SAFEGUARDING CHILDREN POLICY

This safeguarding policy is approved by the trustees of the Highfield After School Club (a registered charity 1162623) acting through the HASC Committee

March 2024

1. Our top priority

Keeping children safe is our top priority and everyone has a responsibility to report safeguarding concerns.

The welfare of the children at Highfield After School Club (HASC) is of primary importance to the work we do. We are committed to ensuring that all children at our club feel safe and are protected from harm.

Our policy sets out the principles that guide our approach to child protection and the procedures we have in place for keeping the children in our care safe.

This policy applies to anyone working on behalf of HASC, including the HASC committee, paid staff, managers, volunteers and students.

A glossary of key terms used can be found at the back of this policy (in Annex 5) for your convenience.

2. Our commitment statement

We will seek to keep children safe by:

- **Our child first principles.** We value, listen to and respect all the children in our care.
- **Actively managing safeguarding risk**
  - We appoint Designated Safeguarding Leads with responsibility to deal with and manage safeguarding concerns with the children in the care of HASC and work with agencies to report concerns.
  - We have effective procedures in place to manage any allegations against staff and volunteers appropriately.
  - We ensure that staff and volunteers are aware of specific safeguarding issues that can put children at risk and know how to identify children that may need help or protection.
  - Concerns and relevant information will be shared with agencies who need to know, and involving children, young people, parents and families and carers appropriately in line with our procedures.
  - The HASC Committee oversee the management of safeguarding risk and policies.
  - We seek to establish communication with the school setting for strengthening practices and information sharing where appropriate to do so in the interests of our children.
- **Making sure that our children and families know about our safeguarding policies and what to do if they have a concern.**
  - We share information about safeguarding with our families and children so that they are aware of our safeguarding policies and know where to go for help if they have a concern.
  - We communicate safeguarding contact details within our setting and on our website.
- **Safe recruitment of our staff and volunteers**.
  - We ensure we recruit and select staff and volunteers safely, ensuring all necessary checks are made. We ensure that we abide by the legal requirements in respect of DBS and reference checks for staff and volunteers, to ensure that no disqualified or unsuitable person works at HASC or has access to the children in our setting.
- **Ensuring a competent and confident workforce including with regular staff training**.
  - Providing effective management for staff and volunteers through supervision, support, training so that all staff and volunteers know feel confident with following our policies and procedures.
- **Applying additional policies and procedures that support safety and safeguarding**

- We will record and store and use information professionally and securely in line with data protection legislation and guidance, in particular the Data Protection Act 2018.
- **How this policy links with other policies**
- We will create and maintain an anti-bullying environment and ensuring that we have a policy and procedure to help us to deal effectively with any bullying that may arise.
- We ensure that we have effective complaints and whistleblowing measures in place.
- We ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

3. **Equality statement**

We recognise that all children regardless of age, disability, gender, gender reorientation, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

4. **Legal Framework and Governmental Guidance**

We follow the statutory requirements and relevant government guidance on safeguarding children in England.

The key law for setting out duties of care and accountability for safeguarding children is the Children Act 1989, the Children Act 2004 and the Children Social Work Act 2017.

We have regard to the guidance issued by the Department for Education and strive to adopt best practice. This includes:

- After-school clubs, community activities and tuition Safeguarding Guidance for Providers (September 2023)
- Keeping children safe in education (September 2023)
- Working together to safeguard children (2023 version, as updated)
- What to do if you're worried a child is being abused (March 2015)

We adopt our local authority's policies and procedures issued by the Southampton Local Safeguarding Children's Board.

5. Roles and responsibilities

5.1 Safeguarding is everyone's responsibility

We all have a responsibility to ensure that children are kept safe and protected from harm.

All must read and understand this policy and be aware of specific safeguarding issues that can put children at risk of harm and know what to do in the event of a safeguarding concern and the referral route into children's social care.

Our staff and volunteers should consider the context in which safeguarding incidents occur.

Threats to children's welfare could arise in school, from external visitors to clubs, within peer groups and from the wider or online community.

Our approach must be child centred and give priority to the interests and needs of children. When concerned about a child's welfare, staff and volunteers should always act in the child's best interests.

5.2 Designated Safeguarding Leads

Our Designated Safeguarding Leads (DSLs) take the lead responsibility for safeguarding and child protection at HASC and implementing our safeguarding policy. Our current appointed DSLs and their contact details are set out below. They can of course, be contacted in person at our after school club.

HASC's Designated Safeguarding Leads		
Name	**Role**	**Contact details**
Melody Knight	Play Manager	07842771647
Ralph Gordon	Deputy Play Manager	07842771647

The Designated Safeguarding Leads are suitably trained and have a good understanding of specific safeguarding and child protection issues outlined in this policy (including online safety). They:

- know what abuse and neglect look like,
- provide advice and support to other staff and volunteers on child welfare and child protection matters
- are able to follow procedures to manage and deal with suspected concerns appropriately
- refer suspected cases as appropriate to the relevant body (such as the local authority children's social care team, Disclosure and Barring Service and / or police) and are aware of the local criteria for action and local protocol for assessment.
- what to expect when they make a referral to children's social care
- ensure appropriate records are kept in respect of:
    - any concerns about abuse and neglect
    - what they have done about them
    - the reasons for their decisions
- follow procedures in place to deal with any allegations against staff or volunteers, including by contacting the Local Authority Designated Office (LADO) to coordinate all allegations and concerns. The DSL will follow the LADO advice on next steps and if a referral of the allegation to children's social care is required. DSLs will inform the police if they believe a crime may have been committed.

5.3 HASC Committee

The HASC Committee oversees this safeguarding policy and its implementation, ensuring that safeguarding remains the top priority of HASC's care and provision for children.

The HASC Committee will endeavour to monitor the effectiveness of this policy and keep it reviewed in line with legal requirements and guidance on an annual basis.

The HASC Committee are responsible for appropriate overall governance and management of risk with regard to the Charity Commission Guidance on Safeguarding and protecting people for charities and trustees published in 2021.

The HASC Committee includes trustees as named on the Charity Commission website. All the trustees will be DBS checked in respect of safeguarding.

Please see the details below of whom to contact to get in touch with the current Chair of the HASC Committee

HASC's Committee contact details

Name	Role	Contact details
Dr Christina Vanderwel	Chair	chair@highfieldafterschoolclub.co.uk

6. Staff training

We ensure that all staff and volunteers have completed appropriate safeguarding and child protection training (including for online safety). This training means that all staff and volunteers are aware of specific safeguarding issues that can put children at risk of harm and know what to do in the event of a safeguarding concern and the referral route into children's social care.

We will regularly review staff members and volunteers to ensure that they have the necessary skills and training on child protection to carry out their roles and responsibilities. Ideally, physical proof that training has been undertaken should be kept (for example, copies of certificates).

7. Information on the different types of abuse, signs and indicators to be aware of:

We are alert to the signs of abuse and neglect and question behaviour of children and adults to respond to problems as early as possible**.** Any concerns should be raised immediately with the Designated Safeguarding Leads (DSLs). If a child is in an at risk of harm or immediate danger this should be reported to children's social care or to the police. Children and families are best supported if they are helped as early as possible, before issues escalate and when there is a coordinated response from all relevant agencies.

There are different types of abuse and exploitation, as listed below. It's important to be aware of these and the different indicators or early warning signs, recognising that these can vary from child to child.

- Abuse or neglect
    - Physical abuse
    - Neglect
    - Emotional abuse
    - Domestic abuse
    - Child on child abuse
    - Sexual abuse
    - Sexual exploitation
    - Child sexual exploitation
    - Child criminal exploitation and gangs
- Harmful practices
    - Female Genital Mutilation (FGM)
    - Breast flattening
    - Forced marriage
    - Honour based abuse
- Radicalisation, extreme terrorism and the 'Prevent Duty'

Please turn to Annex 4 at the back of this document for more information and resources available for the particular types of abuse listed.

The NSPCC also has information on the different signs of abuse here.

8. Mental Health and Wellbeing

We recognise that mental health problems and suicidal thoughts can affect anyone of any age and background. Mental health problems do occur among children, but they can be hard to identify.

The signs and symptoms of mental health do differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability
- sudden outbursts of anger
- loss of interest in activities they once enjoyed
- problems eating or sleeping

Children who are suffering from mental health problems may also be more vulnerable to harm. For example, exploitation, grooming and radicalisation. Mental health problems may also be indicators of:

- abuse and neglect
- child on child abuse
- exploitation
- grooming
- radicalisation.

Where there are concerns that a child who attends the HASC setting may be suffering from a mental health problem, we will have regard to the NSPCC's guidance on children's mental health here and preventing self-harm here.

We strive to encourage any child who is facing mental health problems to speak to the staff and volunteers at HASC. We will also liaise with the child's grown ups with parental responsibility to see how we can better support them. We will assess the risk to them and others as part of our wider safeguarding duties. Any actual or suspected self-harm will be reported to children's services as appropriate.

We are also aware of training available from the UK Health Security Agency here to staff to support children 's mental health during emergencies and crisis health situations.

9. Children with Special Educational Needs and Disabilities (SEND)

We have a legal duty under the Equality and Diversity Act 2010 to ensure accessibility for all and that we don't discriminate on grounds of disability and make reasonable adjustments to ensure that a child is not placed at a disadvantage compared to non-disabled children in the way that we organise and deliver afterschool childcare provision.

Children with SEND have the potential to be more vulnerable than other children and young people. Some children may have difficulty with communication or physical mobility. These children may be unaware that they do have power over their own bodies and that they have the right to say no. The additional challenges and barriers that SEND children can face include:

- assumptions that signs of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- being more prone to peer group isolation than other children
- the potential for these children to be disproportionately affected by
    - behaviours such as bullying, without showing any outward signs
    - communication barriers and difficulties in managing or reporting these challenges
- difficulty in being unable to understand the difference between fact and fiction in online content

- repeating content or behaviours without understanding the consequences of doing so

By having an understanding of the different factors that make children and young people with SEND more vulnerable, this can help staff and volunteers to put safeguards in place to protect these children and young people.

We assess and monitor if any SEND children attend our setting and endeavour to bolster staff training and knowledge for staff if any SEND children attend our setting. The Whole School SEND website here hosts relevant training programmes for this.

10. Confidentiality

We will respect and maintain confidentiality, when dealing with incidents. We will deal with matters in a timely and sensitive manner, as suitable to the nature of the abuse or neglect.

Information should not be shared with other parties without the child's consent (or parental consent where the child is under 13) except for the legitimate sharing of safeguarding information.
There may be circumstances where for reasons of child protection and safety, or where we believe there is an immediate risk of harm to the child we will need to share information even without consent.

The Data Protection Act 2018 and UK GDPR does not prevent or limit the sharing of information for the purposes of keeping children safe. Information can be shared lawfully without consent from the individual if a practitioner is unable to gain it, it cannot be reasonably expected to gain consent or to gain consent would put the child at risk.

Decisions to share information should always be made in the best interests of children. For this reason, staff and volunteers should never promise a child that they will not tell anyone of any abuse even if asked to do so by a victim.

Parents and carers should normally be informed of safeguarding issues by the DSL unless to do so would put the victim at greater risk. This will usually be the case where the parent is the likely abuser or following the specific guidance above according to the type of harm or issue present. In such cases, the external investigating officer for example the police will inform the parents.

We will have regard to the government's 7 golden rules for sharing information as set out in the following non-statutory guidance to support decisions on sharing information:

UK Government Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018 available here.

Where a decision to share information without consent is made, a record of what has been shared will be kept.

11. Record keeping and secure storage

- Information, records and notes concerning any safeguarding incidents created following the safeguarding procedures set out below should be kept securely and stored appropriately with access restrictions to protect confidentiality.
- Only the DSL and other relevant senior colleagues should have access to the records.
- Records should only be kept for as long as necessary in line with the Data Protection Act 2018 and the UK GDPR.
- We back up children's data on a secure laptop.
- Children's records as it relates to safeguarding is to be retained until the child reaches 21 years old.

12. Safeguarding Procedures – What to do if you have concerns regarding abuse

12.1 Safeguarding procedures – overview of guidelines

All staff and volunteers must report any safeguarding concerns, including anything we see or hear that leads us to think that a child may be being neglected or suffering physical, sexual, emotional or other abuse, to the Designated Safeguarding Leads set out in Section 5.2 as soon as possible

If a parent or carer is worried or concerned about a child, they should get in touch and seek the DSL. The Southampton Children's Resource Service or Local Authority Designated Officer can be contacted directly by parents / carers at any point via the contact details if they have any concerns, and instead of or in addition to contacting the DSL.

Anyone can make a referral to children's social care service via the contact details below and / or to the police immediately if they believe a child is suffering or likely to suffer from harm or is in immediate danger.

The DSL should be notified as soon as possible where direct referrals are made.

The DSL will normally make a referral to the Children's Resource Services and / or the Police.

The Children's Resource Service can also be contacted for any advice and support as per the contact details below.

12.2 Important contact details

- **Designated Safeguarding Lead**
  Ralph Gordon - 07842771647
  Melody Knight - 07842771647

- **Southampton Children's Resource Service**
  Number for professionals: 023 8083 2300
  Number for public use: 023 8083 3004
  Emergency Duty Team: 023 8023 3344
  Email: childrensresourceservice@southampton.gov.uk

- **Local Authority Designated Officer (LADO)**
  For advice, guidance and the management of allegations.
  Tel: 023 8091 5535
  Mobile: 07500 952 037
  Email: LADO@southampton.gov.uk

- **Southampton Children's Advisory Duty Services:**
  Mash (Multi Agency Safeguarding Hub)
  on 02380 833 336 or email mash@southampton.gov.uk

- **NSPCC Freephone Child Protection Helpline** - 0808 800 5000

- **Police** – 999 urgent or 101 non-urgent

12.3 Dealing with concerns

All staff and volunteers will treat any safeguarding concerns seriously and deal with them appropriately, reporting them the DSL or another agreed senior person.

- If there are any physical or behavioural signs or any other indicators using the sections above that outline abuse, then these should be raised with the DSL
- All concerns should be logged immediately on The Child Monitoring Form (Annex 1).
- Exactly what was witnessed should be logged. Avoid including your own opinions e.g. a small circular burn, rather than a cigarette burn.
- One form per child should be used.
- Continue to monitor the situation, recording any further concerns.
- We will have regard to the specific procedures for dealing with the type of abuse or harm outlined above as may be listed in Annex 4 on Types of Abuse and Harm at the back of this document.
- **Remember that the Child Monitoring Form and anything you have been told is to be treated confidentially (see the confidentiality guidelines above)**

12.4 What to do if a child discloses information:

We acknowledge that talking about abuse and safeguarding issues is not easy. We adopt the following general principles to discuss sensitive topics with children.

- Stay calm.
- Do not stop a child who is recalling significant events.
- Find a quiet place to talk if possible.
- Listen, but do not press for information. Help children go at their own pace.
- Do not appear shocked at anything you might see or hear.
- Listen and sympathise with anything a child might disclose.
- Believe what you are being told.
- Say you are glad the child told you and reassure them that they have done the right thing in telling you.
- Ask if they have told anyone else.
- If they decide not to tell you, ask them who they would be able to tell.
- **Tell the child you will need to share the information with someone else and you cannot promise to keep it a secret.**
- If age appropriate, explain what you'll do next.

  We also have regard to the resources and guidance issued by the NSPCC on how to have difficult conversations with children and listen to thoughts and feelings.

As soon as possible after (or during) the disclosure you should take notes and:
Record the following on the Disclosure Form (Annex 2):

- Name, address and date of birth of child.
- Parent/Carer's name and contact number.
- When and where it happened.
- Who was present?
- What happened up to the time when the child disclosed?
- What the child said. This MUST be recorded in the child's words.
- What you said. This MUST be recorded in your words.
- It is important that all notes (even rough ones) are kept.
- **Remember that this form and anything you have been told is confidential and should be treated accordingly (as per the guidelines above).**

12.5 Making referrals to external agencies or organisations, including the police as necessary

12.5.1 What a referral means

A referral means to share information with children's social care or the police where there are concerns about the safety and welfare of children. The DSL is responsible for making referrals for the setting however if you make a referral directly you should ensure that the DSL is told about this as soon as possible.

12.5.2 When it is not clear if a referral should be made

If it is unclear whether a referral should be made, this should be raised with the DSL and concerns can be discussed with the appropriate external agencies or NSPCC for advice.

12.5.3 Procedure for referral

- Once a child's name has been mentioned to the agency, this is then classed as a referral and Children's Resource Services will record it as such and decide what action to take.
- You will then need to provide information recorded on The Child Monitoring Form or Disclosure Form.
- The local authority will make a decision within 1 working day of a referral being made and the next steps. They should inform the referrer of this.
- The referrer must follow up the referral in writing if this information is not forthcoming.
- When making the referral, you should ask for advice about what information should be shared with the parent and child.
- Children's Services will then try to find out as much as possible about the child and family before deciding what action to take.
- You may be asked to provide more information if you come into regular contact with the child and you will usually be asked to provide a written report.
- Your information may be used to help make decisions at a Child Protection Conference and you may be asked to attend.

We must ensure that we pass on the appropriate information to the external agencies without delay so that it can help to support them in their investigation work.

Please refer to the flow chart in the Annex 3 that provides a high level diagram overview of the process.

IF A REFERRAL IS MADE THEN THE FOLLOWING SHOULD ALSO BE NOTIFIED:

- The Highfield After School Club DSLs in all circumstances.

- Ofsted should be contacted only in serious instances where the abuse or malpractice took place in the club setting and compromises the club's safeguarding procedures.

13. When and how to report serious incidents to the Charity Commission

Serious incidents including abuse or maltreatment that have resulted in or risk significant harm must be reported to the Charity Commission. This is due to HASC's charitable status. Guidance on when and how to report an incident to the Charity Commission can be found on the Charity Commission's website here.

14. Staff support in relation to safeguarding

If staff or volunteers would like support because of distress relating to abuse cases they can discuss this with The Children's Referral Services personnel involved or contact HASC's DSL.

15. Allegations against Staff or Volunteers

- **Any concerns or complaints** regarding staff, volunteer or student conduct in relation to the safeguarding or welfare of a child must be reported to the DSL. If this is not appropriate, then the Chair of the Committee should be contacted directly.

- Allegations relate to a person in a position of trust who has:
  - Behaved in a way that has harmed a child, or may have harmed a child
  - Possibly committed a criminal offence against or related to a child
  - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
  - Behaved or may behave in in a way that indicates they may not be suitable

- All allegations will be dealt with confidentially and will be investigated thoroughly.

- Any allegations that pose a risk of harm to children must be referred without delay to the Local Authority Designated Officer (LADO), who will investigate and provide advice on how to deal with allegations. They will also ensure that there are appropriate arrangements to liaise effectively with the police and other organisations and agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible.

- The individual will be temporarily suspended from their position at HASC during the investigation. They will be invited to attend a meeting with the DSL and the Chair of the Committee, if appropriate, to review the complaint. They are permitted to be accompanied to that meeting. A decision will be made as to whether the individual is suitable to remain employed and informed by the LADO. The individual will be informed of the outcome of the investigation verbally and in writing by the Chair of the Committee.

- As an OFSTED regulated provider, HASC has a legal duty to refer an individual to the DBS where:
  - HASC has withdrawn permission for a person to engage in regulated activity with children.

  - HASC thinks at least one of the following statements apply to the person:
    - their action or inaction has harmed a child or put them at risk or harm, or
    - if repeated against, or in relation to, a child would endanger the child (relevant conduct)

    - they have satisfied the harm test regarding children or vulnerable adults (or both), for example, they have not harmed a child, but there is a risk that they may cause harm to a child in the future
    - they have been cautioned or convicted of a relevant offence.

- If the circumstances apply, HASC can make a referral to the DBS using the online form here.
- Note that the legal duty on a regulated activity provider to make a referral still applies if these conditions have been met and the individual has been re-deployed (for example, to another location), or has resigned, retired, or left the organisation. It also applies even when a referral has also been made to a local authority safeguarding team or professional regulator. Failure to do this is a criminal offence.

- Legal Framework:
    - The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 here sets out the circumstances in which an individual will be disqualified from providing relevant childcare provision or be directly concerned with the management of such provision.
    - The Safeguarding Vulnerable Groups Act 2006 (as amended) here provides the legislative framework for the vetting and barring system for people who work with children.

16. Low Level Concerns Policy

- HASC fosters a culture of openness and trust and staff and parents and carers should feel able to share any concerns – no matter how small - about any conduct of the adults working with children at the setting with the DSL or if not appropriate to the HASC Chair of the Committee.

- Any concerns, no matter how insignificant, or 'nagging doubts' about behaviours or actions that that are inconsistent with HASC's values and code of conduct, including inappropriate behaviour outside of work, should be reported to the DSL.

- Any concerns received will be dealt with in a confidential and sensitive manner.

- Low Level Concerns are concerns that do not meet the harm threshold of an allegation and would not be serious enough to merit a referral to the LADO.

- Once received, the DSL or HASC Chairperson should determine that what has been received is a Low Level Concerns. They should speak to the person who raised it, including any witnesses and the individual concerned where appropriate to determine whether or not the issue is a Low Level Concern, and any suitable next steps.

- If there is any doubt about whether a concern should be reported to the LADO, the LADO should be contacted and advise accordingly.

- In most cases, low level concerns will simply require suitable conversation with the individual about whom the concern is raised as to why their behaviour may be inappropriate, what change might be needed and what support if any might be needed to achieve that, together with clear consequences if they fail to reach the required standard or they repeat the behaviour. An action plan or risk assessment that is agreed with the individual and regularly reviewed might also be appropriate.

- Records should be kept of all conversations and communications internally and externally, including referrals received. All records should be treated sensitively, and confidentiality and records kept for no longer than necessary in line with record keeping guidelines.

- Our Low Level Concerns policy empowers staff and parents to raise low level concerns and promotes a culture of transparency and trust. This also helps to serve a preventative purpose, by identifying potential issues or concerning behaviour – including any patterns are identified at an early stage and any safeguarding policy weaknesses can be addressed.

- For further guidance about Low Level Concerns and how to deal with these see: Farrer & Co's September 2023 Guidance note here on Developing and implementing a low level concerns policy – A guide for organisations which work with children.

17. Handling complaints

- Safeguarding related allegations and low level concerns shall be dealt with in accordance with this policy.
- For any non-safeguarding complaints about staff, or concerns about the quality of care or practice of our setting, these will be dealt with according to our separate complaints policy and you should contact the HASC directly in the first instance.
- You can also refer any complaints to Ofsted on **0300 123 1231**.

.

18. Safe Recruitment and Suitability of Staff and Volunteers

We have robust procedures and take appropriate steps during the recruitment of new staff and volunteers to ensure that they are suitable to work with the children.

HASC cares for and supervises children in the afterschool setting and therefore we engage in 'regulated' activity with children (see here and associated guidance here). In accordance with legal requirements, we ensure that all staff and volunteers are DBS checked at the suitable level before working with the children in our care. Guidance on the right level of DBS checks is available on the government website here. We will not recruit someone who has been barred from working with children by the government.

All staff and volunteers are subject to an interview, receipt of two satisfactory reference checks, a health check, receipt of a satisfactory Enhanced CRB check/DBS (Disclosure & Barring Service) and a probationary period.

We will check on references and follow up on any concerns.

All applicants applying for a position at HASC, employment or volunteering to help in the after school club, are requested to disclose any convictions on their application form.

Any positions advertised in HASC are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders' Act 1974, even if under the act, they would normally be regarded as "spent".

Any disclosure of convictions will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant, the Play Manager and the Chair of the Committee. A decision would be made after the meeting following a personal risk assessment to assess that individual's suitability to be employed at HASC. If the outcome of the meeting is unclear, then the Committee will seek further advice from the Registering body, Ofsted. In keeping with our Equal Opportunities policy, disclosure of information will not automatically prevent the application from proceeding.

Failure to disclose a criminal conviction could lead to termination of employment. In the event of an individual being employed and it is later identified that they have a criminal conviction, an urgent meeting will take place with the individual, the Play Manager and the Chair of the

Committee. Depending on the nature of the conviction, a decision will be made, further to a personal risk assessment to assess whether the individual is suitable to remain employed. If the outcome of the meeting is unclear then the Play Manager and Chair of the Committee will seek further advice from the registering body, Ofsted.

A clear recording and outcome of these meetings will be kept on file and kept confidentially by the Play Manager.

Before employing staff members, in accordance with employment law, we undertake pre-employment checks to prove and verify their identity (see the Good Practice Guide GPC 45 here) and that they have a right to work in the UK (following the guidance on appropriate checks here).

Where we wish to employ someone from overseas we will request a criminal records check from the countries where they have lived and worked. DBS checks only give information about records held in the UK.

Our recruitment process is in line with the following laws, as applicable:

- The Immigration, Asylum and Nationality Act 2006 (sections 15 to 25) here sets that an employer may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question for immigration reasons.

- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 here sets out the circumstances in which an individual will be disqualified from providing relevant childcare provision or be directly concerned in the management of such provision

- Safeguarding Vulnerable Groups Act 2006 (as amended) here provides the legislative framework for the vetting and barring system for people who work with children and vulnerable adults.

We recognise that DBS checks are a valuable part of safe recruitment practices. However, we acknowledge that DBS checks should be regarded as a snapshot of a person's criminal or police record and / or barred list status, at a particular point in time. We therefore do not rely on DBS checks indefinitely or if a person's role changes. We consider DBS checks alongside references.

19. Working alone with Children

- No one should be left alone with a child/children.

- We recognise that it is generally best practice that at least 2 adults should be present with a child / children at all times for safeguarding reasons.

- Our young volunteers under 18 years old must be unsupervised or left alone with children at any time.

- If working alone unexpectedly with a child then you need to make sure that you are somewhere where people can see you. You should also tell another adult such as your supervisor or the DSL that you're alone with the child.

20. Missing Children

In accordance with the governmental guidance for After School clubs, our missing children policy is as follows.

- Any missing children within HASC's care should be alerted to the DSL or senior staff member as soon as possible.
- The DSL or senior staff member should search inside and outside the setting.
- If there is no sign of the child you should contact their parents or carer to establish if they have returned home.

Contacting the police:

- **If the missing child is 5 years old or under, the police must be contacted immediately.**
- If the missing child is above 5 years old the parents have primary responsibility to decide whether to contact the police.
  - Once the DSL has completed the checks, then discuss with the parents or carers if it is appropriate to contact the police. In most cases parents and carers understand what is best for the child and will be able to assess whether the child is likely to return of their own accord or whether there are significant concerns for their safety.
  - The parents or carer are responsible for contacting the police and the DSL can contact them on their behalf if they agree.
  - If the police are contacted, wait for them to arrive and follow their instructions.
  - The DSL or senior staff member must continue to search while waiting for the police to arrive.
  - If the parents do not want to contact the police, only contact them if you consider that the parents' decision not to contact them is unreasonable and the child is at significant risk of harm.

21. Acceptable use of technology and media policy

22.1 No social media use

HASC recognises that we have a duty of care for the children and young people that we work with and this extends to the online environment. We have adopted a policy of **NO social media use** whilst at the setting or to contact any of the children at the club. This is to protect young people and all staff and volunteers.

- No staff or volunteers should contact service users via networking sites. Such contact could be considered as serious or in certain cases as gross misconduct.
- In the event of a staff member trying to contact a child via such sites, the child should inform a member of staff about this who must notify the DSL and action will be taken.
- In the event of children trying to contact staff or volunteers via such sites, this should be brought to the attention of the DSL who will take appropriate action.
- Children who are family members and friends of family may be added but should be done so at your discretion and with guidance from the DSL.
- You should avoid social networking with parents of the children in your care. Any communications should be carried out following guidance from the DSL.
- HASC has its own website to provide information and relevant updates about the club.
- Consent must be obtained from a child's parent or guardian before any child's photo is used in social media online for the purposes of HASC with suitable records of consent maintained.
- If you are in doubt of any action to take you should contact the Play Manager as soon as possible.

22.2 Camera, Mobile Phone and Recording Devices

HASC operates a camera, mobile phone and recording device policy to protect children, protect trustees, staff and volunteers from allegations, and maintain high standards of care within the Club.

- The setting forbids the use of personal cameras, mobile telephones and recording devices by staff members, students and volunteers whilst on duty at the Club.
- The staff are issued with work mobiles and work cameras.
- The Play Manager and Deputy Play Manager for the setting has permission to use their personal mobile phone during session for emergencies purposes and to keep in touch with the staff. This responsibility should not be abused. The Managers can claim credit from HASC for use of their personal mobile phone for HASC matters by completing an expenses form.
- Other staff, students and volunteers who are working with children are required to switch off any personal mobile phones and recording devices and store them with their personal belongings.
- Personal devices and belongings can be stored securely within the setting. Please ask the Play Manager or Deputy Play Manager where to store your belongings during the session.
- Staff members, students and volunteers may access their personal devices whilst off duty, for example during lunch breaks.
- Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the HASC's grievance and disciplinary procedures.
- Children will only be photographed or recorded if parental consent has been obtained.
- HASC is mindful that children and young people accessing our setting may have their own mobile phones on their person. We operate a strict no mobile phones policy. All children and young people must inform the Play Manager or Deputy Play Manager if they have a mobile phone and not use their mobile phone at any time during the setting. Mobile phones should be safely put away and any mobile phones that are taken out during the setting will be confiscated.

23. Review of this Policy

We are committed to reviewing our policy and keeping it updated annually. We will also carry out reviews in the unlikely event of any serious safeguarding issues.

Policy reviews will be approved by the HASC Committee.

Child Monitoring Form

Name:…… Address:…… Date of Birth……

Parent/Carer's Name:…… Contact Number:……

Date	Concerns	Action Taken	Follow up Action	Signed by

Disclosure Form

Name:…… Date of Birth:……..

Address:……

Parent/Carer:…… Contact Number:……..

Date/Time and Place of Disclosure:

……...

Names of any Persons Present at the time:

……...

What Happened Prior to Disclosure:

……...

……...

……...

What was said (in exact words):

……

……..

……..

……..

……..

……..

……...

……...

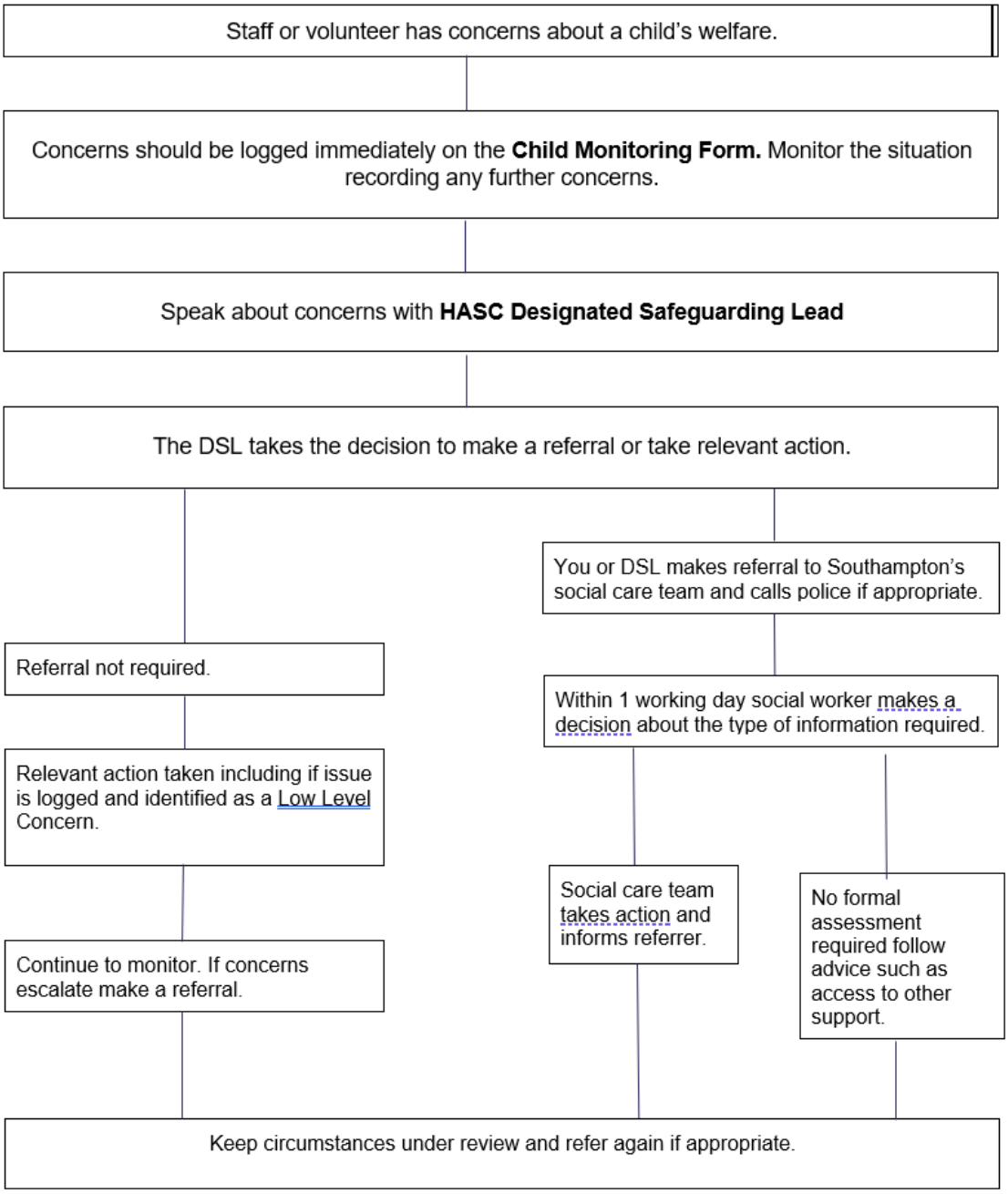
……...

Signed:…… Date:……...

Name:…….. Position:…….

ANNEX 3

SAFEGUARDING CHILDREN COMMUNICATION FLOW CHART



Please refer to the Safeguarding Children Policy for the correct procedure to follow when dealing with concerns and for clear guidelines to completing the Child Monitoring Form and Disclosure Form.

Please do not hesitate to contact the Designated Safeguarding Lead if you have any concerns regarding a child's welfare or the Safeguarding Children Policy and Procedure.

Important Note:
If you think the child is about to suffer, or has suffered significant harm, then immediately contact one the appropriate external agencies or organisations.

In cases of extreme emergency, the police should be your first contact.

ANNEX 4

GUIDANCE ON TYPES OF ABUSE, NEGLECT OR HARM

Further details on the different types of abuse, neglect, exploitation and harmful practices are provided below. This is intended to support dealing with particular issues and contains guidance on the following:

- Definitions
- Signs to look out for
- Useful further resources available online
- Any specific procedural guidance to be aware of for that type of abuse or harm

1 Abuse or neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an educational, institutional or community setting. Abuse can occur in a physical environment and also online, such as on social media or gaming apps. Abuse can occur by adult or adults, or another child or children. An abuser can be anyone, but they're often known by the child at risk. Abuse can also be self-inflicted. It occurs within any culture, community or religion.

2 Physical Abuse

Definition	Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health to a child whom they are looking after.
Signs to look out for	The following signs may be indicators of physical abuse: ● Children with frequent injuries; ● Children with unexplained or unusual fractures or broken bones; and ● Children with unexplained: bruises or cuts; burns or scalds; or bite marks.
Useful guidance	HM Government Working together to Safeguard Children 2018 HM Government What to do if you're worried a child is being abused 2015

3 Sexual Abuse and exploitation

3.1 Sexual Abuse

Definition	Sexual abuse involves forcing or enticing a child or young person 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 (e.g. rape or buggery) or non penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Signs to look out for	• Children who display knowledge or interest in sexual acts inappropriate to their age; • Children who use sexual language or have sexual knowledge that you wouldn't expect them to have; • Children who ask others to behave sexually or play sexual games; • Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.
Useful guidance	HM Government Working together to Safeguard Children 2018 HM Government What to do if you're worried a child is being abused 2015

3.2 Sexual Exploitation

Definition	Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.
Signs to look out for	• Children who appear with unexplained gifts or new possessions; • Children who associate with other young people involved in exploitation; • Children who have older boyfriends or girlfriends; • Children who suffer from sexually transmitted infections or become pregnant; • Children who suffer from changes in emotional well-being; • Children who misuse drugs and alcohol; • Children who go missing for periods of time or regularly come home late; and • Children who regularly miss school or education or don't take part in education
Useful guidance	HM Government Working together to Safeguard Children 2018 HM Government What to do if you're worried a child is being abused 2015

4 Neglect

Definition	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child form physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
Signs to look out for	• Children who are living in a home that is indisputably dirty or unsafe; • Children who are left hungry or dirty; • Children who are left without adequate clothing, e.g. not having a winter coat; • Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;

	• Children who are often angry, aggressive or self-harm; • Children who fail to receive basic health care • Parents who fail to seek medical treatment when their children are ill or are injured
Useful guidance	HM Government Working together to Safeguard Children 2018 HM Government What to do if you're worried a child is being abused 2015

5 Emotional Abuse

Definition	Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Emotional abuse may involve serious bullying – including online bullying through social networks, online games and mobile phones – by a child's peers.
Signs to look out for	• Children who are excessively withdrawn, fearful, or anxious about doing something wrong; • Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'; • Parents or carers blaming their problems on their child; and • Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.
Useful guidance	HM Government Working together to Safeguard Children 2018 HM Government What to do if you're worried a child is being abused 2015

6 Domestic Abuse

Definition	Any incident or patterns of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to, physical sexual, financial and emotional. It also includes stalking. Anyone can be a victim of domestic abuse regardless of gender age, social background, religion, sexuality or ethnicity. Children are deemed to be victims of abuse if they witness the effects of the abuse (under the Domestic Abuse Act 2021). If we are concerned that domestic abuse is happening at home and a child is at risk, we will follow the safeguarding reporting procedures set out in this policy.
Signs to look out for	Signs that children may have witnessed domestic abuse includes: • Anxiety, regressive behaviours, difficulties with concentration, emotional and behavioural difficulties, withdrawal, low self esteem.
Specific Procedural Guidance	Concerns to be reported to the DSL. DESL to monitor and update records about children and their circumstances. Make a referral as appropriate. We will respect confidentiality at all times however in cases or child protection or where there is a an immediate risk of harm to the person involved we will need to share this information for safeguarding purposes as set out.
Useful guidance and resources	HM Government Working together to Safeguard Children 2018 The free 24 hour National Domestic Abuse helpline is 0808 2000 247. HM Government Domestic Abuse: Statutory Guidance here.

7 Child on Child Abuse

What is it?	Child on child abuse is when children abuse other children. It can take place within the after school setting, or outside it, including face to face or online. It is any form of sexual, emotional or financial abuse, including coercive control, taking place between children and within children's relationships friendships and wider peer relationship.
What it can include	• Bullying. Whilst there is no legal definition of bullying it is behaviour by an individual or group repeated over time that intentionally hurts another individual or group physically or emotionally. • Cyber bullying. This involves bullying online such as in social media and gaming apps and involves purposeful, repeated behaviour designed to cause physical and emotional distress. This can include posting offensive material, spreading rumours and embarrassing images. • Physical cause such as hitting, kicking, shaking, biting or hair pulling. • Prejudicial language or behaviour, for example not linking someone based on a protected characteristic. • Initiation or hazing type violence and rituals (including activities involving harassment, abuse or humiliation as a way of initiating a person into a group and may also include an online element) • Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment which may be standalone or part of a broader pattern of abuse. • Sexual activity without consent. • Sharing of nude and semi-nude images (also known as 'sexting') and / or up skirting (taking images under a person's clothing without their permission). • Non-consensual sharing of indecent and abusive images online and pornography to those who don't want to receive such content. • Accessing age-inappropriate sexual material online. • Causing physical harm (this may include sexual violence, such as rape, assault by penetration and sexual assault). • Abuse in intimate personal relationships between children including physical, emotional and sexual abuse.
Specific Procedural Guidance	If child-on-child abuse allegations are made, the DSL should be informed and refer to the Local Authority specific toolkit for guidance. The DSL should contact Southampton's social care team and follow its advice and call the police if there has been a potential criminal offence. The DSL should put in a risk assessment and support plan in place for all children involved. Consideration should be taken into the ages and stages of development Alleged perpetrators may be suspended from the setting following investigation by the DLS, taking advice from the children's social care team. Where appropriate, the DSL should contact the children and adolescent mental health services.
Useful guidance	Farrer &Co Addressing Child on child abuse: a resource for schools and colleges, September 2023

8 Child Sexual Exploitation

What is it?	Child sexual exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or the financial advantage or increased status of the perpetrator or facilitator. It may or may not be accompanied by violence or threats of violence. The victim can be exploited even when the activity appears to be consensual. Children or young people who are sexually exploited may not understand that they are being abused. They often trust

	their abuser and may be tricked into believing they are in a loving consensual relationship. It may also occur and affect children in younger age groups online through the use of technology.
What it can include	• Physical contact and non-contact sexual activity. • It can occur online if a child is persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities via a webcam. • It can occur without the victim's immediate knowledge for example through others copying videos or images. • It can include a child having an older boyfriend or girlfriend, suffering from sexually transmitted infections or becoming pregnant.
Specific Procedural Guidance	Concerns should be discussed with the DSL and referrals made to the Children's social care team and the police if appropriate.
Useful guidance	HM Government Child sexual exploitation Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation February 2017 here

9 Child Criminal Exploitation and gangs

What is it?	Child criminal exploitation is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence. The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.
What it can include	Indicators of child criminal exploitation can include: • Persistently going missing for a period of time or regularly coming home late • Appearing with unexplained gifts or new possessions • Associating with young people involved in exploitation • Suffering from changes in emotional wellbeing • Excessive receipts of texts or phone calls and multiple SIM cards • Misusing drugs or alcohol • Increased drug possession and intent to supply offences in the local proximity
Specific Procedural Guidance	Concerns should be discussed with the DSL and referrals made to the Children's social care team and the police if appropriate.
Useful guidance	HM Government Criminal exploitation of children, young people and vulnerable adults, County Lines, 2023 here The Children Society #lookcloser campaign and resources

10 Harmful practices

10.1 Female Genital Mutilation

What is it?	Female Genital Mutilation (FGM) is a procedure that where the female genital organs are injured or changed and there is no medical reason for this. FM is illegal in the UK and is an extremely harmful practice. It can

	cause severe pain and immediate and/ or long term health consequences including mental health problems, difficulties in child birth and / or death. It is an unacceptable practice for which there is no justification and as a result cannot be left to personal choice. FGM for certain communities is often an embedded social norm therefore engagement with families and communities play an important role in contributing to ending it.
What it can include	Indicators that a child is at risk of FGM include: • Having a mother, sibling, cousin whom has undergone FGM • Talking about a long holiday to a country of origin where the practice is prevalent • Talking about FGM or confiding to a professional that she is about to have a 'special procedure' or to attend a special occasion to 'become a woman'. • Limited level of integration within UK community and limited access to information about the harmful effects of FGM or UK law. Indicators that FGM has already occurred includes: • The child asks for help or confides that FGM has taken place • The girl had difficulty sitting still for long periods of time or difficulty walking, sitting or standing or looks uncomfortable. • A girl spends longer than usual in the toilet due to difficulties urinating. • Reluctance to change for or participate in physical activities. • Increased emotional and psychological needs for example withdrawal or depression, or significant change in behaviour.
Specific Procedural guidance	If you discover a FGM has taken place this must be immediately reported to the police. If you believe a child is at risk of FGM this should be reported to the DSL and dealt with as per the safeguarding procedures set out below. It will require a referral to the Children's Resource Services.
Useful guidance	HM Government Multi-agency statutory guidance on female genital mutilation July 2020 here.

10.2 Breast Flattening

What is it?	The process during which young pubescent girls' breasts are ironed, massaged, flattened, and / or pounded down over a long period of time in order for the breasts to completely disappear or to delay the development of the breasts entirely. Although there is no law within the UK around breast flattening or breast ironing it is a form of physical abuse . It can cause significant health and developmental issues including infection, cysts, dissymmetry of the breasts, severe fever and even partial or complete disappearance of one or both breasts.
What it can include	Indicators that a child has had, or is having or is at risk of having breast flattening procedures include: • A girl has a mother, sibling or cousin whom has undergone breast flattening • A girl may request help from an adult if she suspects she is at immediate risk. • A girl or family has a limited level of integration with the UK • A girl may be fearful changing for physical activities due to scars showing or bandages being visible. • A girl may talk about pain or discomfort in their breast area but may not be explicit about the problem due to discomfort or fear. • A girl may be reluctant to undergo medical examination.
Useful resources	The National FGM Centre has further information and resources here.

10.3 Forced Marriage

What is it?	Forced marriage is a marriage in which one or both spouses do not consent but are coerced into it. Threats can include physical, psychological, financial, sexual and emotional pressure. It is illegal to cause a child under 18 years old to marry, even if violence, threats or coercion are not involved. We are aware of the 'one chance' rule that means there is potentially only one chance to speak to a potential victim and one chance to save them. A person at risk must be listened to and taken seriously.
What it can include	Potential warning signs or indicators that a child might be or is at risk include: ● Family history of forced marriage with siblings being forced to marry ● Leave of absence and failure to return from visits to country of origin ● Fears around forthcoming school holidays ● Being withdrawn from the club by parents, ● Decline in behaviour or engagement ● Surveillance by siblings or cousins ● Health factors such as depression, isolation, self-harm or attempted suicide, FGM
Specific Procedural Guidance	Concerns to be reported to the DSL. DSL to speak to the child as appropriate and refer the case to the local authority designated officer LADO. If we believe there an imminent danger of a person being forced into a marriage, we may contact the Police and the Government's Fored Marriage Unit on 0207 008 0151.
Useful resources	HM Government Multi-agency guidelines handling cases of forced marriage June 2014 here HM Government Forced Marriage and learning disabilities guidelines December 2010 here

10.4 Honour Based Abuse

What is it?	There is no statutory definition of honour based abuse. The Crown Prosecution Service defines honour based abuse an incident or crime involving violence, threats of violence, intimidation, coercion or abuse (including psychological, physical, sexual, financial or emotional abuse) which has or may have been committed to protect or defend the honour of an individual, family and/or community for alleged or perceived breaches of the family and/or community's code of behaviour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and community by breaking the honour code. It is a violation of human rights and may be a form of domestic and / or sexual abuse. Honor based abuse can also include Female Genital Mutilation, Force Marriages and result in Female assault, cruelty to children (neglect and abandonment) kidnapping and abduction of girls, assault and murder.
What to look out for	The signs and symptoms of honour based abuse may include: ● Changes in how children dress or act, they may stop wearing western style clothing ● Visible injury or repeat injury with unlikely explanations ● Signs of depression, anxiety or self harm ● Frequent absences ● Restrictions on friends or attending events.
Useful resources	Karma Nirvana – charity supporting victims of honour based abuse and forced marriage karmanirvana.org.uk helpline 0800 5999 247

11 Radicalisation, Extremism Terrorism and the Prevent Duty

What is it?	Schools and registered childcare settings are subject to the 'prevent duty' under section 26 to the Counterterrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Terrorism is an action that: • Endangers or causes serious violence to a person/people; • Causes serious damage to property; or • Seriously interferes or disrupts an electronic system The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. We will be alert to changes in children's behaviour and assess the risk of children in our registered childcare setting being drawn into terrorism in collaboration with our local safeguarding partners and the police force.
What to look out for	The signs and symptoms of a child being radicalised can be difficult to spot but can include: • Isolating themselves from family and friends • Refusal to engage with or becoming abusive peers that are different from themselves • Converting to a new religion • Talking as if from a scripted speech • Increased levels of anger • A sudden disrespectful attitude towards others • Increased secretiveness especially around internet use • Accessing extremist material online • Expressions of sympathy for extremist ideologies and groups, or justification of their actions
Useful resources and specific guidance	UK Government Prevent duty guidance: Guidance for specified authorities in England and Wales 2023 here Department for Education's dedicated helpline 02073407264 and email contact counter.extremism@education.gsi.gov.uk to raise concerns directly. In an emergency call the police or anti-terrorist hotline 0800 789 321.

ANNEX 5

GLOSSARY OF TERMS

Our policy contains the following terms that have the following meanings

Term	Meaning
DSL or Designated Safeguarding Lead	Our Designated Safeguarding Leads (DSLs) take the lead responsibility for safeguarding and child protection at HASC and implementing our safeguarding policy. You can find out more about the important role of the DSLs in section 5.2
HASC or Highfield After School Club	We are a registered charity with charity registration number 1162623 you can find out more about us on our website.
HASC Committee	This is a committee made up of the charity's trustees whom oversee the running, administration and overall sustainability of the club. The committee is led by its Chair and supported by dedicated committee members. There is an Annual General Meeting held that is open to all to attend. Please contact us if you would like to volunteer your support to the committee. Please see section 5.3 about the role of the HASC Committee and Chair in respect of safeguarding.
LADO or Local Authority Designated Officer.	The Local Authority Designated Officer is appointed by the local authority to deal with safeguarding allegations. The LADO provides advice and guidance to organisations, liaises with other agencies when there are allegations, and monitors the progress of any allegations. Details of the LADO for Southampton and how they can be contacted can be found in section 12 of this policy.
MASH or Multi Agency Safeguarding Hub	MASH provides triage and multi-agency assessment of safeguarding concerns - in respect of vulnerable children and adults. It brings together professionals from a range of agencies into an integrated multi-agency team to deal with reports of safeguarding abuses. Details of the MASH contacts can be found in section 12 of this policy above.
NSPCC or National Society for the Prevention of Cruelty to Children	The NSPCC is a national UK charity set up to protect children against abuse. For more details, guidance and resources please visit their website here