

Safeguarding and Child Protection Policy

(Holiday Club for 4–11 Year Olds)



Policy Statement

At Edu-Play Holidays, the safety and wellbeing of every child is our highest priority. We are committed to creating a safe, nurturing environment where children can play, learn and thrive. We recognise our duty to protect children from harm, abuse and neglect, and we will take prompt action whenever safeguarding concerns arise.

Designated Safeguarding Lead (DSL)

- The **DSL** is: Stacey Rayner
- The **Deputy DSL** is: Natalie Walker
- We can be contact at the club via: **(INSERT CLUB PHONE NUMBER)**
eduplayholiday@gmail.com

The DSL has overall responsibility for safeguarding within the holiday club and ensures that staff are trained, procedures are followed and concerns are acted upon.

Our Responsibilities

- Ensure all staff and volunteers are safely recruited, DBS checked and trained in safeguarding.
- Create an environment where children feel safe, respected and listened to.
- Maintain clear procedures for identifying, reporting and recording concerns.
- Work in partnership with parents, carers and relevant agencies when safeguarding concerns arise.

Checking the suitability of new recruits

The club manager will:

- Obtain a reference from a current employer
- Collect relevant documents including copies of training certificates, a CV showing the past ten years work history with NO GAPS, paediatric first aid and safeguarding.
- Ensure an enhanced DBS check has been carried out within the last three years.
- See original documents including DBS checks and identification verification documents including a passport/driving licence/utility bill or council tax.

Recognising Concerns

Staff will be alert to the signs of abuse, neglect or harm, which may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying (including online bullying)

Responding to Concerns

If a staff member has a concern:

1. They will immediately report the incident to the DSL or deputy.
2. A course of appropriate action will be decided and acted upon immediately. This may include contacting the Local Authority Designated Officer (LADO), Multi-Agency Safeguarding Hub (MASH), or police.
3. Sheffield **Safeguarding hub contact number is: 0114 2734450**
4. If we have reason to believe a child is in immediate harm the DSL or DSD will ring social services and follow the advice given.
5. If an incident is reported to the Deputy, then the Deputy must inform the club manager, who is also the DSL, as soon as possible.
6. They will record what has been observed or disclosed, as soon as possible
7. The DSL will report a significant event to Ofsted within 14 days.
8. The DSL will report to Ofsted an allegation of serious harm or abuse committed either at the premises or elsewhere by people who:
 1. live on the premises
 2. work on the premises
 3. look after children on the premises

Confidentiality

- Information will be shared only with those who need to know, in line with GDPR.
- Records will be stored securely.

Allegations Against Staff

- Any allegation against a staff member will be reported immediately to the DSL and referred to the LADO.
- Staff may be asked not to work at the club while investigations are carried out.

Prevent Duty

We recognise our responsibility under the **Prevent Duty** to have due regard to the need to prevent children from being drawn into terrorism or extremist activity.

We understand that protecting children from radicalisation is part of our wider safeguarding duties and is treated in the same way as other forms of harm or abuse.

If we have any concerns the DSL or DSD will contact the **[South Yorkshire Police Prevent Team at 101 \(or 0114 2523217\)](#)**

We aim to

- Ensure staff understand what radicalisation and extremism are
- Provide guidance on recognising signs that a child may be vulnerable to radicalisation
- Set out clear procedures for reporting and responding to concerns
- Promote a safe, inclusive environment where children can explore ideas appropriately and feel respected

Extremism

Vocal or active opposition to fundamental values such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Radicalisation

The process by which a person comes to support terrorism or extremist ideologies associated with terrorist groups.

Terrorism

An action that endangers or causes serious violence, damage, or disruption and is intended to influence the government or intimidate the public for political, religious, or ideological purposes.

Our Approach

- Create an environment where children feel safe to talk and express views
- Encourage respect, tolerance, and understanding of different cultures, faiths, and beliefs
- Challenge discriminatory or extremist language and behaviour in an age-appropriate way
- Promote fundamental British values with children and families through learning and play. These include:

Democracy (Making Decisions): Promoting opportunities for children to share opinions, make choices, and vote on group decisions (e.g., choosing a story).

Rule of Law (Understanding Boundaries): Teaching that rules are necessary for safety, fairness, and understanding right from wrong.

Individual Liberty (Self-Expression): Supporting children to develop a positive sense of themselves, make independent choices, and express themselves safely.

Mutual Respect and Tolerance (Valuing Diversity): Promoting acceptance, understanding different faiths and beliefs, and encouraging kind, respectful behaviour.

All staff and volunteers will:

- Be aware of the Prevent Duty as part of safeguarding responsibilities
- Be alert to signs that a child may be vulnerable to radicalisation
- Report any concerns promptly to the Designated Safeguarding Lead (DSL)

Staff must not investigate concerns themselves. Their role is to observe, record, and report.

Radicalisation

If a member of staff has a concern that a child may be vulnerable to radicalisation, they must:

1. **Record the concern** factually and without personal opinion
2. **Report immediately** to the Designated Safeguarding Lead (DSL)

Designated Safeguarding Lead (DSL):

Name: Stacey Rayner

Contact details: **INSERT CLUB PHONE**

The DSL will:

- Assess the information
- Decide whether the concern can be managed internally as part of safeguarding support
- Seek advice from the Local Authority Safeguarding Team if needed
- Make a referral to the **Channel Programme** where appropriate (a multi-agency programme that supports individuals at risk of radicalisation)

If there is an immediate risk of harm or danger, staff must contact the police by calling **999**.

Training

- All staff will have receive updated safeguarding training through their current local schools.
- The club will send out refresher safeguarding training materials which staff will be expected to read.
- The club will hold safeguarding meetings to ensure everyone is up to date with policies and procedures.
- The club will pay for further safeguarding training should be manager feel the need to update this.
- The club has a safeguarding folder that staff can refer to

Review

This policy will be reviewed annually and updated in line with local safeguarding board guidance.

Signed:

A handwritten signature in black ink that reads "S.L. Rayner". The signature is written in a cursive style with a loop at the end of the last name.

Stacey Rayner

Club Manager

Date: January 2026

