



Ecclesall Kids Club

1.0 Safeguarding (Child Protection) Policy

Ecclesall Kids Club (EKC) is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. Our Safeguarding Policy is available in club and on our website.

Our policy is supplemented by detailed procedures provided by the Sheffield Children Safeguarding Partnership (SCSP). Our policy signposts staff to the **Designated Safeguarding Leads (DSL)** responsible for Safeguarding in our setting, the forms to use, key contacts and procedures set out in the SCSP Safeguarding Policy and Procedures. Our Policy and the SCSP procedures (including Signs of Safety and Thresholds of Need) must be followed by all staff via the DSL immediately in the event of a Safeguarding concern or allegation about a child, parent, third party, volunteer or member of staff. The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur.

There is a DSL present at all times while the Club is in session. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care, SCSP and Ofsted). Though the DSL is there to support and guide staff through the Safeguarding procedures, all staff need to know what to do in the event of a concern or allegation, as they may be required to record and submit evidence regarding what they have seen, heard or any safeguarding suspicions they have. Staff must also be aware what to do in the event they have any concerns about a colleague/DSL.

The Club's Designated Safeguarding Leads (DSL) are Natalie Lunn and Jack Midwood (Play Managers) the Designated Safeguarding Deputy (DSD) is Deputy Play Manager, Claire Hurst if they are not present:

The Emergency Contact is Kelsey Adams (HR/Business Manager) contact 07786554924

The Committee Safeguarding Lead is Amy White (Committee Lead).

In all cases you should escalate your concerns immediately through the club DSL's who will take over or support you in deciding the correct course of action, if a child is in immediate danger, you must dial 999. In the unlikely event the DSL's or above emergency contact are not available, do not delay, you must initiate general queries through Sheffield Safeguarding Hub where you will be able to speak to a trained 'screening' social worker.



Where they will:

- Take information from you
- Provide a clear and focused telephone conversation
- Analyse your information and give you clear advice in a way that is easily understood
- Decide on how the concern will be dealt with
- Tell you what will happen next

If the concern is progressed, they will also;

- record the discussion on the child's file and progress the contact as agreed
- Update parents, carers and professionals of the outcome, in writing, within 3 days of all completed referrals where it is safe to do so.

The hub;

- Includes South Yorkshire Police Officers, Social Workers including Early Help Prevention and Intervention Social Workers, Independent Domestic Violence Advisers and Health staff. It is also how you contact the Local Authority Designated Officer (LADO)
- Will respond to **new** concerns about vulnerable children and young people by providing an integrated service with swift and secure information sharing between professionals
- **Will signpost to** Early Help services where children are not at risk but may need support
- **Will advise professionals to contact the allocated social worker for open cases** [Children's Social Care](#)
- **Does not** replace calling the police – for non-urgent matters for police attention ring **101**
- **If a child or young person is in immediate danger, contact the police on 999**

All information can be found on <https://www.safeguardingsheffieldchildren.org/>.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. It is important to be aware that abuse can happen to anyone, but it is more likely a child will be more at risk of abuse if they have for example SEN, have Family factors such as parental/carer substance misuse problems, parental/carer mental health problems and domestic abuse within the household. Having one or more of these characteristics doesn't automatically mean a child will experience abuse or neglect – and not having any of them isn't a guarantee that a child will never be harmed. Its important Ecclesall Kids Club staff can recognise



risk and vulnerability factors so they can identify which families need extra support to help keep the children safe.

Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child, so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening or not. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.



How to respond:

If abuse is **observed** in the setting whilst it is taking place

Staff will be expected to do all they can to stop the abuse without placing the child/children or themselves at risk, the DSL or their Deputy will always be on hand to help but **in an emergency, staff should ring South Yorkshire Police without delay on 999. Staff will be required to liaise with a DSL or DSD and complete the Safeguarding report of concern form or an incident form immediately or as soon as possible (report of concern forms are within the safeguarding folder and the club forms folder).**

If abuse or harm is **suspected or you have a concern**, and this does not involve a **member of staff**

When a child makes a disclosure to a member of staff about a current situation or a past event, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- must not say that will keep anything that is said to them a secret
- listen to the child but not use leading questions, try gain as much information as possible
- give reassurance that they will take action
- involve the DSL at the earliest opportunity (but do not cut the conversation with the child short to do this) and seek advice whether it is appropriate to speak too or share this information with a parent.
- record the incident as soon as possible on a report of concern form. The DSL will then act in accordance with the SCSP procedures.

If a third party expresses concern that a child is being abused, we will encourage them to contact Sheffield Safeguarding hub, available 24 hours on [\(0114\) 2734855](tel:01142734855) or via email at sheffieldsafeguardinghub@sheffield.gov.uk

If a concern is raised with us, we will explain that the Club is obliged to respond to this. The incident will be logged accordingly on [the report of concern form](#) and referred immediately to the DSL who may refer on to Children's Social Care following advice from SCSP. We will obtain consent for referral to children's social care from the parent or carer where possible but not if this poses a risk to the child by doing so. The Safeguarding hub can advise on this when the case is initially raised with them, please also refer the club Data Protection Policy for information on consent and use of personal data.



If you receive an allegation or disclosure of possible Significant Harm to a Child

Significant harm is actual or likely harm caused by sexual, physical, emotional or neglect, **or** that involves witnessing harm to others e.g. domestic abuse **AND** that is sufficient to affect the child or young persons, normal physical, sexual, emotional, educational or social development.

- Consider whether immediate action is needed to secure the protection of a child or young person at risk to ensure their safety, inform a DSL or DSD immediately, if for any reason they are not available use the emergency contacts at the beginning of this policy.
- Record what you have seen or heard using the [report of concern form](#). Involve the DSL immediately.

Peer-on-Peer 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 peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting. EKC recognises that both these children are at risk and will deal with both independently.
- 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.

EKC recognises that there are certain times of day and/or locations that child-on-child abuse is more likely to happen and is proactive in reducing these, i.e. toilet is always monitored.

Abuse linked to Faith/belief

Abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; can lead to children being blamed for bad luck and subsequently abused. Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation. or when practices linked to faith or belief are harmful to a child



such as forced marriage, faith-based violence, breast-ironing, county lines and Female Genital Mutilation (FGM),

What is Child Sexual Exploitation (CSE)?

CSE is a form of sexual abuse in which a child or young person is forced or manipulated into sexual activities, often in exchange for alcohol, drugs, attention or gifts.

What is Female Genital Mutilation (FGM)?

FGM is sometimes referred to as female circumcision or cutting, FGM refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. It is also known by other terms such as Sunna, gudniin, halalays, tehur, megrez and khitan among others.

The practice is illegal within the UK and to perform FGM on any UK resident outside of the UK is also illegal. FGM is extremely harmful practice and a form of child abuse and violence against women and Girls. All women and girls have the right to say NO to FGM and control what happens to their bodies. It often happens against a girl's will without her consent and girls may have to be forcefully restrained. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts often by traditional circumcisers or cutters who do not have any medical training however in some countries it may be done by a medical professional. Anaesthetics and antiseptics are not generally used, and FGM is often carried out using knives, scissors, scalpels, pieces of glass or razor blades. FGM can cause long term problems with sex, childbirth and mental health. All our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it. If FGM is suspected or disclosed we will make a report to children's social care directly. If someone is in immediate danger of FGM we will dial 999 to contact the police.

Signs it might happen

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home.

Signs it has happened

- Having difficulty walking, standing or sitting.

- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

If peer-on-peer abuse, abuse linked to faith, CSE or FGM is suspected or disclosed.

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

What is County Lines?

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2023). It can happen in any part of the UK and is against the law and a form of child abuse. County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk. Dedicated mobile phone lines or “deal lines” are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police. Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county. Phrases that young people may use to refer to county lines include:

- ‘running a line’,
- ‘going OT/out there’
- ‘going country’
- ‘going cunch’.

These all refer to going out of town to deliver drugs and/or money. If we suspect a child is involved in County lines, a referral to the Sheffield hub will be immediately made.



Allegations against colleagues, a person or carer who works with children

If anyone makes an allegation of child abuse against a member of staff:

- **The DSL on duty must record this on the Report of concern form at the point the allegation happens or the incident occurs, they must also ensure relevant paperwork is completed (e.g. witnesses are identified, statements completed, copies of injury notes and other relevant paperwork is completed)** The Club Business or Play Manager must be notified immediately to enable them to speak to the parent/carers, school, SCSP or police if appropriate. The Committee Safeguarding Lead must also be notified.
- The allegation should be discussed with the Designated Officer in the Local Authority (LADO Services) via the Sheffield Safeguarding hub and to OFSTED. The LADO services may ask to see documentation or reports and will explain how these can be sent securely. The LADO services will advise if other agencies (e.g. police) should be informed and the club will act upon their advice.
- No members of staff should ever be unsupervised with children, so minor allegations may be investigated whilst the member of staff is still employed and should be dealt with under our conduct and behaviour policies. The DSLs and DSDs (and in their absence the Business Manager) are responsible for ensuring that both the member of staff and child are safe and monitored whilst investigations take place and witness statements are obtained or an investigation is concluded.
- If may be necessary to ask the member of staff not to attend work, deploy them elsewhere or suspend with pay pending investigation of the allegation, if the allegation is serious, witnesses were present (either child, staff or another 3rd party e.g. school) or if a parent raises a serious allegation themselves. Although the welfare of the child is paramount, the member of staff should be supported through the investigation as this may be a distressing time for them.

If appropriate the Club will make a referral to the Disclosure and Barring Service.

Also see **Whistleblowing Procedure**



How to complete the Report of concern form and next steps for the DSL

All information about observed abuse, the suspected abuse or disclosure, or concern about radicalisation (see separate prevent duty policy), must be recorded on **the report of concern form** as soon as possible, either during or if not possible, after the event. The procedures in this policy and training issued by the SCSP must also be followed. All activity must be stopped, the DSL informed as soon as possible, and the member of staff must be allowed to focus on what they have seen or are being told. 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 including witnesses if appropriate. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.
- The Play Managers must be notified of any need to complete a report of concern form. Though confidentiality must be respected, and any sharing of information must be confined to those who need to have it, it is important that the club Business Manager and Committee Safeguarding lead are aware, if needed, of any cases to support the DSL and to ensure the correct procedures are being followed.
- The DSL completes the final section in line with the SCSP Safeguarding procedures. Where appropriate body maps should be completed.

The DSL who will also follow the SCSP procedures (including Signs of Safety and Thresholds of Need) and contact the appropriate services.

For concerns about child abuse, the DSL will contact **The Sheffield Safeguarding Hub on 0114 273 4855 (24 hours) or email sheffieldsafeguardinghub@sheffield.gov.uk** via a secure email. The DSL will follow any advice given by the Sheffield safeguarding hub.

If a member of staff thinks that the incident has not been dealt with properly, they can also contact the Sheffield Safeguarding Hub.

For concerns regarding **radicalisation**, the DSL will contact the LADO services. For more serious concerns the DSL will contact the Police Prevent Team: 0114 2523217 (8am – 4pm), out of hours dial 101. Email Prevent@southyorks.pnn.police.uk or the anti-terrorist hotline on 0800 789 321.



For urgent concerns, the DSL will contact the Police using 999.

The Club Play Manager (or on-site Deputy/most senior person in charge of the setting) will notify Ofsted and the local child protection agency of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Ensuring Safeguarding awareness among staff

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

- The DSLs have relevant experience and receives appropriate training in Safeguarding and the Prevent Duty and is aware of the Channel Programme and how to access it. DSL training is refreshed every two years as well as attending at least 2 SCSP briefings a year. Failure of any member of staff to complete Safeguarding or Prevent training as required will be dealt with in line with the **Staff Disciplinary Policy**.
- The Club Business Manager and Committee Safeguarding Lead have up to date and relevant basic training as a minimum.
- Safe recruitment practices are followed for all new staff in line with SCSP Safer Recruitment Training and practice in line with the **Club Safer Recruitment Policy**.
- All staff, including supply staff, will be expected to undertake mandatory basic safeguarding training via SCSP before starting with us. They will be paid for their time to complete this training so it can be undertaken at the earliest opportunity. This is refreshed every 2 years.
- All staff have signed to confirm they have read a copy of this **Safeguarding (Child Protection) policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation. Paid time is given to read this policy and procedures individually and at meetings to refresh knowledge.
- All staff are aware of their **Statutory Duties** regarding the disclosure or discovery of child abuse, and concerns about radicalisation.
- Safeguarding and the Prevent Duty are regularly on the agenda at all staff meetings.
- All staff (including supply) staff receive basic training in the Prevent Duty.
- Staff are FGM aware via in house training/ NoodleNow/ SCSP courses.



- The Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2026)' and staff are familiar with the guidance in 'What To Do If You're Worried A Child Is Being Abused (2015).

At Ecclesall Kids Club all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our club, inside and outside of their homes and whilst online. Our team exercise professional curiosity to help identify early signs of abuse and act early in cases where children might need our help or protection. Staff exercising professional curiosity and knowing what to look for is vital for early identification. All staff should consider the context in which abuse is likely to happen and that abuse doesn't happen just at home.

All staff are aware that 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 and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take form of abusive, harassing, and misogynistic/misandrist 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.

Use of mobile phones, smart watches, laptops and all devices with imaging and sharing capabilities.

Photographs will only be taken of children with their parents' permission. For those with permission, only the club technology will be used to take photographs of children at the Club and these will be used inside the club for internal display or to record play or craft activities.

Neither staff, volunteers, children, or visitors (including parents or carers) may use mobile phones/ smart watches in the Club or within the boundaries of the Club, this includes the use of mobile phones/ smart watches to take photographs. If staff observe anyone using mobile phones either in the club or in its boundaries this must be challenged in accord with the technology prohibited signs. By the boundaries of the Club, we mean inside our buildings, outside in our play areas, extending right up to the external boundaries that are under our control during operating hours. Any staff using personal mobile phones, smart watches, personal laptops or personal cameras within the club boundaries will be subject to the **Disciplinary Policy**. This does not



include the club mobile, the club laptop and iPads which are needed for the sole purpose of operating the club. Our play managers can use the personal laptops during admin time.

Children have access to iPads and tablets for play & learning, these do not have access to the internet and are always monitored by a staff member when in use. These are regularly updated and inspected by a play manager, using external Wi-Fi to prohibit the children gaining access to the school Wi-Fi. iPad's used by staff have internet capabilities but are locked via a password unknown to the children and should only be used by adults for work purposes – club email and magic booking etc. The previously mentioned devices have photograph capabilities, these are only used for photos of children regarding EYFS and learning, none of these images are sent externally outside of the club. Images are printed on a printer on site, put in books and deleted, or used for displays.

Staff, parents/carers and other children are prohibited from posting photographs of children taken whilst at the club or in its boundaries on Social Media.

For more details see the **Mobile Phone and Wearable Technology Policy and Social Media Policy**.

Contact numbers

Sheffield Safeguarding Hub LADO Services

Phone: 0114 273 4855 available 24 hours

Email: sheffieldsafeguardinghub@sheffield.gov.uk

Sheffield Children's Social Care (West)

Phone: 0114 273 4491

South Yorkshire Police

Phone: 0114 220 2020

Police Prevent Team

Phone: 0114 252 3217 (8am-4pm) or 101

Out of hours phone: 101 or in an emergency 999

Email: Prevent@southyorks.pnn.police.uk

Anti-terrorist hotline

Phone: 0800 789 321

NSPCC whistle blowing



Phone: 0800 028 0285

Ofsted: 0300 123 1231

Legal Framework

- Criminal exploitation of children, young people and vulnerable adults County lines. Home Office, 2023
- Working together to safeguard children, 2026
- What to do if you are worried a child is being abused, 2015

This policy was adopted by: Ecclesall Kids Club	Date:14/8/17
Reviewed:17/04/25. (DSD name change Nov 2025)	Signed: <i>Ecclesall Kids Club Committee</i>