



## Children's Safeguarding Policy for Kindergardencooks CIC

**KINDERGARDENCOOKS** abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### Purpose:

**KINDERGARDENCOOKS** will:

- Protect children and young people who receive [name of group/organisation]'s services
- from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of **KINDERGARDENCOOKS** including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### Definitions:

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

### Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking

- Domestic abuse
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

## **Safeguarding as Part of the Deal:**

**KINDERGARDENCOOKS** staff and volunteers must be familiar with each organisation/ school's own safeguarding policies. Copies of which can be obtained directly from the school/organisation.

If we are booked to 'facilitate only' eg; school visit during school hours or delivery of services during a summer scheme then we must view and follow their policies on safeguarding.

**KINDERGARDENCOOKS** should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

## **Training and Awareness:**

**KINDERGARDENCOOKS** will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

REPORTING: Currently (from SEPTEMBER 2021) all volunteers must report any concerns about any child directly to Sharon Mc Master in person or by calling 07871045271.

## **Confidentiality and Information Sharing:**

**KINDERGARDENCOOKS** expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

Permission slips regarding basic information about the child are kept in paper form, not stored online, and only kept during the sessions the child is in **KINDERGARDENCOOKS** care. In schools or other organisations they have the responsibility to store their own data. Allergy information and photograph permission should be displayed clearly on after school registers as good practice however this information, if required, must be sought from the parents independently for **KINDERGARDENCOOKS**.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

## Safe Recruitment & Selection:

**KINDERGARDENCOOKS** is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

'ALL staff and volunteers over the age of 16yrs must have AccessNI clearance

Any staff member or volunteer without Access NI clearance must not be working with or supervising children with out another staff member or volunteer who has an up to date enhanced Access NI check.'

## Social Media:

All employees and volunteers should be aware of **KINDERGARDENCOOKS** social media policy and procedures( see separate policy) and the code of conduct for behaviour towards the children we support.

## Use of Mobile Phones and other Digital Technology:

Mobile phones should not be used by any staff member or volunteer during the session times with children unless in an emergency. Photographing children is the responsibility of the leader of the session and should only be done with written consent from the parent/guardian.This permission is sought independently of the schools or organisations worked at and is specific to **KINDERGARDENCOOKS** use of photographs/videos to promote our activities in a positive manner on social media.

## Drop off and Pick ups

A register is available at all clubs to tick children IN on arrival and OUT on departure and collection by the parent/carer responsible. If a child who is booked IN to the club doesn't turn up speak to a member of office staff immediately (in school) or to the group leader (Sharon Mc Master or Kyle Suckling) who will verify with their parent/carer their absence. Releasing the children in between sessions to their parents/carers/ afterschoolclubs is under agreement between **KINDERGARDENCOOKS** and the school/organisation however due to staff/pupil ratios a member of OUR organisation should not be left waiting with a child to be picked up for more than 10 minutes. The child must be returned to the office or person in charge of the school/organisation. If **KINDERGARDENCOOKS** is hosting the event eg; summer scheme, Saturday Club, holiday workshops the child should be brought back inside to the club leader until the safe pick up of the child .

## Important Contacts:

### Senior Lead for Safeguarding

Name:Sharon mc Master

Email address:info@kindergardencooks.com

Telephone number:07871045271

### Deputy Senior Lead for Safeguarding

Name:Kyle Suckling

Email addressinfo@kylejohnsucklingmusic.com

Telephone number

### Trustee for Safeguarding

Name:Justin Nicholl

Email address:justinnicholl4@gmail.com

Telephone number:

### Family and child gateway team

**South Eastern HSCT 08007837745**

**Belfast HSCT 02890507000**

**Police**

Emergency – 999

Non-emergency – 101

**NSPCC Helpline**

0808 800 5000