SAFEGUARDING CHILDREN POLICY

for

GROW WITH US

Introduction

GROW WITH US (the Organisation) is a for-profit organisation run for the following purpose:

Providing enriching activities for primary school aged children.

The Organisation is based at:

85 Meadow Court

Littleport

Ely

CB6 1LQ

The Organisation has adopted this safeguarding children policy and expects every adult working or helping at Organisation to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Organisation.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Organisation believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

Safer recruitment procedures and safeguarding training

Prior to commencing employment with Grow With Us the organisation will request the employee to provide two references and will perform a DBS check.

All staff and volunteers working for the Organisation will be asked to attend an online Introduction to safeguarding and child protection training provided by the NSPCC or attend a safeguarding training session with Michael. This training will be provided by

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the Organisation prior to commencing working with children. All staff will be required to attend regular Safeguarding training provided by the Organisation.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Child exploitation is a form of abuse, and it is when an individual or group of people take advantage of a child or young person under the age of 18 to coerce, manipulate or deceive them to do as they wish. Often, the victim won't realise that they are being exploited as they may be getting rewarded with things that they desire. Types of exploitation are:

- County lines
- Extremism
- Radicalisation
- Sexual and criminal exploitation

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Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as an Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures. This can be to Michael, the owner (07947 667517) or Alison, HAF camp leader (07583364775).
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks

  not smoking, drinking or taking any form of illicit substances in the presence of children

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: MICHAEL SELLERS

Email: michael@growwithus.uk

Telephone: 07947667517

If Michael can’t be contacted, or a concern is raised about him, Alison can be contacted for any concerns:

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Name: Alison Monk

Email: amonk.growwithus@gmail.com

Telephone: 07583364775

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: www.growwithus.uk.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

listen calmly and carefully, showing that their views are taken seriously

- provide an appropriate and honest level of reassurance

- avoid interrogating children and asking probing, intrusive and/or leading questions

- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)

- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided

- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Grow With Us understand SEND children can be more vulnerable to abuse. They may also find it harder to disclose any abuse that may have occurred due to less

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developed speech or lack of a trusted adult. A greater awareness of the possible indicators of abuse and / or neglect is required due to the situation may be more complex.

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department. The concern may be discussed with parents, as long as this will not put the child at further risk. Grow With Us will, also, contact Ofsted as soon as possible but within 14 days of the concern being raised.

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally

- exposing a child to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation – Alison is the first point of contact, contact detail above) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries

- escalation to the applicable Local Authority Designated Officer for assessment and/or the police for investigation – lado@cambridgeshire.gov.uk. 01223 727967

- Childrens Social Care:

0345 045 5203 8am-5.30pm (Mon-Thu)

8am-4.30pm (Fri)

01733 234724 Emergency Duty Team

(out of hours)

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- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation

- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Grow With Us will declare any concerns to Ofsted, as soon as possible but within 14 days of the concern being known.

All staff have covered prevent training as part of their safeguarding training prior to starting their employment.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All employees

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Sports clubs
Holiday camps

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

We have the following first aid procedure within the Organisation:

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should be recorded on MagicBooking with a copy being sent to the child’s parent / guardian.

Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

Magic booking when parents sign their children up.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

There will be a ratio of at least 1 adult to 14 children

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally

- approach the situation in a calm and neutral manner

- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and

- has the intention of hurting somebody either physically or emotionally.

Bulling can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child

- name calling and threats

- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

All children involved will be spoken to individually. With this type of behaviour, we will give a warning to the child and then speak with parents if behaviour doesn't change.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

Any children who continue to bully other children, when parents have been made aware for the first time, parents will be spoken to again and advised that their child is on their last chance. If they carry on with this behaviour, they will not be able to attend the club in future.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Child on child abuse can also take the form of sexual violence or harassment and this can occur between children of any age and sex. This can occur individually or as a group of children. This can often be very stressful and distressing for any victim and can be enhanced if the other child attends the same school or setting. Sexual violence and harassment can overlap from being online or face to face and it could be physical or verbal, but neither is acceptable. Should a disclosure be made, the victim should be made to feel assured that we will take this seriously and that they are not creating a problem.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older. In view of these risks, we will:
- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material

- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian

- always store photos in accordance with our data protection policy.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Photographic Prescription Glasses

While photographic prescription glasses may be required for visual needs the organisation recognises the potential safeguarding and privacy risks associated with their photographic and recording functions:

- individuals using photographic or smart glasses must declare their use to the manager/DSL before bringing them onto the premises of any Grow With Us club site. If there is uncertainty about whether glasses contain recording capabilities the organisation reserves the right to respectfully ask individuals to give clarification and to remove/disable photographic devices where safeguarding or privacy concerns arise e.g., bathrooms/changing rooms and areas where children are present, this includes play areas outside. Misuse of photographic prescription glasses will be treated as a safeguarding and disciplinary matter

- staff should be vigilant and, if they notice a parent/carer wearing/using photographic/smart glasses during collection of a child without permission, politely remind them of the Organisations policy and direct them to the appropriate procedure e.g. deactivate photographic/recording functionality or ask them politely to stand away from areas children are present (in this incident a member of staff will take the child being collected directly to collecting parent/carer)

Mobile phones

Mobile phones are strictly forbidden to be used in the presence of children. They are to be locked away, while working, and only to be used away from the children e.g. break times in the staff room.

The Organisation will provide a basic mobile device for staff to use for work related calls.

Bruising in pre-mobile babies

Bruising is the most common sign of physical abuse in children under the age of 6 months and the younger the child the higher the risk. Bruising in any pre-mobile baby should prompt an immediate referral to social care. More information can be found here: Bruising In Pre-Mobile Babies: A Protocol for Assessment, Management And Referral By Professionals | Cambridgeshire and Peterborough Safeguarding Partnership Board (safeguardingcambspeterborough.org.uk)

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Organisation in the jurisdictions it operates within.

All staff participate in lolly stick safeguarding practice every shift, to ensure their confident with any scenario they are confronted with.

This Policy is approved and robustly endorsed by GROW WITH US and is due for review every 12 MONTHS.

Signed: _____MSellers_____ MICHAEL SELLERS (Safeguarding Officer)

Date: 30th October 2026