# Wild Wood Club Safeguarding Procedures

Wild Wood Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by West Berkshire Council

There is a Designated Safeguarding Lead (DSL) or deputy available at all times while the Club is in session.

The designated DSL in Spurcroft Primary School is: Kate Flowerdew – Head Teacher,

The deputy DSL: in WWC – Anna Curylo, Jo Griffiths, Rhian Davey, Ceri Harding

**Logging a concern**

If a member of staff has any safeguarding or child protection concerns, they will record the matter straightaway on **CPOMs**, and speak to the DSL/DDSL if the issue needs investigating that day.

The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name of the person making the record.

The record is then automatically emailed to the DSL & DDSLs who will decide on the appropriate course of action.

If the concern is urgent and you are worried for the child's safety that day, the DSL should inform Children's Services immediately. In all other cases the DSL/DDSL should speak to parents before contacting Children's Services.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

The member of staff reporting should talk to the DSL/DDSL who is following it up to find out what has been done. If the staff member thinks that the incident has not been dealt with properly, they may contact Children's Services directly.

**What to do if a child makes a disclosure**

When a child tells a member of staff about a safeguarding concern, that member of staff will:

- listen to the child but **not** question* them as the DSL will talk to the child to get more information
- give reassurance that the staff member will take action
- record the incident as soon as possible and log it on Behavior Watch.
- reassure the child that they were not to blame and were right to speak out

*Staff members can ask open questions such as: Do you want to tell me more? Is there anything else you want me to know? But not closed or leading questions. There is no need for staff in 'investigate'.

**Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our **Mobile Phone Policy**.

**Allegations against staff**

If staff, children or parents make an allegation against a member of staff:

- The allegation will be recorded on an **Incident record** form and the Headteacher informed.
- Staff should inform the Headteacher if they feel that an allegation could be made.

**Promoting awareness among staff**

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training for the DSL & DDSLs is refreshed every two years
- safer recruitment practices are followed for all new staff
- all staff have a copy of the school **Safeguarding policy** and these procedures, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- the Club's procedures are in line with the guidance in 'Keeping Children Safe in Education' (KCSIE) 2024 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'
- All staff have read part 1 of 'Keeping Children Safe in Education' (KCSIE) 2024

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| This procedure was adopted by: Wild Wood Club | Date: |
| To be reviewed: | Signed: Anna Curylo |