

# Safeguarding and Child Protection Policy

Available on our website [here](#)

FunTech fully recognises its responsibilities for safeguarding children. Our policy applies to all staff working with us.

The aims of this policy are:

- > To support the children's development in ways that will foster security, confidence and independence.
- > To provide an environment where children feel safe, secure, valued and respected. Should they face any difficulties of any matter, a member of staff shall be willing to listen and help to provide suitable action.
- > To provide an environment where children with learning challenges are catered for, and all their requirements are met to enable them to have a successful and enjoyable learning experience. Such requirements may include Dyslexia, Dyspraxia, ADHD, Asperger's, Autism and medical conditions (this list is not exhaustive).
- > Keeping children safe includes preventing them from Extremism & Radicalisation.
- > To raise awareness of all staff (either teaching or non-teaching) of the need to safeguard children and their responsibility in identifying and reporting possible cases of abuse.
- > To monitor children that may be at the risk of harm and provide the best environment to accommodate their requirements.
- > Provide good levels of communication between all members of staff and children.
- > Ensure all staff working at FunTech can identify, support and handle a case of Female Genital Mutilation (FGM) whether it has happened in the past, recently or is likely to take place. All cases of FGM are illegal and need to be reported to the police.
- > Not only include protection from adults but peer on peer abuse (amongst students) where a child may be at risk. Staff are trained to identify and act on this abuse.
- > To protect children from gangs of criminal origin which may expose a child to drugs, alcohol, sexual exploitation, modern slavery and missing persons.
- > Where a child has arrived at FunTech and there may be signs that they are under the influence of alcohol, drugs or may have been smoking this will be reported

- > Ensure all staff at FunTech are suitable to carry out the job in question by checking and verifying identification, carrying out a DBS check and sufficient First Aid staff are available.

## Procedures and Responsibilities

Procedures will follow those that have been set out by the Local Safeguarding Children Board (LSCB).

- > Ensure there is a **Designated Senior Member of Staff**.
- > Ensure there is a **Deputy Member of Staff** in the absence of the **Designated Senior Member of Staff**.
- > Ensure there are **Nominated Members of Staff** in the absence of the **Designated Senior Member of Staff** and **Deputy Member of Staff**.
- > Ensure that all members of staff are aware of the relevant nominated members of staff. Although nominated staff are in place, anybody within the organisation can make a referral in an emergency.
- > Ensure that duty of care towards students and staff is carried out by raising awareness of illegal, unsafe and unwise behaviour.

These procedures are reviewed annually.

When staff join FunTech they will be required to read through this policy and have a chance to ask any questions as part of their training with FunTech.

The training will include information on how to notice signs and symptoms of abuse, how to manage a disclosure from a child, whom to inform, identifying and preventing extremism and radicalisation and finally how to record any evidence and plans of action.

As safeguarding children also involves identifying signs of interest into extremism and radicalisation. Staff are also required to undertake training on preventing extremism and radicalisation and how to deal with it appropriately.

Where required, staff are also expected to report these concerns to governing bodies who will act immediately where necessary.

Reviewed and applicable from April 2021.

### Managing a disclosure

Teachers and non-teaching staff in schools are in a unique position to observe children's behaviour. In most cases, staff members build a relationship with children and will play the part to listen and comfort the children during trying times. FunTech staff will listen carefully to a child's disclosure and will ask questions of the following nature:

- > How did that happen?
- > Was there anything else happening at that time?
- > Have you spoken to someone else about this?

Under no circumstances will staff demand or forcefully pressurise a child. All answers are documented and reported to the appropriate body.

### Supporting children

We recognise that a child who has been abused or witnesses' violence may feel helpless, humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth. FunTech may provide some form of stability in the children's lives where they want to reveal personal matters.

### Allegations against Staff

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the Designated or Deputy Member of Staff will proceed with the following measures.

- > REMOVE & REPLACE: A replacement member who is adequately trained will step in until further notice.
- > CONTACT LADO/MASH: We will follow their instructions (please see relevant details below)
- > CONTACT OFSTED: 0300 123 1231 and follow up in writing to [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- > INFORM PARENT: Parents will be contacted and informed about any incidents involving their child/children unless a governing body have advised against this.

### Supporting staff

We understand that observing child abuse may prove to be rather stressful or upsetting for a staff member. As a duty of care to staff, FunTech will offer the opportunity for staff to talk through their anxieties and provide any support required to ensure they can comfortably work with children.

### Confidentiality

We recognise that cases dealt with any child are treated with respect and as a private matter.

### Other issues

With relation to the safety of children, FunTech also treats the following as urgent matters: bullying, racism, and any other form of abuse.

### Health and Safety

This policy has been documented separately and can be found on the Internal FunTech Noticeboard or as per request.

### Record keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse will make a notification to the Designated Senior Member of Staff, Deputy Member of Staff and/or Nominated Member of Staff.

This incident will be documented together with the plan of action and/or outcomes with dealing with relevant bodies such as the Local Authorities or Police.

### Complaints or Concerns expressed by Pupils, Parents or Staff

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end, any expression of dissatisfaction or disquiet concerning an individual child will be listened to and acted upon to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action FunTech will take but also the length of time that will be required to resolve the complaint. FunTech will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Our complaints policy has been documented separately and can be found on the Internal FunTech NoticeBoard, or website or as per request.

### Safeguarding Concerns & What to Do

1. Speak to the child and see if they will disclose their concerns
2. Speak to a designated member of staff of your concerns
3. Write this down or email a member with: date/time, what was said to you, what you have said. Keep it factual and unbiased.
4. In the unlikely event, no one is around to support and you feel that the child may be in danger, call local authorities within your local area.

#### Designated Senior Member of Staff

**Sheineez Barber**

01628 621216 Ext. 10

[shen@funtech.co.uk](mailto:shen@funtech.co.uk) & [CC\\_enquiries@funtech.co.uk](mailto:CC_enquiries@funtech.co.uk)

#### Deputy Member of Staff

**Mamta Chauhan**

01628 621216 Ext. 12 | [mamta@funtech.co.uk](mailto:mamta@funtech.co.uk)

#### Nominated Member of Staff

**Anisha Patel**

01628 621216 Ext. 11 | [anisha@funtech.co.uk](mailto:anisha@funtech.co.uk)

**Adrian Mihalache**

01628 621216 Ext. 14 | [adrian@funtech.co.uk](mailto:adrian@funtech.co.uk)

### ALDGATE, CANARY WHARF (TOWER HAMLETS)

#### Report child welfare concern

##### MASH

**Telephone:** 0207 3643444 | 0207 3642972  
0207 3642904 | 0207 3645601 | 0207 3645606

**Emergency (out of hours):** 0207 3644079

#### Police Child Abuse Investigation Team:

0208 2176484 or 999

**Online Form:** [Click here](#)

#### Report allegation against staff

##### LADO

**Contact Person:** Melanie Benzie

**Telephone:** 0207 3640677 | 07903 238827

**Email:** [LADO@towerhamlets.gov.uk](mailto:LADO@towerhamlets.gov.uk)

**Tower Hamlets Address:** Integrated Early Years Service, Children's Services Directorate, Mulberry Place, 5 Clove Crescent, London E14 2BG

**Tower Hamlets Telephone:** 0207 3645000

#### Tower Hamlets Email:

[early.years@towerhamlets.gov.uk](mailto:early.years@towerhamlets.gov.uk)

### CHESTER (CHESHIRE WEST AND CHESTER COUNCIL)

#### Report child welfare concern

**Telephone:** 0300 1237047

(Mon to Thu, 08:30 – 17:00. Fri, 08:30 – 16:30)

**Emergency (Out of Hours):** 01244 977277

Cheshire Police: 0845 4580000 | 01244 350000 | 999

**Email:** [i-ART@cheshirewestandchester.gcsx.gov.uk](mailto:i-ART@cheshirewestandchester.gcsx.gov.uk) |  
[i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk)

#### Report allegation against staff

##### LADO

**Telephone:** 0151 337 4570

**Email:** [LADO@towerhamlets.gov.uk](mailto:LADO@towerhamlets.gov.uk)

**Online Form:** [Click here](#) and complete Allegations (LADO) Referral Form and email to:  
[safeguardinglado@cheshirewestandchester.gov.uk](mailto:safeguardinglado@cheshirewestandchester.gov.uk)

### BARBICAN (CITY OF LONDON)

#### Report child welfare concern

##### CITY OF LONDON CORPORATION CHILDREN AND FAMILIES TEAM

**Telephone:** 020 7332 3621  
(Mon - Fri, 09:00 – 17:00)

**Telephone (Out of Hours):** Hackney Emergency Duty Team 020 8356 2710

**Email:** [children.duty@cityoflondon.gov.uk](mailto:children.duty@cityoflondon.gov.uk)

**Referral Form:** [Click here](#) – can be sent to:  
[dccsdutyf&ypteam@cityoflondon.gov.uk](mailto:dccsdutyf&ypteam@cityoflondon.gov.uk)

#### Report allegation against staff

##### LADO

**Emergencies:** 0207 3233621  
(Children and Families Team)

**Telephone:** 020 7323 1215

**Email:** [LADO@cityoflondon.gov.uk](mailto:LADO@cityoflondon.gov.uk)

### HAMPSTEAD (BARNET)

#### Report child welfare concern

##### MASH

**Telephone:** 0208 3594066

(Mon – Thu, 09:00 – 17:15. Fri, 09:00 – 17:00)

**Telephone (Out of Hours):** 020 8359 2000

**Email:** [mash@barnet.gov.uk](mailto:mash@barnet.gov.uk)

**Address:** Multi-Agency Safeguarding Hub (MASH), Building 2 North London Business Park (NLBP), Oakleigh Road South, London N11 1NP

Follow up call with referral form below unless advised otherwise

**Referral Form (Online):** [Click here](#)

#### Report allegation against staff

Please report this via MASH details provided above.

### MAIDENHEAD (BERKSHIRE)

#### Report child welfare concern

##### MASH & EARLY HELP

**Telephone:** 01628 683150

(Mon – Thu, 08:45 – 17:15. Fri, 08:45 – 16:45)

**Telephone (Out of Hours):** 01344 786543

**Email:** [MASH@achievingforchildren.org.uk](mailto:MASH@achievingforchildren.org.uk)

**Address:** MASH Team - Royal Borough of Windsor & Maidenhead, Adults, Children and Health, Maidenhead, Town Hall, St Ives Road, Maidenhead SL6 1RF

#### Report allegation against staff

##### LADO

**Telephone:** 0208 8917370

**Email:** [LADO@achievingforchildren.org.uk](mailto:LADO@achievingforchildren.org.uk)

### MARYLEBONE & WESTMINSTER (CITY OF WESTMINSTER)

#### Report child welfare concern

##### Tri-Borough MASH Team

**Telephone:** 0207 6414000

**Telephone (Out of Hours):** 0207 6416000

**Email:** [accesstochildrenservices@westminster.gov.uk](mailto:accesstochildrenservices@westminster.gov.uk)

**Address:** Frampton Street, London NW8 8LF

**General Enquiries:** Tri-Borough MASH Team Manager, Catherine Hoy at: [choy@westminster.gov.uk](mailto:choy@westminster.gov.uk)

#### Report allegation against staff

##### LADO

**Telephone:** 0207 641 7668

**Email:** [LADO@westminster.gov.uk](mailto:LADO@westminster.gov.uk)

### MILTON KEYNES (MILTON KEYNES COUNCIL)

#### Report child welfare concern

**Telephone:** 01908 253169/70

(Mon – Thu, 09:00 – 17:00. Fri, 09:00 – 16:30)

**Telephone (Out of Hours):** 01908 265545

**Email:** [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**Referral Form:** [Click here](#)

**Address:** Multi-agency Safeguarding Hub (MASH), Civic, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ

#### Report allegation against staff

##### LADO

**Telephone:** 01908 254300

**Referral:** [Click Here](#) – and complete LADO Notification form and email to: [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk)

### NORTHWOOD (LONDON BOROUGH OF HILLINGDON)

#### Report child welfare concern

##### MASH

**Telephone:** 01895 556644 (Mon – Fri, 09:00 – 17:00)

**Telephone (Out of Hours):** 01895 250111

**Facsimile:** 01895 277226

**Email:** [lbhmash@hillingdon.gov.uk](mailto:lbhmash@hillingdon.gov.uk)

**Address:** Civic Centre, High Street, Uxbridge, Middlesex UB1 1UW

#### Report allegation against staff

##### LADO

**Contact:** Rob Wratten

Local Authority Designated Officer

**Telephone:** 01895 250975

**Email:** [rwratten@hillingdon.gov.uk](mailto:rwratten@hillingdon.gov.uk)

### READING (WOKINGHAM BOROUGH COUNCIL)

#### Report child welfare concern

**Telephone (including Out of Hours):** 0118 937 3641

**Telephone (Out of Hours):** 01344 786 543

**Email:** [cspoa@brighterfuturesforchildren.org](mailto:cspoa@brighterfuturesforchildren.org)

**Address:** Shute End, Wokingham RG40 1BN

#### Report allegation against staff

##### LADO

**Telephone:** 0118 937 2684

**Email:** [LADO@brighterfuturesforchildren.org](mailto:LADO@brighterfuturesforchildren.org)

**Referral:** [Click Here](#)

### RICHMOND (RICHMOND UPON THAMES LONDON BOROUGH COUNCIL)

#### Report child welfare concern

##### SINGLE POINT OF ACCESS (SPA)

**Telephone:** 0208 5475008

(Mon – Thu, 08:00 – 17:15. Fri, 08:00 – 17:00)

**Telephone (out of Hours):** 0208 7705000

#### Report allegation against staff

##### SINGLE POINT OF ACCESS (SPA)

**Telephone:** 0208 5475008

**Telephone (Out of Hours):** 0208 7705000

### TONBRIDGE (KENT)

#### Report child welfare concern

##### CENTRAL DUTY TEAM

**Telephone:** 0300 041 11 11

**Telephone (Out of Hours):** 0300 0419191

**Email:** [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)

#### Report allegation against staff

##### LADO

**Telephone:** 03000 410888

**Telephone (Out of Hours):** 0300 0419191

**Email:** [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

### WIMBLEDON (MERTON)

#### Report child welfare concern

##### MASH TEAM

**Telephone:** 020 8545 4226 | 020 8545 4227

**Telephone (Out of Hours):** 020 8770 5000

**Email:** [mash@merton.gov.uk](mailto:mash@merton.gov.uk)

**Address:** MASH\* Team, Children, Schools and Families Department, 12th Floor, Merton Civic Centre, London Road, Morden SM4 5DX

#### Report allegation against staff

##### LADO

**Telephone:** 0208 5453179 | 0208 5453187

**Email:** [LADO@merton.gov.uk](mailto:LADO@merton.gov.uk)

### OFSTED

Please [click here](#) to view the Ofsted Childcare Register.

Should you have any queries or concerns regarding The Ofsted Childcare Register, please contact Head Office on 01628 621216. Alternatively, for direct queries to Ofsted please contact them on 0300 123 4234 or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### REPORTING FORCED MARRIAGE

In an event of a disclosure of a Forced Marriage, please report this immediately to:

#### Forced Marriage Unit

**Telephone:** 020 7008 0151

**Email:** [fmufco.gov.uk](mailto:fmufco.gov.uk)

**Website:** [www.gov.uk/stop-forced-marriage](http://www.gov.uk/stop-forced-marriage)

### REPORTING EXTREMISM & RADICALISATION

#### NON-CRITICAL CONCERNS

##### Department for Education

**Dedicated telephone helpline:** 0207 3407264

**Email:** [extremism@education.gsi.gov.uk](mailto:extremism@education.gsi.gov.uk)

##### Police Stations (Dial 101)

Barbican - City of London Police: 074 10 367931

Canary Wharf, Northwood, Richmond:

Metropolitan Police

Maidenhead: Thames Valley Police

Reading: Wokingham Police

Hampstead - Metropolitan Police: 07920 233766

Tonbridge - Tonbridge Police: 01622 690690

Westminster - Metropolitan Police: 020 7230 1212

#### EMERGENCY

**Contact Police on 999**

Reviewed and applicable from April 2021.