Bushey Heath Primary School
Child Protection Policy for School Clubs/ Activities

A vibrant school inspiring children to realise their potential

Child Protection Policy for: _____

Introduction
(Hereafter referred to as the club) fully recognises the responsibility it has to have arrangements about safeguarding and promoting the welfare of children.

This document sets out how the club will meet those responsibilities, which fall into three categories.

- What action adults working in the club will take if they suspect a club member is being abused
- Staff code of conduct
- Preventing unsuitable people working or helping with the club

If a child is being abused
Club staff can have an important role to play in noticing indicators of possible abuse or neglect through their contact with children. It is important that all staff know what to do if they have any such concerns.

- Staff will create and maintain a club ethos where children are encouraged to talk and are listened to.
- Staff will have an awareness of the indicators of abuse and always take any concerns seriously.
- Refer all cases of suspected abuse or neglect to the Local Authority Children's Services (Safeguarding and Specialist Services), Police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern
- Liaise with the Head Teacher to inform him/ her of issues- especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Support staff who make referrals
- Share information with appropriate staff in relation to a child's looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.
- Ensure they have details of the CLA's social worker and the name of the virtual school Head Teacher in the authority that looks after the child.
- Please see Appendix 1 for categories of abuse. If staff have any doubts about the appropriateness of a child protection referral they will take further advice from the School Designated Senior Person for Child Protection (DSP).

The DSP in this school is:

NAME: **Penny Barefoot**

The DDSP (Deputy Designated Senior Person) for Child Protection in this school is:

NAME: **Vanessa McClure/ Vicky Griffiths/ Lorna Allett**

- If a child discloses s/he has been abused, staff and volunteers cannot promise to the child that this will be kept a secret.

Code of Conduct for Adults Working in the Club

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff will ensure their behaviour remains professional at all times, including their dress and use of language.
- Physical contact between adults and club members should be limited to the minimum required. Younger children may need more physical contact then older children. Adults should avoid any physical contact which could be misconstrued.
- All staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships and never engage in any sexual relationship with club members in or out of the club.
- Staff and volunteers should avoid working in one-to-one situations but where this is necessary, they should ensure there is visual access and remote or secluded areas should be avoided.
- Staff will never allow or condone bullying, racism or any other forms of prejudice by adults or other club members.
- Adults should not transport club members in their cars without the express agreement of parents except in cases of emergency.
- If access to the school's computer network is required, adults will first read the school's E-safety Policy and sign our Acceptable Use Agreement.
- Adults agree to protect families' and children's personal information (in line with the schools Personal Information Policy).
- Adults agree to check parental/ carer permissions before taking any photos or videos of children.

Abuse of Trust

The Sexual Offences Act 2003

It is an offence for a person over 18 (e.g. teacher, sports coach, youth worker) to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person **even if the relationship is consensual.** This applies where the young person is in full – time education and the teacher/ responsible adult works in the same establishment as the young person, even if he/she does not teach the young person.

Preventing Unsuitable People from Working with Children

The club will operate safe recruitment practices including ensuring appropriate DBS checks and references are taken up. Referees will be asked whether they have any reason to doubt the person's suitability to work with children.

The club will consult with the Local Authority Designated Officer (LADO) through HCC Customer Service Centre (0300 123 4043) and with the Headteacher of the school in the event of an allegation being made against an adult working in the club. She/he will adhere to the relevant procedures.

Signed _____

Name _____

On behalf of (organization) _____

Date _____

It is also a requirement of Bushey Heath Primary School that all club leaders have received and read a copy of the schools Child Protection Policy

The Four Categories of Abuse

Physical Abuse - includes hitting, shaking, throwing, poisoning, burning/ scalding drowning, suffocating and

factitious or induced illness.

Neglect - may involve persistent failure to

- provide adequate food, shelter and/ or clothing,
- protect a child from physical harm or danger,
- ensure access to appropriate medical care or treatment

Emotional Abuse - is the persistent emotional ill treatment so as to cause severe and adverse effects on a child's emotional development – some level of emotional abuse is present in all types of ill treatment although it may occur alone.

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. It may include physical contact including penetrative acts or non – penetrative acts such as looking at or producing pornographic material, watching sexual activity or encouraging children to behave in sexually inappropriate ways.

Useful Contacts and Further Information
School Designated Senior Person for Child Protection – Penny Barefoot
Deputy Designated Senior Person for Child Protection – Vanessa McClure/ Vicky Griffiths/ Lorna Allett
All of the above can be contacted on 0208 950 3042

Other Contacts
The Police **999**

Children's Services (including out of hours): **0300 123 4043**

The Child Abuse Investigation Unit **01707 354000**. This is a specialist team with countywide responsibility for undertaking child protection investigations.

Hertfordshire Safeguarding Children Board Team
Room 147
Postal Point CHO143
County Hall
Hertford
Hertfordshire
SG13 8DF

Telephone: 01992 588757
Fax: 01992 588201
Email: admin.hscb@hertfordshire.gov.uk

Childline **0800 1111**

NSPCC Helpline **0808 800 5000**

Safeguarding Children in Education DFES/0027/2004

Safeguarding Children: Safer Recruitment and Selection in Education Settings DFES/1568/2005

Date Policy Reviewed/Amended:	October 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
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Reviewed by:	Full Governing Body