



Castle Early Birds - Child Protection/Safeguarding children

Castle Early Birds believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

Designated Officer

Mandy Brittan is the company safeguarding officer. and will be responsible for liaising with social services, Local Safeguarding Children Board (LSCB) and Ofsted in any child protection matter.

The club's child protection procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB) formally known as the Area Child Protection Committees (ACPC).

The club is committed to reviewing its Safeguarding Children/Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. **Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. In or outside the setting.

This may also include girls being having or being at risk of Female genital Mutilation. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Contact Mandy Brittan 07855632215,
Email: castleearlybirds@outlook.com

Castle Primary school, Castle Street, Portchester, PO16 9QQ.- Breakfast and Afterschool Club
Portchester Community School, White Hart Lane, Portchester, PO16 9BD - Holiday Club
Website: castleearlybirds.com



Emotional abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Peer to peer abuse:

Children are vulnerable to abuse by their peers. Staff will be aware of this through in house training.

Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.

Staff Support and Training

Castle Early Birds is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, the club will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Disclosure and Barring Service (DBS) checks.
- All staff and volunteers are given a copy of the Safeguarding Children/Child Protection policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
-

Contact Mandy Brittan 07855632215,
Email: castleearlybirds@outlook.com

Castle Primary school, Castle Street, Portchester, PO16 9QQ.- Breakfast and Afterschool Club
Portchester Community School, White Hart Lane, Portchester, PO16 9BD - Holiday Club
Website: castleearlybirds.com



- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
- Castle Early Birds will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

If a member of staff is concerned that a child or young person has suffered harm, neglect or abuse, they must report their concern to the safeguarding officer who will then contact Hampshire Multi Agency Safeguarding Hub (MASH) on the phone number below:

- MASH during office hours on either 0300 5551384 or email: **children.services@hants.gov.uk**
- If it is during out of Office hours (5pm -8am weekdays, weekends and bank holidays) the number is: 0300 5551373.
- If a child is at immediate risk of harm, call the Police on 999.
- When required the Safeguarding Officer will attend any meetings where the safety of the child is discussed and will work with all agencies involved with the family.
- Concerns about any adult 0300 5551386 out of hours 0300 5551373



Safe Caring

All staff understand the club's child protection procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

Dealing with Allegations

Castle Early Birds is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. The club will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Safeguarding Children/Child Protection Officer will immediately refer the case to the local statutory child protection agencies. Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the directors and the Safeguarding Children/Child Protection Officer at the earliest possible opportunity.

Contact Mandy Brittan 07855632215,
Email: castleearlybirds@outlook.com

Castle Primary school, Castle Street, Portchester, PO16 9QQ.- Breakfast and Afterschool Club
Portchester Community School, White Hart Lane, Portchester, PO16 9BD - Holiday Club
Website: castleearlybirds.com



- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The club will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The directors and the Safeguarding Children/Child Protection Officer will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the manager or the Safeguarding Children/Child Protection Officer, the directors will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and reassured. In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:
 - 1 Listen fully to all the child has to say.
 - 2 Make no observable judgement.
 - 3 Encourage the child to speak in their own words.
 - 4 Ensure the child is safe, comfortable and not left alone.
 - 5 Make no promises to the child regarding confidentiality/information sharing with other professionals.



Where possible, the club will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden if the facts of the case are in the public interest.

Castle Early Birds will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

Staff will be made aware of the Department of Health's booklet 'What to do if You're Worried A Child Is Being Abused?' (2003), and its recent guidance on 'Protecting Children from Harm'.

- The directors or the Safeguarding Children/Child Protection Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.
- The club will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- OFSTED, the police and the Local Designated Area Officer (LADO) will be informed of any allegations of abuse against a member of staff, student or volunteer,
- or any abuse that is alleged to have taken place on the premises or during a visit or outing.



Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including: • 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 radicalisation 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 (child protection officer).

Logging an incident

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 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 anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999



Referring Allegations to Child Protection Agencies

If the directors or the Safeguarding Children/Child Protection Officer has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local social services department.
 -
- 0300 5551386 - Merefield House (Information & Assessment Team)
0300 5551373 - Emergency out-of-hours
0845 045 45 45 - Hampshire Constabulary
0808 800 5000 - NSPCC

The role of the LADO is set out in the HM Government guidance

Working Together to Safeguard Children (2006). Appendix 5 outlines the procedures for managing allegations against people who work with children, for example, those in a position of trust, including club welfare officers.

The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteers, casual, agency or anyone self employed and they capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice and guidance and help determine that the allegation sits within the scope of the procedures. Within the role the LADO helps coordinate information sharing with the right people. They will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

Contact Mandy Brittan 07855632215,
Email: castleearlybirds@outlook.com

Castle Primary school, Castle Street, Portchester, PO16 9QQ.- Breakfast and Afterschool Club
Portchester Community School, White Hart Lane, Portchester, PO16 9BD - Holiday Club
Website: castleearlybirds.com

Contact Details



Hampshire LADO is:

Barbara Piddington, Fiona Armfield, Shona McMinn

01962 876364

Child.protection@hants.gov.uk

Hampshire Lado -01962 876364

Hampshire MASH team

0300 5551384 Officer hours (8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday)

for out of hours 0300 5551373 or email csprofessional@hants.gov.uk

Address of OFSTED:-

**Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD**

TEL: - 0300 123 4666 (Complaints & Enforcement)

Email – enquiries@ofsted.gov.uk

Updated 07/05/2025 By M Brittan