

Safeguarding Policy

Olé Spanish for Everyone is committed to building a 'culture of safety' in which the learners in our care are protected from abuse, harm, exploitation and radicalisation.

Olé Spanish for Everyone will respond promptly and appropriately to all incidents or concerns regarding the safety of a learner that may occur. Olé Spanish for Everyone's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There is always a Child Protection Officer (CPO) available remotely while Olé Spanish for Everyone is in session. The CPO coordinates learner protection issues and liaises with external agencies (eg Social Care, LSCB and Ofsted).

Our designated CPO is: Maria Torres Giron [MC Torres].

Child abuse, neglect and sexual exploitation

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. 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 or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing learners 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:
 - a) significant changes in a child's behaviour



- b) deterioration in a child's general well-being
- c) unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, e.g in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse
- recognising exploitation that may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media
- 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.

If practitioners/ club leaders have any concerns that a child may be at risk of child sexual exploitation, they should follow the guidance set out in *Working Together* and share this information with local authority children's social care. You should refer any concerns about a child's welfare to local authority children's social care. If you believe a child is in immediate risk of harm, you should contact the police.

If abuse is suspected or disclosed

When a learner makes a disclosure to a member of staff, that member of staff will:

- reassure the learner that they were not to blame and were right to speak out
- listen to the learner but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see Logging an incident below). If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a learner is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Olè Spanish for Everyone is obliged to and the incident will be logged accordingly.



Peer-on-peer abuse

Learners are vulnerable to abuse by their peers. Peer-on-peer 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 learners should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged learners) of any kind, including sexting
- One of the learners is significantly more dominant than the other (e.g much older)
- One of the learners 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.

Potential indicators of child sexual exploitation

- Acquisition of money, clothes, mobile phones etc without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicious of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours

- Self-harm or significant changes in emotional well-being

Club leaders should also remain open to the fact that child sexual exploitation can occur without any of these risk indicators being obviously present. Club leaders should also be alert to the fact that some risk assessments have been constructed around indicators of face-to-face perpetration by adults and may not adequately capture online or peerperpetrated forms of harm. It is also important to remember that risk assessments only capture risk at the point of assessment and that levels of risk vary over time, and that the presence of these indicators may be explained by other forms of vulnerability rather than child sexual exploitation. Any concern's should always be reported to the designated CPO and the school Business manager.

Extremism and radicalisation

All childcare settings have a legal duty to protect learners from the risk of radicalization and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalization, e.g:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalization include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the CPO.

Health and Safety

Considerations Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to afterschool clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Business Manager (see Health and safety policy). All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire (fire safety and evacuation plan)
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

Logging a concern

All information about the suspected abuse, sexual exploitation 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 include the child's own words and include the name, signature and job title of the person making the record. The record will be given to Olé's CPO who will decide on the appropriate course of action. For concerns about child abuse, the CPO will contact Social Care. The CPO 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 CPO will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator.

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

Allegations against staff

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

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and Olé Spanish for Everyone will act upon their advice.

Any telephone reports to the LADO will be followed up in writing within 48 hours.

- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, Olé Spanish for Everyone will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

Olé Spanish for Everyone promotes awareness of child abuse and the risk of radicalisation through its staff training.

Olé Spanish for Everyone ensures that:

- the designated CPO 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 is refreshed every two/three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this Safeguarding policy, 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
- all staff receive basic training in the Prevent Duty

- Olé Spanish for Everyone procedures are in line with the guidance in '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 clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the Business Manager, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session.
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Business Manager of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behavior) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.



Spanish for Everyone

Use of mobile phones and cameras

Photographs will only be taken of learners with their parents' permission which is requested at the time of online registration every term. Only Olé Spanish for Everyone's camera will be used to take photographs of learners, except with the express permission of the manager. Neither learners nor visitors may use their mobile phones to take photographs at Olé Spanish for Everyone. For more details see Mobile Phone Policy.

Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Contact numbers

Social Care, LADO, LSCB on request depending on local area of club. Police: 101 (non-emergency) or 999 (emergency) Anti-terrorist hotline: 0800 789 321 NSPCC: 0808 800 500.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):

Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].