YSGOL Y FOEL OUT OF SCHOOL CLUB

Child Protection and Safeguarding Policy and Procedure

In this policy, parents means those with parental responsibility, guardians and other authorised carers. This policy applies to everyone working in or on behalf of Ysgol Y Foel Out of School Club, including trustees, the Responsible Individual (RI), Person in Charge (Mrs Napper) (PiC), staff, volunteers, students and temporary workers.

Safeguarding policy statement

The safety, welfare and protection of children are paramount. Safeguarding means protecting children from harm, abuse and neglect and helping adults and children recognise concerns and seek help.

- Listen to children, respect their views and take concerns seriously. Every child has an equal right to protection, regardless of background, age, disability or other characteristics.
- Appoint a designated safeguarding person (DSP) and ensure suitable trained cover is available throughout all sessions.
- Share this policy and reporting contacts with parents before admission and ensure all workers understand their responsibilities.
- Work with statutory agencies and report concerns without delay. Maintain safe premises, risk assessments, appropriate insurance and effective supporting policies.
- Record and monitor injuries, including pre-existing injuries, and changes in behaviour. Discuss with parents unless this could increase risk or compromise an investigation.
- Support age-appropriate body safety, personal boundaries and privacy. Be alert to online abuse, exploitation, bullying, domestic abuse, radicalisation and harmful sexual behaviour.
- Unauthorised drone use in or around the setting is not permitted. If a drone causes a safeguarding concern, move children indoors where safe, inform the DSP and seek police advice if necessary. Record the incident.

Legal framework and guidance

- Social Services and Well-being (Wales) Act 2014, Part 7; Children Acts 1989 and 2004.
- Children and Families (Wales) Measure 2010; Child Minding and Day Care (Wales) Regulations 2010, as amended, particularly regulations 20, 22, 27, 29 and 31 and Schedule 4.
- Welsh Government National Minimum Standards for Regulated Childcare (2026), Standards 13, 20 and 21 and Annex C; Wales Safeguarding Procedures; Working Together to Safeguard People, Volume 5 and Code of Safeguarding Practice.
- UN Convention on the Rights of the Child, Article 19; Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020; Equality Act 2010.
- Prevent Duty guidance for England and Wales (2023), as applicable; Counter-Terrorism and Security Act 2015; Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.

- Rehabilitation of Offenders Act 1974 (Exceptions) Order, as amended; Safeguarding Vulnerable Groups Act 2006; UK GDPR and Data Protection Act 2018; Well-being of Future Generations (Wales) Act 2015, where relevant.

Safer recruitment and training

- Follow the recruitment policy: safeguarding wording in adverts, role descriptions, suitability checks, references, identity and qualification checks, and eligible DBS and barred-list checks before unsupervised work. Maintain appropriate supervision of students and volunteers.
- Provide safeguarding induction in the first week and essential reporting information before staff undertake duties. Maintain training and supervision records, checking competence and renewal dates.
- Match training to Annex C: Group A for relevant non-childcare/support roles, Group B for practitioners working with children, and Group C for those with ultimate safeguarding responsibility, including the PiC, DSP and RI as applicable. Assess volunteers according to role and supervision. Renew in line with the national safeguarding training framework.
- Ensure staff understand professional boundaries, whistleblowing, safe use of devices and images, and the duty to report concerns about colleagues.

Designated safeguarding roles

Designated Safeguarding Person: Mrs Emma O'Neill, Ysgol Y Foel Primary School, Ffordd y Llan, Cilcain, 01352 740197 (as named in the previous policy; confirm continuing appointment).

Deputy: Mrs Amanda Walker (previously named; currently unavailable during sickness absence). The registered provider must confirm a suitably trained acting deputy and contact arrangements before approval, and ensure effective cover during every session.

The DSP coordinates referrals, supports staff, maintains secure records and liaises with agencies. The PiC ensures day-to-day implementation. The registered provider and RI retain oversight of safeguarding, staffing and regulatory notifications. No internal approval or absence of a lead may delay an external referral; any worker may report directly.

Identifying harm and abuse

Abuse includes physical, emotional or psychological, sexual and financial abuse. Neglect is a failure to meet essential needs that is likely to impair wellbeing or development. Examples are not exhaustive:

- Physical: hitting, shaking, inappropriate restraint, misuse of medication or physical punishment. Physical punishment is unlawful.
- Emotional or psychological: threats, humiliation, coercive control, isolation, discriminatory abuse or exposure to domestic abuse.
- Sexual: contact or non-contact abuse, grooming, exploitation, exposure to sexual material or coercion, including online.
- Financial: misuse of resources intended to meet a child's care needs or theft of personal property.
- Neglect: inadequate food, supervision, hygiene, medical care, emotional support or other basic needs.

Staff should recognise that concerns may arise from observations, disclosures, patterns of injury or behaviour, or information from another person. A child need not have experienced actual harm before a report is made.

Responding to a concern or disclosure about a child

- Act immediately. If a child is in immediate danger or needs emergency medical assistance, call 999 and take reasonable steps to protect them.
- Listen calmly, take the child seriously and reassure them that telling someone was right. Do not ask leading questions, investigate, require repeated accounts or promise secrecy. Explain that information will be shared with people who can help.
- Record the child's actual words, observations, date, time, place, people present and actions taken as soon as possible. Distinguish facts from opinions. Do not confront the alleged abuser.
- Inform the DSP or acting deputy without delay. If unavailable, implicated or failing to act, contact social services or police directly and follow up with the registered provider as appropriate.
- Report suspected abuse, neglect or other harm to social services immediately; do not wait for proof or parental consent. Confirm oral reports in writing within 24 hours using the agreed referral form.
- Normally inform parents, unless doing so may place a child or another person at risk, prejudice enquiries or conflict with statutory agency advice. Seek advice before disclosure in such cases.
- Record referral details and outcomes; chase an acknowledgement and escalate unresolved concerns. Continue to support the child and follow agency advice.

Allegations against staff, volunteers or persons in positions of trust

- Protect the child immediately and follow the disclosure procedure above. Report to the DSP and registered provider without delay. Where a lead or trustee is implicated, bypass that individual and contact social services directly.
- Follow Section 5 of the Wales Safeguarding Procedures. Contact the local authority designated officer for safeguarding (LADO/DOS) through social services at the earliest opportunity, no later than 24 hours (next working day if outside office hours). Urgent child protection action must not wait.
- The provider considers immediate risk management, including supervised or alternative duties or suspension without prejudice when appropriate, in consultation with statutory agencies. Do not conduct an internal investigation that could compromise external enquiries.
- Notify CIW immediately of relevant allegations of serious harm by a person caring for children or living, working or employed on the premises, or alleged abuse on the premises. Record notifications and decisions.
- Follow disciplinary and whistleblowing procedures, keep records confidential and consider the statutory DBS referral duty where its criteria are met. Support the child and affected staff appropriately.
- Any worker may raise concerns outside the organisation. Failure to report concerns may lead to disciplinary action.

Making a referral and notifying CIW

Contact Flintshire Children's Social Services or the emergency duty team (details below). Provide available information without delaying referral because details are missing:

- Nature and history of concern, immediate risks and protective actions.
- Child's name, address, date of birth, family details and persons with parental responsibility, as known.
- Other household members, relevant professionals, school or GP, developmental and support needs, and any risks to staff or others.
- Referrer's name, role and contact details; record who received the report, advice, agreed actions and follow-up.

The registered provider must notify CIW immediately of significant events covered by Standard 21 and regulation 31/Schedule 4, including relevant safeguarding allegations. Submit the required notification via CIW Online and retain confirmation. Notify CIW as applicable when other safeguarding referrals or changes meet notification criteria. A CIW notification does not replace a referral to social services or police.

Record keeping, confidentiality and ongoing support

- Maintain secure, access-controlled safeguarding records separate from routine records where appropriate, with accurate dated, timed and signed entries, chronologies, contacts, decisions, actions, reasons and follow-up.
- Record supervision, multi-agency discussions and agreed or disputed decisions. The DSP or appropriate representative attends meetings and provides reports when required.
- Share information on a necessary, proportionate and lawful basis with relevant agencies. Consent is not a prerequisite where sharing is necessary to safeguard a child. Record the reason for sharing or withholding information.
- Comply with UK GDPR and the Data Protection Act 2018. Follow the provider's retention schedule, statutory requirements and secure disposal procedures; preserve records needed for investigations or legal proceedings.
- Maintain supportive relationships with children and families during investigations, subject to safety and agency advice. Handle parental requests for records under data protection law; do not automatically disclose information that could create risk or prejudice enquiries.

Safeguarding contact details

Emergency police / ambulance	999; police non-emergency: 101
Flintshire Children's Social Services	01352 701000; out of hours 0345 053 3116. ChildProtectionReferral@flintshire.gov.uk (office hours only). County Offices, Chapel Street, Flint, CH6 5BD.
North Wales Safeguarding Board	www.northwalessafeguardingboard.wales/reporting-concerns/
CIW	0300 7900 126; ciw@gov.wales; www.careinspectorate.wales
NSPCC helpline	0808 800 5000; help@nspcc.org.uk
Setting / DSP	01352 740197; acting deputy to be confirmed.

The DSP checks contact details regularly and ensures staff can access them. The school safeguarding governor is not a substitute for the childcare provider's safeguarding arrangements; confirm any liaison role separately.

Further guidance

https://www.gov.wales/national-minimum-standards-regulated-childcare

https://www.safeguarding.wales/

https://www.gov.uk/government/publications/prevent-duty-guidance

https://www.flintshire.gov.uk/en/Resident/Social-Services/Childrens-Social-Services/Child-Protection.aspx

Policy review and approval

Previous approval / version	July 2025 (source records 7 and 8 July; confirm against minutes)
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027
CIW notified (if applicable)	_____

Before adoption: confirm DSP and acting deputy, training and cover arrangements, and the local route for position-of-trust referrals. Review after any significant safeguarding incident or change to guidance or staffing. Share the approved policy with staff and parents.