



Safeguarding and Children's Welfare Policy

Safeguarding

Dinky Donkeys Experience is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Safeguarding Lead: Elizabeth Ceri Adamson

Dinky Donkeys Experience have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's, young people and vulnerable adults' behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children/young people and vulnerable adults make which give cause for concern

If you recognise one of the above, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to keep all visitors and learners safe and for them to feel safe. Any suspicions or allegations of abuse will be taken very seriously, and they will be acted on quickly and correctly by following the procedure set by the relevant Safeguarding Partnership.

Four Categories of Abuse – This list is not exhaustive

All Types of abuse can occur in all types of homes, across all social and income groups.

Neglect

Definition

Longstanding and/or severe neglect

Effect on the child's/young person's/vulnerable adults' development

Non-organic failure to thrive

Signs/Symptoms

Constant hunger, tiredness, stealing or scrounging

Poor personal hygiene, or inappropriate clothing for weather or activities

Untreated medical problems



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Low self-esteem, poor social relations

Physical

Definition

Deliberate injury to the child/ young person/vulnerable adult – allowing injury.

Beyond 'reasonable' chastisement

Poisoning, including alcohol

Withholding drugs or apparatus

Both the use of an implement e.g. a belt or a physical strike that leave a mark are illegal

Signs/Symptoms

Unexplained or untreated injured, especially if repetitive

Refusal to discuss injuries, and untreated injuries

Shrinking from physical contact

Fear of returning home, undressing, or medical help

Aggression or bullying

Unexplained pattern of absences which may serve to hide bruises or other physical injuries

Sexual

Definition

Sexual exploitation of any kind including watching others and viewing pornographic material

Signs/Symptoms

Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc

Frequent public masturbation

Attempts to teach other children about sexual activity

Aggressiveness, anger, anxiety, fearfulness



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This is a short summary, there are other signs, individual to certain children

Emotional

Definition

Must be persistent

Must undermine the child's/young person's/vulnerable adults' sense of self worth

Might reflect poor parenting/care skills

Includes witnessing domestic violence of primary carer

Signs/Symptoms

Continual self-depreciation, self-harm or mutilation

Inappropriate response to painful situations

Compulsive stealing/scrounging

Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal.
Eating problems, either overeating or a lack of appetite

Child Sexual Exploitation CSE

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Female Genital Mutilation FGM

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report **known** cases to the police.

Forced Marriage

Is illegal and a form of child abuse. A marriage entered without the full and free consent of one or both parties, where violence, threats or coercion is used.



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Peer on Peer Abuse

Children /young person's/vulnerable adults' can be vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Dealing with a Disclosure

1. Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you cannot keep
2. Reassure them. Tell them that you believe them. Tell them that it happens to others and that they are brave to tell you.
3. Stay with them. If you can 'ground' them ("grounding" means to draw the child back to a more comfortable state of mind through things like normal conversation e.g. what activities have you done today, what is your favourite TV program)
4. Accurately record the child words. Make it clear whether it is a fact, opinion or hearsay.
5. Report it to your relevant manager or head office as soon as possible; they will know the right procedure to follow. In some cases, they will speak to the parents first or report to the local safeguarding children's board.
6. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Dinky Donkeys Experience is obliged to, and the incident will be logged accordingly.

If you have any concerns about a child's /young person's/vulnerable adults' welfare, do not keep it to yourself. Write it down and take advice. Only speak with your relevant manager or directly to the qualified designated persons for child protection at head office.

If you are not satisfied with an outcome or anything related to how Dinky Donkeys Experience have conducted themselves, you will find the Local Authority contact details in the contact numbers list and can report directly to them.

Protecting yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Based on risk assessment, when appropriate avoid being alone with a child/young person/vulnerable adults.
- Take a register of the attending child/young person/vulnerable adult for each session, noting the date and time of the session.
- If you take a child/young person/vulnerable adult somewhere e.g. an empty room, do not enter with them, wait outside. If you must enter the room, **it is vital you keep all doors open.**



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- Do not play-fight
- Children should not be encouraged to sit on your lap
- Challenge any child/young person/vulnerable adult using 'bad' language
- Never let them touch themselves or others inappropriately in any form
- Never let an allegation go unchallenged, unrecorded or not acted on
- Never do personal things for a child/young person/vulnerable adult that they can do themselves. Encourage them to help each other
- Do not build 'special' relationships with individual visitors and learners
- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with Dinky Donkeys Experience or through social networking websites
- Any images of children/young person's/vulnerable adults taken on site must only be taken with permission by the parent/carer. Staff should not take any photos off site
- Any images taken must be appropriate
- It is each individual staff's personal responsibility to delete any images from cameras, phones and recording devices.
- Images must not be published elsewhere without authorisation

Whistle Blowing

Dinky Donkeys Experience will not accept or condone any behaviour by Staff or other adults associated with the company that is contrary to our Aims and Objectives, Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work Dinky Donkeys Experience.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide staff with written format to report using a confidential form.
- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Allegation against a person within Dinky Donkeys Experience

If there is a serious allegation of abuse made against you, Dinky Donkeys Experience will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquires
- Seek advice –citizens advice bureau.



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- Do not confront the accuser
- Do not speak with your 'victim'
- Be supported through the process by a designated person at Dinky Donkeys Experience. We provide a form for concerned parties to report any worries directly to the Safeguarding Lead. We take all allegations seriously and will seek advice from the Local Authority Designated Officer (LADO).

Dinky Donkeys Experience has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if staff leave before an investigation is started or completed.

Allegation against an adult outside of Dinky Donkeys Experience

If you have any concerns about an adult's behaviour, even if they do not work for Dinky Donkeys Experience, for example a parent, other provider on a school site, a member of school staff, etc. you have a duty to report your concerns using our normal procedure of escalating to your manager or the company safeguarding lead.

Promoting awareness among staff

Dinky Donkeys Experience promotes awareness of child abuse issues through its staff training and ensures that:

- Its designated Child Protection Lead has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Child Protection Policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of the 'Safeguarding Children Procedure for staff'
- All staff are aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and that staff are familiar with the 'What to do if you're worried a Child Is being abused' flowchart

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote child /young person/vulnerable adult welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/young people/vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each visitor/learner first, before achieving goals.
- Building balanced relationships based on mutual trust which empowers all to share in the decision-making process.



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- Making activities fun, enjoyable and promoting fair play.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of all visitors and learners.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/young people and vulnerable adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow children/young people/vulnerable adults to use inappropriate language unchallenged
- Make sexually suggestive comments to a visitor/learner, even in fun
- Reduce a child/young person/vulnerable adult to tears as a form of control
- Fail to act upon and record any allegations made by any vulnerable person
- Do things of a personal nature for children/young person/vulnerable adult, that they can do for themselves

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents/carers are informed:

- If you accidentally hurt a visitor/learner
- If he/she seems distressed in any manner
- If a visitor/learner appears to be sexually aroused by your actions
- If a visitor/learner misunderstands or misinterprets something you have done.

Use of mobile phones and cameras

Photographs will only be taken of children/young people/vulnerable adults with their parents/carer's permission. Only the company camera will be used to take photographs of visitors/learners at Dinky Donkeys Experience.

Participants at Dinky Donkeys Experience are encouraged not to use their mobile phones whilst on site.



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Changing clothes

Under 8's – Ensure there is always 2 members of staff in the changing area and that you can see each other at all times. Staff should not dress or dry children but support them in doing so themselves. Wait until all children are ready.

Over 8's – Staff should wait outside of the changing rooms. If there is a disturbance that warrants entry, avoid entering alone and never enter alone if there are less than 3 children left.

Toilet Supervision

Children in Reception, Year 1 and 2

- Children will be escorted to the toilets and staff will remain outside the door to assist if help is requested.

Children in years 3-6

- All children will ask to use the toilet facilities.
- Staff will monitor numbers and ensure children return to their play in the appropriate location.

Prevent Duty

Dinky Donkeys Experience recognises their duty to prevent visitors/learners and families and carers being drawn into terrorist or extremist behaviour and employ the following methods:

- Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff have access to 'Prevent' training
- We value all equally
- We promote the development of positive attitudes and behaviours to all people, no matter whether they are different from or like themselves
- We have a commitment to challenging prejudice
- Report any concerns about children, young people and vulnerable adults, staff/families to the relevant authorities

If you are worried about sharing concerns about abuse, you can contact your local Social care Team or the police direct, or the NSPCC Helpline on 0808 800 5000, or Child line on 0800 1111.

Related Policies and Information

Safer recruitment

Use of technology by children



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Local Authority's Guidance and Contact Numbers

Safer Recruitment

Dinky Donkeys Experience is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Adults looking after our visitors and learners must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children/ young people and vulnerable adults.

Recruitment and training of staff and volunteers

Dinky Donkeys Experience recognises that anyone may have the potential to abuse children/young people and vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them. Pre-selection checks must include the following:

- All volunteers/staff must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- All volunteers/staff must complete an Enhanced DBS. Once in progress they can start work following a risk assessment and under full supervision.
- An explanation of any gaps in employment.
- Consent should be obtained from an applicant to seek information from the DBS.
- Proof of essential qualifications.
- Two confidential references, ideally including one regarding previous work with children/young people and vulnerable adults. These references should be taken up and confirmed through telephone contact or in writing.
- Evidence of identity (passport or driving licence with photo).
- Proof of the right to work in the UK (via the production of documents on an approved list)

Interview and induction

All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding procedures are explained, and training needs are identified.

Disqualification

Dinky Donkeys Experience will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under



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section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified, we will terminate their employment.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Ready to work

- When staff have completed their initial training, Enhanced DBS application and Staff Suitability form they are able to work under supervision.
- Once we receive a satisfactory Enhanced DBS, they can commence work with Dinky Donkeys Experience.
- If an Enhanced DBS contains information causing concern, a risk assessment will be completed for the applicant and advice sort if necessary.

Dinky Donkeys Experience may require:

- Staff to attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a child, young person and vulnerable adult.
- Relevant personnel to have gained first aid training (where necessary).
- Attend update training when necessary and any team meetings.

Use of Technology by Children

Dinky Donkeys Experience recognises that technology is an integral part of some children's lives and they use mobile phones, tablets and other devices as part of their play.

It is our intention to follow the instruction given by parents and carers regarding the use of mobile phones. If their use is permitted we will provide an environment where these devices can be safely used with supervision.



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Aim

Our aim is to:

Have a clear policy on the acceptable use of technology by children that is understood and adhered to by all parties concerned without exception.

Dinky Donkeys Experience allows visitors and learners to bring technology into the setting but not used during activities. With this privilege comes the responsibility that the children, young people and vulnerable adults will act in an appropriate manner and in accordance with the following guidelines:

- Users bringing personal devices into the site must ensure there are no inappropriate or illegal content on the device
- Children must ask a member of staff before using any devices
- Use of devices will only be acceptable during free time and for limited periods
- Children, young people and vulnerable adults must not take photos or images of others
- Staff will discuss with the visitor/learner what the expected behaviour is whilst using the device
- Staff must monitor and spot check the use of technology and will set time limits for use

Parental controls must be pre-set for the following which include but is not limited to:

- Not playing offensive music
- Not showing offensive images
- Not accessing terrorist or extremist material
- Only watching age appropriate material applicable to the whole group aged 4-11 years
- Only playing age appropriate games applicable to the whole group aged 4-11 years
- The camera and any apps using the camera must be disabled

Failure to follow these guidelines will result in permission to use the device being withdrawn.

Dinky Donkeys Experience reserves the right to check the image contents of any device should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then we will follow our safeguarding procedures.

Concerns will be taken seriously, logged and investigated appropriately.

All devices are brought into the site at the owner's risk. Dinky Donkeys Experience takes no responsibility for lost/stolen items or damaged equipment.

Dinky Donkeys Experience Safeguarding Lead is Elizabeth Ceri Adamson

Policy written **20th June 2020**

Policy to be reviewed: **Annually**

Policy due for review: **20th June 2021**