



## **OUR SAFEGUARDING POLICY**

October 2017

*Safeguarding is defined in the Children Act 2004 as:*

- *Protecting children from maltreatment*
- *Preventing impairment of children's health or development*

This policy applies to anyone working or volunteering for Smiley Minds. It's purpose is to:

- Protect the children who receive the services of Smiley Minds
- Arm employees and volunteers of Smiley Minds with the overarching principles that guide our approach to safeguarding children.

### **We do our best to keep children safe by:**

- Valuing, respecting and listening to them
- Recruiting staff and volunteers safely by making all necessary legal checks
- Stipulating that all Smiley Minds coaches and volunteers must complete and show to have successfully completed a Croydon Council Safeguarding Children - Level 1 training (online). Completing Levels 2 and 3 is encouraged and will be rewarded.
- Providing a safe physical environment for our children and employees, including making a written risk assessment of any space in which we offer our services.

## **General ground rules for Smiley Minds coaches and volunteers**

- Complete a class register, and have emergency contact numbers to hand
- No chewing gum is permitted
- Peer/self massage: **DO NOT demonstrate on children**. You may use a puppet or doll or demonstrate on yourself, or get a child to demonstrate on another child
- If taking a child to the toilet, take two and wait outside the cubicle
- Do not change any children, nor assist in this process
- If a child uses an inhaler, make sure they can administer it themselves
- If a child uses an Epi-Pen, ask the parent/guardian to stay for the whole class
- If you are on your own with a child, leave the door open.

## **Going home**

At the beginning of the first class, ask the parent/guardian if there is anyone they do not wish the child to be picked-up by. Make sure the child does not go home with anyone other than the parent/guardian, unless the parent/guardian has told you otherwise, in writing.

In the event of a child not being collected, contact the emergency numbers. If there are none, or there is no response, contact the Child Protection Division of Social Services and ask for the Duty Officer. It's a good idea to have this number in advance.

## **What to do if a child makes a disclosure**

If a child wants to tell you a secret, tell them "If it is about you being hurt or someone else being hurt I will have to tell someone who can help you".

Believe what they say and let them know you believe them and that you will be passing it on to someone who can help them. Thank them for telling you and remind them they are brave and you will get someone to help.

Make a note immediately of what the child has said, what you said in reply, when they said it and what was happening immediately beforehand. Record dates and times of the events and when the record was made. Keep all notes secure.

Pass this information to the Social Services Child Protection team, or if you are in a school, the school's designated safeguarding lead (DSL).

Once you've passed on the information, you cannot discuss it with anyone, including the parents. Write down the words and phrases used by the child at the time of disclosure (with dates and times and job title and sign it) and report it the same day, where possible.

Once a child has talked about abuse the designated person must consider if it is safe for a child to return home to a potentially abusive situation. On a rare occasion it might be necessary to take immediate action to contact Children's Social Care and/or the police.

### **What to do if you suspect abuse**

#### In a school setting

Report a concern as soon as possible to the DSL or deputy.

If the suspicions relate to the designated person, contact the head teacher or Children's Social Care or the police directly. If the suspicions relate to the designated person, contact the head teacher or Children's Social Care or the police directly.

#### In a non-school setting

Report a concern as soon as possible to the Children's Social Care or the police. Suspicions should not be discussed with anyone, other than those named above.

### **Emergency numbers**

Bromley Council (for Crystal Palace)

Children's Services (Mon-Fri, 8:30am to 5pm): 020 8461 7373 / 7379 / 7026

Out of hours/weekends/public holidays: 0300 303 8671

Multi-Agency Safeguarding Hub (MASH): mash@bromley.gov.uk

If you are seriously **concerned about a child's immediate safety, call 999 and ask for the police.**

*This policy was last reviewed on 30 October 2017.*

*Signed.....M A Richards, Founder*