School Club including Registered Person / Responsible Individual/ Committed Members/ paid staff/ volunteers/ students/ temporary staff and should be read alongside all Ysgol Y Foel Out of School Club policies, procedures and guidance.

This child protection (safeguarding) policy was agreed for use in Ysgol Y Foel Out of School Club	
On: 8 th July 2025	
By: Mrs Amanda Walker Mrs Caroline Conway Miss Brid O'Connell	Position: Ysgol Y Foel Out of School Club committee
Date of planned review: October 2026	

Safeguarding Procedures

Identifying Harm and Abuse

Abuse means physical, sexual, psychological, emotional or financial abuse (includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place)

Neglect means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example an impairment of the person's health or, in the case of a child, an impairment of the child's development)

Ysgol Y Foel out of School Club recognises that harm and abuse can take many forms and ensures that all staff, students and volunteers are aware of what might constitute harm or abuse and have the appropriate training to recognise, record and report it appropriately.

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:
 - physical contact, including penetrative or non-penetrative acts;
 - non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- **financial abuse** - this category will be less prevalent for a child but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments;
 - or
 - complaints that personal property is missing.
- **neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Taken from Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk

- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use *(name of provision)*
- Operating an effective range of policies and procedures that support and safeguard children within the setting.
- Reporting, recording, and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behaviour and discuss any issues with parents who will normally be the first point of contact, *except when this may be considered to place the child at risk.*

Responding to suspicion of

There are two types of disclosure:

1. A disclosure about a child.
2. A disclosure about professional abuse.

1. Action to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells them that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously.
- Does not prompt or ask leading questions.
- Does not ask the child to tell their story more than once.
- Explains what actions they must take (using agreed procedures)
- Does not promise to keep what they have been told a secret or confidential but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

The registered person/responsible individual/designated child protection officer:

- Reports the concerns immediately (but within 24 hours) to the intake and assessment team duty officer of the local social services department. Verbal referrals are followed up in writing.
- Informs CIW that a referral has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

- The procedure above (in 1. Action to be taken in the event of a disclosure about a child) is implemented (and adapted to who is making the disclosure)
- The *registered person/responsible individual* considers the options for removal/suspension of the member of staff/volunteer from duty without prejudice pending decisions made at the strategy discussion.
- The member of staff/volunteer is informed, and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.
- The *registered person/responsible individual* informs CIW of any allegations of serious harm to a child committed by any person looking after children in Ysgol Y Foel Out of School Club, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises without delay.
- If the allegation is about the *registered person/responsible individual* it is the responsibility of the designated child protection officer (or deputy) to inform CIW without delay.
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Guidance for Making the referral:

- The referral is made to Social Services as soon as a problem, suspicion or concern about a child becomes apparent, and at least within 24 hours.
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by *Ysgol Y Foel Out of School Club's* referrer, (using the form agreed with the LA child protection co-ordinator):
 - The nature of the concerns.
 - How and why those concerns have arisen?
 - The full name, address, and date of birth (or age) of the child.
 - The names address and dates of birth/ages of family members, along with any other names which they use or are known by.
 - The names and relationship of all those with parental responsibility (where known)
 - Information on any other adults living in the household.
 - Information relating to other professionals involved with the family, including the name of the child's school and GP.
 - Any information held on the child's developmental needs and his/her parents' ability to respond to these needs within the context of the wider family environment.
 - Any information affecting the safety of staff.
 - The (*registered person/responsible individual designated child protection officer*) has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

- If they remain concerned about a child, they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- *Ysgol Y Foel Out of School Club* keeps accurate, concise, and clear records in straightforward language to underpin good child protection practice.
- *Ysgol Y Foel Out of School Club's* arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 2018 and UK GDPR 2018) and requirements made by the Information Commissioner's Office.
- Records kept by *Ysgol Y Foel Out of School Club* are shared on a need-to-know basis with social services departments.
- *Ysgol Y Foel Out of School Club's* child protection records:
 - Use clear, straightforward language.
 - Are signed, dated, and timed.
 - Are concise, legible and comply with professional standards and requirements.
 - Are accurate in fact and distinguish between fact, opinion, judgement, and hypothesis.
 - Are organised and include detailed recording and chronologies and summaries, including all contacts.
 - Are comprehensive.
 - Clearly record judgments made and actions and decisions taken.
 - Clarify where decisions have been taken jointly across agencies or endorsed by a manager.
 - Record both formal and informal supervision discussions.
 - Record directions given, and agreements or disagreements made in consultation with supervisors or managers.
- *Ysgol Y Foel Out of School Club's* representative/child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (*reference staff recruitment and employment, and whistle blowing policy*)
- Decisions are recorded in writing.

Throughout a child protection investigation *Ysgol Y Foel Out of School Club* will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff, and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, *except in cases in which parents are implicated and evidence gives rise for concern.*

The following contact details are also kept (*in the school office*) and checked and updated as needed by *Mrs Emma O'Neill*.

Social Services Intake and Assessment Team: Address: Children's Social Services County Offices, Chapel Street, Flint, CH6 5BD. Contact number/s: 01352 701000 01352 701167 01352 701169	
Name of Local Safeguarding Board: Designate Safeguarding Governor Mrs. Merrill Tanton	
Police: www.northwales.police.uk Mold Police Station Address: King St, Mold CH7 1EF Contact number/s: 07759 376366	
NSPCC Email: help@nspcc.org.uk Website: http://www.nspcc.org.uk Contact number/s: Tel: 0808 800 5000	
CIW regional office: Address: Welsh Government office Sarn Mynach Llandudno Junction LL31 9RZ Contact number/s: Telephone: 0300 7900 126 Email: ciw@gov.wales	

This child protection (safeguarding) policy and procedure was passed for use in Ysgol Y Foel Out of School Club	
On: July 7 th 2025	
By: Mrs Amanda Walker Mrs Caroline Conway Miss Brid O'Connell	Position: Ysgol Y Foel Out of School Club Committee
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