

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 – **Sheineez Barber**
- > Ensure there are Deputy Members of Staff in the absence of the Designated Senior Member of Staff – **Mamta Chauhan & Huma Khan**
- > Ensure there are Nominated Members of Staff in the absence of the Designated Senior Member of Staff and Deputy Member of Staff – **Adrian Mihalache & Anisha Patel**
- > 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 will be 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.

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 about this?

Under no circumstances will staff demand or forcefully pressurise the 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 member of staff receiving the allegation will immediately inform the Designated or Deputy Member of Staff.

- > 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
- > INFORM PARENT: Parents will be contacted and informed about any incidents involving their child/children unless the LADO have advised against this.

Supporting staff

As FunTech provides a pastoral environment for children, it may prove to be rather stressful or upsetting for a staff member to comfort a child that is experiencing such difficulties. 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.

What to do:

1. Speak to the child and see if they will open up to you (no pressurising the child).
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. If no one is around to support and you feel that the child may be in danger, call local authorities within your local area.

ALDGATE, CANARY WHARF (TOWER HAMLETS)

Report child welfare concern

MASH

Telephone: 020 7364 5000

Emergency (out of hours): 020 7364 4079

Referral Form: [Click here](#)

Report Allegation against Staff

LADO

Contact Person: Fiona Anderson

Telephone: 020 7364 5000

Email: LADO@towerhamlets.gov.uk

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

Follow up report in writing and email to LADO.

BARBICAN (CITY OF LONDON)

Report child welfare

CITY OF LONDON CORPORATION CHILDREN AND FAMILIES TEAM

Telephone: 020 7332 3621

(Mon - Fri 9:00am – 5:00pm)

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

Referral Form: [Click here](#)

Telephone: children.duty@cityoflondon.gov.uk

Report Allegation against Staff

Designated Officer (formerly LADO)

Telephone: 020 7323 1215

Email: LADO@cityoflondon.gov.uk

CHESTER (CHESHIRE WEST AND CHESTER COUNCIL)

Report child welfare concern

INTEGRATED ACCESS AND REFERRAL TEAM (iART)

First contact must be made via telephone then through email.

Telephone: iART – 0300 123 7047 (Monday – Thursday, 8:30am – 5pm; Friday, 8:30am – 4:30pm)

Telephone (out of hours): 01244 977277

Email: i-ART@cheshirewestandchester.gcsx.gov.uk

Report Allegation against Staff

ALLEGATIONS MANAGEMENT (LADO)

Telephone: 0151 337 4570

Email: LADO@towerhamlets.gov.uk

Referral Form: [Click here](#)

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HAMPSTEAD (BARNET)

Report child welfare

MASH

Telephone (Business Hours): 020 8359 4066

Telephone (Out of Hours): 020 8359 2000

Email: 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

MASH & EARLY HELP

Telephone: 01628 683150 (Mon – Thu 8:45am - 5:15pm | Fri 8:45am – 4:45pm)

Telephone (Out of Hours): 01344 786543

Follow up call with referral form below unless advised otherwise.

Referral Form: [Click here](#)

Email: 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

Please report this via MASH contact numbers provided above or as below:

LADO

Telephone: 01628 683202 | 07774 332675

Telephone (Out of Hours): 01344 786543

Email: LADO@achievingforchildren.org.uk

MARYLEBONE, PADDINGTON, WESTMINSTER (CITY OF WESTMINSTER)

Report child welfare

Tri-Borough MASH Team

Telephone: 0207 641 4000

Telephone (Out of Hours): 020 7641 6000

Email: accesstochildrenservices@westminster.gov.uk

Address: Frampton Street, London NW8 8LF

General Enquiries: Tri-Borough MASH Business

Support Officer: Karen Duncan | 020 7641 3991 |

kduncan1@westminster.gov.uk

Report Allegation against Staff

LADO

Telephone: 0207 641 7668

Email: LADO@westminster.gov.uk

Alternative: Kembra Healy | Safer Organisation

Manager & Local Authority Designated Officer (LADO) |

07823 532538 | kembra.healy@rbkc.gov.uk

MILTON KEYNES

Report child welfare

MASH

Telephone: 01908 253169 or 01908 253170

Referral Form: [Click here](#)

Email: children@milton-keynes.gov.uk

Report Allegation against Staff

LADO

Form to be completed and emailed prior to contacting via telephone

Telephone: 01908 254300

Referral Form (Online): [Click Here](#)

Email: lado@milton-keynes.gov.uk

If the LADO is not available, you should refer to Multi Agency Safeguarding Hub on 01908 253169/3170

NORTHWOOD (LONDON BOROUGH OF HILLINGDON)

Report child welfare

MASH

Telephone: 01895 556644

(Mon – Fri 9:00am – 5:00pm)

Telephone: 01895 250111 (Emergency only)

Referral Form Online: [Click here](#)

Facsimile: 01895 277226

Email: lbhmask@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

OXFORD (OXFORDSHIRE)

Report child welfare

MASH

Telephone: 0345 050 7666

Telephone (Out of Hours): 0800 833 408

Referral Form (Online): [Click Here](#)

Email: mash-childrens@oxfordshire.gcsx.gov.uk

Report Allegation against Staff

Designated Officers Team

Telephone: 01865 810603

Referral Form for allegations (Online): [Click Here](#)

Email: lado.safeguardingchildren@oxfordshire.gov.uk

General Enquiries: help@nspcc.org.uk

READING (WOKINGHAM BOROUGH COUNCIL)

Report child welfare

WOKINGHAM CHILDREN SAFEGUARDING BOARD

Telephone: 0118 908 8002

Telephone (Out of Hours): 01344 786 543

Email: triage@wokingham.gov.uk

Address: Shute End, Wokingham RG40 1BN

Report Allegation against Staff

LADO

Telephone: 0118 9746141

Email: LADO@wokingham.gov.uk

lado@wokingham.gcsx.gov.uk

Notification Form: [Click Here](#)

RICHMOND

Report child welfare

SINGLE POINT OF ACCESS (SPA)

Telephone: 0208 5475008

(Mon – Fri 8:00am – 6:00pm)

Telephone: 0208 7705000 (Out of Hours)

Report Allegation against Staff

SINGLE POINT OF ACCESS (SPA)

Telephone: 0208 5475008

Telephone (Out of Hours): 0208 7705000

SOUTH BANK (LAMBETH)

Report child welfare

LAMBETH CHILDREN'S SOCIAL CARE

Telephone: 020 7926 5555

Referral Form: [Click Here](#)

Email: helpandprotection@lambeth.gov.uk

Report Allegation against Staff

LADO (LAMBETH SAFEGUARDING CHILDREN BOARD)

Integrated Referral Hub

Telephone: 020 7926 3100

Email: helpandprotection@lambeth.gov.uk or

help.protection@lambeth.cjsm.net

Andrew Zachariades

Telephone: 020 7926 4679 or 07720 828 700

Referral Form: [Click Here](#)

TONBRIDGE (KENT)

Report child welfare

CENTRAL DUTY TEAM

Telephone: 0300 041 11 11

Telephone (Out of Hours): 0300 0419191

Report Allegation against Staff

LADO

Telephone: 0300 041 61 61

Telephone (Out of Hours): 0300 041 91 91

Email: kentchildrenslado@kent.gov.uk

WEST KENSINGTON (LONDON BOROUGH OF HAMMERSMITH AND FULHAM)

Report child welfare

Tri-Borough MASH Team

Initial Contact and Advice Team (ICAT)

Telephone: 020 8753 6610

Telephone (Out of Hours): 020 8748 8588

Address: Frampton Street, London NW8 8LF

General Enquiries: Tri-Borough MASH Business Support Officer: Karen Duncan | 020 7641 3991 | kduncan1@westminster.gov.uk

Report Allegation against Staff

LADO (DUTY CHILD PROTECTION ADVISER)

Telephone: 020 7361 3013

Email: LADO@lbhf.gov.uk

Other contacts:

Megan Brown

Safer Organisations (incorporates LADO) and Safeguarding in Education Manager

Telephone: 020 8753 5125

Mobile: 07776 673 020

Email: megan.brown@lbhf.gov.uk

Emily Harcombe

Family Support and Child Protection Advisor (Monday to Wednesday only)

Telephone: 020 8753 6918

Mobile: 07467 734 648

Email: emily.harcombe@lbhf.gov.uk

Elizabeth (Liz) Spearman

Hammersmith and Fulham Head of ACE and Admissions

Telephone: 020 8753 6231

Email: elizabeth.spearman@lbhf.gov.uk

WIMBLEDON (MERTON)

Report child welfare

MASH

Telephone: 020 8545 4226 or 020 8545 4227

Telephone (Out of Hours): 020 8770 5000

Email: mash@merton.gov.uk

Report Allegation against Staff

LADO

Form to be completed and emailed prior to contacting via telephone

Telephone: Donna Davis | 020 8545 3179

Referral Form: [Click Here](#)

Email: 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

REPORTING EXTREMISM & RADICALISATION

NON-CRITICAL CONCERNS

Department for Education

Dedicated telephone helpline: 020 7340 7264

Email: counter.extremism@education.gsi.gov.uk

Police Stations (Dial 101)

Maidenhead: Thames Valley Police

Reading: Wokingham Police

Canary Wharf, Northwood, Richmond: Metropolitan Police

Police Stations (Dial 101)

Hampstead & Finchley Road – Metropolitan Police: 07920 233766

Tonbridge – Tonbridge Police: 01622 690690

Westminster – Metropolitan Police: 020 7230 1212

South Kensington Police: 101 / 0300 123 1212

Barbican – City of London Police: 07410 367931

Victoria Park – London Borough of Hackney: 101 / 020 8721 2322

St. Albans & Watford – Hertfordshire Constabulary: 01707 354000

EMERGENCY

Contact Police on 999