**Safeguarding Children’s Policy**

**For**

**Higher Up Club Limited T/A Club Edge**

**Introduction**

1. Higher Up Club Ltd (The Company) is a company run for the following purposes:

Higher Up Club will provide wrap around care services for local families. This includes a holiday club for children who are in year one (able to attend the holiday camp from August 31st after 5th birthday) up to the age of 10 years.

The company is based at:

The Edge Play gym

St Martins Buildings

Church Lane

Brighouse

HD6 1AT

Company Number 13308354

The company has adopted this safeguarding children’s policy and expects every adult working or volunteering at Club Edge to comply with this policy. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of the company.

1. **Purpose of the policy**
2. This policy is intended to protect children and young people who receive any service from us. Including those who are the children of adults who receive services from us.
3. The company believes that no child or young person should experience abuse or harm and are committed to the protection of children and young people and 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.
4. **The Risks to children**

Nearly every child grows up in a safe and happy environment and it’s important not to exaggerate or overestimate the dangers. Nether less, there are situations where children need protection including but not limited to:

* Sexual abuse
* Grooming
* Physical and emotional abuse and neglect
* Domestic violence
* Inappropriate supervision by staff or volunteers
* Bullying- acts of violence and aggression within our schools and clubs
* Online safety and cyber bullying
* Victimisation
* Self-harm
* Unsafe environments and activities
* Crime
* Exploitation
* Radicalisation

There are different signs of child abuse Some common signs that there may be something concerning happening in a child’s life include:

-unexplained changes in behaviour or personality

-becoming withdrawn

-seeming anxious

-becoming uncharacteristically aggressive

-lacks social skills and has few friends, if any

-poor bond or relationship with a parent

-knowledge of adult issues inappropriate for their age

-running away or going missing

-always choosing to wear clothes which cover their body.

These signs don’t necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour. Staff members can discuss any of the above signs with the club manager or one of the designated safeguarding leads to help assess the situation.

1. **Universality of protection**

The company recognises that:

-The welfare of the child is paramount

-All children regardless of race, gender, religious beliefs, disability, age, sexual orientation or identity have the right to have equal protection from harm.

-Some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency – Working with children young people, parents / guardians, carers or other agencies is essential to protecting their well-being.

If any member of staff / volunteer / customer / parent is concerned about a child’s welfare they should discuss this with the safeguarding lead in confidence all concerns should be shared with the MAST Calderdale team below, all staff should follow safeguarding flow chart and procedures.

* Multi Agency Screening Team (MAST)on **01422 393336** during normal working hours. When MAST are unavailable, you can call the Out of hours Emergency Duty Team on **01422 288000**.
* LADO - Any concerns or allegations against staff and volunteers who have contact with children and young people this should be reported to LADO:- Email: [ladoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk) (secure inbox)

Phone: **01422 394055**

Company directors will complete a full enhanced DBS check on every staff member, no start date of employment will be given until the DBS certificate is received in the form of a paper copy. The company director Rebecca Shuttleworth, who is also one of two safeguarding leads will also have an annual DBS update service subscription as per Ofsted regulations.

Higher Up Club Ltd T/A Club Edge **Safeguarding Leads**

**Mrs Rebecca Shuttleworth – 07792573670, info@edgeplaygym.com**

**A person with long hair smiling

Description automatically generated**

**Miss Emma Richardson – 07394888656, 01484 400447, info@edgeplaygym.com**

**A person smiling for the camera

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The role and responsibilities of the named person(s) are:

1. To ensure that all staff and volunteers are aware of what they should do and who they should go to if they are concerned about a child or young person.
2. Ensure that any concern about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
3. The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding Policies and Procedures. This will be kept in a secure place and its contents will be confidential.

# **5 Management and Supervision of Staff / Volunteers**

Higher up club T/A Club Edge is committed to provide the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

* Staff will receive regular supervision meetings in line with Club Edge’s supervision policy. These will be recorded, and the notes agreed by both parties and stored securely.
* Safeguarding training- This will be reviewed and discussed during regular supervisions and any updates on level 2 plus safeguarding children will be booked by line managers when up for review. All members of staff will need to complete the online safeguarding course prior their start date at Club Edge,
* Training – Training opportunities and need will be discussed during staff supervisions with the aim of supporting staff members to progress with their knowledge and skills when working with children.
* When a member of staff is involved in a Safeguarding matter this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc. and decisions relating to the level of involvement will be taken by the appropriate officer/ member within Calderdale Children’s Social Care
* When a member of staff is a member of a Safeguarding core group, working with a child who is subject to a Safeguarding plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item

Supervisors will ensure that information about children is appropriately shared with other staff and volunteers to ensure the continued safety and welfare of the child. They will be informed if work ceases with a child when other organisations are involved.

1. **Safeguarding children at events / activities**

* There are three kinds of events / activities:

**A** Those open to adults and children of all ages

**B** Those for children accompanied by a parent and

**C** Those for unaccompanied children, which are sometimes run alongside other events/activities.

1. At events and activities open to all age’s children under the age of 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile telephone number for one of their parents.
2. At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child’s name, age and address and the names and addresses of the child’s parents plus parent’s mobile numbers. Young people ages 16 or 17 may attend unaccompanied if they bring written Consent and a mobile telephone number for one of their parents.
3. Both events and activities are to be defined broadly to include any occasions where the company will be providing a service.
4. The company offers the following activities for children:

Crafts

Baking

Sports activities

Gaming

Dancing

Soft play

Themed days / events

Day Trips

Relaxing

Board Games

Movies

1. Some of our activities may therefore require adult participation or adult leaders to undergo DBS and / or police checks under the safeguarding vulnerable groups act 2006. The required level of checking will broadly reflect the degree and frequency of unsupervised access given to other people’s children.
2. The company will take very seriously any allegations of impropriety on the part of any member of the company. A member of the company who discovers anything amiss should get in touch immediately with the following:

Emma Richardson – Club Manager Or Rebecca Shuttleworth – Company Director

1. Allegations will be appropriately reviewed and the likely risk to children, and if appropriate will consider banning the member from future events or revoking his or her membership to both, but only in full accordance with the rules and procedures of the company.

7 **Prevention of bullying**

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at the company, those involved will be separated immediately and the parents of the children involved will be asked to attend a meeting so that the matter can be dealt with. The team will review all incidents of the bullying and assess the likely future risk to children. If appropriate the team will consider banning a child from all future events, but only in full accordance with the rules and procedures of the company. Allegations of adults bullying children will be investigated by the club manager and director. We have a zero bullying policy and expect that all adults should understand the impact of bullying and therefore will no longer continue their employment / volunteering role at Club Edge.

8 **Photographing children**

People must expect to have their photograph taken at many of our events, a photo permission form will be given to all parents during the registration process of Club Edge so that we have the permission to use suitable photographs. We understand that some parents / guardians will not want their children’s photo to be taken for numerous reasons and we will ensure that we will meet and respect those parents’ wishes. All photos will be taken by the company’s ipad which is kept in a secure place for staff use only.

9 **Managing behaviour**, Discipline and acceptable restraint

1. Adults supervising children at the company events must never use any form of corporal punishment. If physical restraint is necessary to prevent injury to any person or to prevent serious damage to property, then minimum necessary restraint may be used but for that purpose only.
2. Unacceptable behaviour at the company events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The child/ children involved will be suitably supervised and will be returned as soon as possible to the care of their parents.
3. The company may apply a further disciplinary sanction, namely the banning of the child from the club / events. Any such sanctions would be determined and applied by the company director – Rebecca Shuttleworth.
4. A parent who is aggrieved by this ban may appeal to the company who will hear the views of all relevant persons. The decision of the company is then final. Any such appeals should be made to and will be determined by Emma Richardson Club Manager and Rebecca Shuttleworth Company Director.

10. **Use of (onsite) soft play whilst open to general public** – A risk assessment should be completed by the manager on site when a small number of children are using the soft-play during public opening hours. This should be treated like any other day / trip out, staff should try to increase staffing ratio and outline this in their planning. A plan should be in place outlining where they will sit at the venue, so all children are in full eyeshot.

11. **Whistleblowing** - Any wrongdoing within the workplace should be reported and is a vital process for identifying risks to people’s safety with the holiday club and out in public. Staff members should report their concerns to LADO or Mast contact details mentioned above. This could also be reported to ofsted [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or 0300 123 4666.

12 **Other Policies**

The safeguarding policy should be read together with the following policies and resources of the company:

Child collection policy

Visitor policy

Uncollected child policy

Equal opportunities

Supervision Policy

Emergency evacuation policy

Accessibility and inclusiveness policy

11. Legal framework

This policy has been drawn up in accordance with the following legislation and guidance:

-Children’s act 1989

-United Nations convention on the rights of the child

-General Data protection regulation

-Data Protection Act 2018

-Human Rights Act 1998

-Children’s Act 2004

-Safeguarding Vulnerable groups act 2006

- Protection of freedoms act 2014

-Children and families act 2014

-Children and social work 2017

-What to do if you’re worried a child is being abused advice for practitioners (department of education 2015)

-Working together to safeguard children (department for education 2018)

This policy is approved and endorsed by Higher Up Club Ltd and is due for review every year.

Signed

**R Shuttleworth**

Company Director

Review date 13/11/25