



Safeguarding and Child Protection Policy 2026-27

Happy Days Club Ltd | Company number 13596765
OFSTED: | Darras Hall Primary: 2754255
St Charles Catholic Primary: 2660004
Hazlewood Community Primary: 2699666

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KEY CONTACT DETAILS	
Club Directors	Name: Emma Longbotham / Beth Hazon Email: emma@happydaysclub.co.uk beth@happydaysclub.co.uk
Designated safeguarding lead (DSL) and deputy designated safeguarding leads	Designated safeguarding lead (all sites) Name: Emma Longbotham Email: emma@happydaysclub.co.uk
	Title/role: Designated safeguarding lead DHP Name: Rebecca Maloney Tel: 07746 914 528 Email: Rebecca@happydaysclub.co.uk
	Title/role: Designated safeguarding lead St Charles' Name: Zoe Church Tel: 07526 500 278 Email: Zoe@happydaysclub.co.uk
	Title/role: Designated safeguarding lead Hazlewood' Name: Natalie Metcalfe Tel: 07395 659 170 Email: Natalie@happydaysclub.co.uk

KEY EXTERNAL CONTACT DETAILS

Local authority designated officer (LADO)	Newcastle Name: Melanie Scott Tel: 0191 2116730 E-Mail: melanie.scott@newcastle.gov.uk North Tyneside Name: Hayley Muir Tel: 03452000109 E-Mail: - Northumberland Name: Louise Prudhoe Tel: 07500 606 174 or 01670536400 out of hours E-Mail: LADO@northumberland.gov.uk
Children's social care	Initial Response Service (Children's Social Care) – Newcastle 0191 277 2500 (out of hours- 0191 278 7878) North Tyneside 0345 2000 109 (out of hours- 0330 333 7475) Northumberland Onecall - 01670 536400 Emergency Duty Team Police – 101 (in an emergency always dial 999) NSPCC Helpline – 0808 800 5000
Police/law and order	Emergency: 999

	Non-emergency: 101 Prevent - please refer to local multi-agency safeguarding partner arrangements prevent@yourlocalauthority.gov.uk. Anti-Terrorist Hotline on 0800 789 321
NSPCC whistleblowing helpline (Mon-Fri 8am-8pm)	Address: Weston House, 42 Curtain Road, London EC2A 3NH Helpline: 0800 028 0285
Disclosure and barring service (DBS)	Address: PO Box 3961, Royal Wootton Bassett, SN4 4HF customerservices@dbb.gov Tel: 03000 200

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (DfE 2024). Statutory guidance.
- Working Together to Safeguard Children: A guide to multi-agency working to help, protect and promote the welfare of children (2023). Statutory guidance.
- Multi-agency statutory guidance on female genital mutilation (HM Government, July 2020). Statutory guidance.
- Statutory framework for the early years foundation stage (DfE Jan 2024). Statutory guidance.
- Revised Prevent duty guidance: for England and Wales (HM Government 2023). Statutory guidance.
- Guidance (non-statutory) for safer working practice for those working with children and young people in education settings. (Safer Recruitment Consortium February 2022)

- What to do if you're worried a child is being abused (HM Government March 2015). Advice for practitioners.
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, May 2024).
- Local authority/safeguarding partnership advice and guidance.
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POLICY STATEMENT

Happy Days 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 Northumberland Children and adults Safeguarding Partnership (NCASP).

There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (eg Social Care and Ofsted).

The Club's designated DSL is Emma Longbotham across all sites. Each site has their own DSL, Zoe Church, Natalie Metcalfe, Sally Cram and Rebecca Maloney. We also have on-call DSL support from Clennell Education Solutions.

Safeguarding and promoting the welfare of children is of paramount importance and is everyone's responsibility.

It is the responsibility of every member of staff and volunteer to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the children at Happy Days Club.

We recognise that staff at our club play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

Our club will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk

freely to any member of staff if they are worried or concerned about something.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know that an adult will have to share and follow procedures with any information they have chosen to disclose.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with 'Working Together to Safeguard Children' (2023) and local multi-agency safeguarding partner procedures.

This policy is reviewed and updated annually (as a minimum) and is available on the website or copies are available upon request.

This policy applies to all staff, children, parents, governors, trustees, volunteers and visitors.

DEFINITION OF SAFEGUARDING

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*Keeping children safe in education
2024*

Child protection is part of safeguarding and promoting the welfare of children and is defined as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.

*Working Together to Safeguard
Children 2023*

Abuse, neglect and exploitation

Abuse: a form of maltreatment of a child. Somebody may abuse, neglect or exploit a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a school/college, inside and outside of home, and online or in a family setting by those known to them or, more rarely, by others. Abuse, neglect and exploitation can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

All staff will be made aware of indicators of abuse, neglect and exploitation. Knowing what to look for is vital for the early identification of abuse and neglect and specific safeguarding issues such as child criminal exploitation and child sexual exploitation so that staff are able to identify cases of children who may be in need of help or protection.

If staff are unsure, they should always speak to the designated safeguarding lead (DSL) or deputy.

Abuse, neglect and exploitation and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore staff should always be vigilant and always raise any concerns with the DSL.

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of this environment. All staff, but especially the DSL should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

In all cases, if staff are unsure, they should always speak to the DSL.

PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD

What staff should do if they have a concern about a child

All staff must report any concerns they have about a child and not see these as insignificant. Staff should not assume a colleague or another professional will take action and share the concern.

On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity.

Staff must immediately report any:

- Suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play, every day or normal activities
- Explanation given which appears inconsistent or suspicious
- Behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, play, actions)
- Concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment
- Concerns that a child is presenting signs or symptoms of abuse or neglect
- Significant changes in a child's presentation, including non-attendance
- Hint or disclosure of abuse from any person
- Concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Children can sometimes show signs or act in ways they hope adults will notice and react to. All staff should be aware of this and remain vigilant.

What staff should do if a child is in danger or at risk of harm

If staff are concerned that a child could be at risk of harm they must report to the designated safeguarding lead (DSL) or deputies (DDSL) immediately. If this is not possible, they should make a direct referral to children's social care.

Responding to disclosure

Disclosures or information may be received from children, parents or other members of the public. Happy Days Club Ltd recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the DSL. Staff will not investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that they can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Try to ensure that the person disclosing does not have to speak to another member of school staff
- Clarify the information
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgments regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the DSL
- Reassure the child that they will be taken seriously, supported and kept safe
- Listen to and take into account (wherever possible) the child's wishes and feelings about the current situation as well as future plans
- Ask any necessary questions to determine the child's wishes and feelings.
- Explain that only those who 'need to know' will be told

- Explain what will happen next and how the child will be involved (as appropriate)
- Ensure there is appropriate support made available
- Complete a cause for concern form

The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our club. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the deputy. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

Following receipt of any information that raises concern, the DSL will consider what action to take and seek advice from children's social care as required. All concerns, discussions and decisions made, and the reasons for those decisions will be recorded in writing.

It is not the responsibility of club staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with these procedures.

All referrals will be made in line with local children's social care procedures.

If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately and if a criminal offence has been committed contact the police. Anybody can make a referral. If the child's situation does not appear to be improving, then the staff member with concerns should press for re-consideration by raising concerns again with the DSL who can also liaise with the Headteacher of our Club's attached schools. Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with children's social care, or the police if:

- The situation is an emergency and the DSL or their alternative are not available
- They are convinced that a direct report is the only way to ensure the child's safety

CHILD ON CHILD ABUSE

Children are vulnerable to abuse by their peers. Child on child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse.

Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of
- disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.
- If peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES OR CERTAIN HEALTH ISSUES

Children with Special Educational Needs or Disabilities (SEND) or certain health conditions can face additional safeguarding challenges. Children with SEND are significantly more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs
- Communication barriers and difficulties overcoming these barriers

Staff will support these children in expressing any concerns they may have and will be particularly vigilant to any signs or symptoms of abuse. The DSL and SENDCO will work together when dealing with reports of abuse involving children with SEND.

RECORDING, RECORD KEEPING AND INFORMATION SHARING

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- 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, signature and job title of the person making the record.

The record will be given to the Club's DSL who will decide on the appropriate course of action.

For concerns about child abuse, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding radicalisation, the DSL will contact one call on **01670536400**.

For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

PROCEDURES FOR DEALING WITH CONCERNS ABOUT STAFF

What staff should do if they have safeguarding concerns about another member of staff.

If staff have safeguarding concerns or an allegation of abuse is made about another member of staff (including supply staff, volunteers and contractors) posing a risk of harm to children this should be reported to the DSL/Club director. Where there are concerns about the DSL/Club director then staff can report their concerns directly to the Local Authority Designated Officer (LADO).

What staff should do if they have concerns about safeguarding practices within the school

The club will maintain a safeguarding culture which encourages all staff and volunteers to feel able to raise concerns. Where staff have concerns about poor or unsafe practice and potential failures in the club's safeguarding systems, these should be raised following the club's whistleblowing policy.

SAFER WORKING PRACTICE

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

All staff will be provided with a copy of our Code of Conduct at induction which sets out the school's expectations of staff behaviour. We will review our Code of Conduct regularly and ask staff to ensure that they are familiar with

the current version. Staff are expected to carry out their duties in accordance with the Code of Conduct.

There will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for positive handling must be adhered to.

If staff, visitors, volunteers or parent helpers are working with children alone they must ensure they are visible to other members of staff. They will be expected to inform another member of staff of their whereabouts, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Staff are responsible for their own actions and behaviour and should avoid any conduct inside and outside of the work place in school and outside of school, online and offline, which would lead any reasonable person to question their motivation and intentions.

Further advice can be found in 'Guidance for safer working practices for adults who work with children and young people in education settings' (Feb 2022).

All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

TRAINING AND INDUCTION

All new members of staff or volunteers will be informed of safeguarding procedures, including the recording and reporting procedures as part of the induction process.

They will receive safeguarding training which includes information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record concerns and the role of the designated safeguarding lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children.

In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and

responsibilities as set out in Part one of '*Keeping Children Safe in Education*' DfE.

In order to achieve this, we will ensure that:

- All members of staff will undertake appropriate safeguarding training on an annual basis, including online safety.
- We will evaluate the impact of this training.
- All members of staff receive regular safeguarding and child protection updates (for example, via email, snippets of training during club hours, staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

The DSL, deputies and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend appropriate training. In addition to formal training, the DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role.

WORKING WITH PARENTS AND CARERS

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns about a child will not prevent the DSL making a referral to children's social care in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, the club requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives
- Full names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above); wherever possible school will hold more than one emergency contact for each child

- Full details of any other adult authorised by the parent to collect the child from school (if different from the above)

This information will be kept on the children's file. The club will only share information about children with adults who have parental responsibility for a child or where a parent has given permission and the school has been supplied with the adult's full details in writing.

If in any doubt about information sharing, staff should speak to the DSL (or deputy). Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

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. Neither staff, children, or visitors may use their mobile phones to take photographs at the Club.

For more details see our Mobile Phone Policy.