

# Safeguarding and Child Protection Policy

FunTech fully recognises its responsibilities for safeguarding children and this policy sets out our procedures when dealing with safeguarding concerns. This 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 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 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, parents and children.
- > Ensure teaching staff 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. Our procedures include; identification verification,

Enhanced DBS checks, staff training and appropriate First Aid.

## 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.

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.

*Safeguarding procedures are reviewed annually.*

Reviewed and applicable from February 2025.

## Managing a disclosure

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 our 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 our 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 area (see details below).

#### Designated Senior Member of Staff

##### Sheineez Barber

01628 621216 Ext. 51

[shen@funtech.co.uk](mailto:shen@funtech.co.uk) & CC [enquiries@funtech.co.uk](mailto:enquiries@funtech.co.uk)

##### Anisha Patel

01628 621216 Ext. 1004

[anisha@funtech.co.uk](mailto:anisha@funtech.co.uk) & CC [enquiries@funtech.co.uk](mailto:enquiries@funtech.co.uk)

#### Deputy Members of Staff

##### Mamta Chauhan

01628 621216 Ext. 12

[mamta@funtech.co.uk](mailto:mamta@funtech.co.uk) & CC [enquiries@funtech.co.uk](mailto:enquiries@funtech.co.uk)

#### Nominated Members of Staff

##### Adrian Mihalache

01628 621216 Ext. 14

[adrian@funtech.co.uk](mailto:adrian@funtech.co.uk) & CC [enquiries@funtech.co.uk](mailto:enquiries@funtech.co.uk)

##### Louis Cochrane

01628 621216 Ext. 1010

[louis@funtech.co.uk](mailto:louis@funtech.co.uk) & CC [enquiries@funtech.co.uk](mailto:enquiries@funtech.co.uk)

MASH = Multi-Agency Safeguarding Hub | LADO = Local Authority Designated Officer

### ASCOT (BRACKNELL FOREST COUNCIL)

#### Report Child Welfare (MASH):

**Telephone:** 01344 352005

(Mon – Fri 08:30 – 17:00)

**Telephone (Out of Hours):** 01344 352000

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

**Email:** [mash@bracknell-forest.gov.uk](mailto:mash@bracknell-forest.gov.uk)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Telephone:** 01344 351572

**Email:** [lado@bracknell-forest.gov.uk](mailto:lado@bracknell-forest.gov.uk)

### BARBICAN (LONDON BOROUGH OF ISLINGTON)

#### Report Child Welfare (MASH):

**Telephone:** 0207 5277400

(Mon – Fri 09:00 – 17:00)

**Telephone (Out of Hours):** 0207 5270992

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

**Email:** [csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Emergencies:** 0207 5278066 | 0207 5278102

**Email:** [lado@islington.gov.uk](mailto:lado@islington.gov.uk)

### BELSIZE PARK (LONDON BOROUGH OF CAMDEN)

#### Report Child Welfare (MASH):

**Telephone:** 0207 9743317 (Mon - Fri 09:00 – 17:00)

**Telephone (Out of Hours):** 0207 9744444

**Email:** [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Telephone:** 0207 9744556

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

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

### HAMMERSMITH (HAMMERSMITH & FULHAM)

#### Report Child Welfare (MASH):

**Telephone:** 0208 7536600 | 0208 7536610

(Mon – Fri 9:00 – 17:00)

**Telephone (Out of Hours):** 0208 7488588

**Email:** [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk) |

[choy@westminster.gov.uk](mailto:choy@westminster.gov.uk)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Telephone:** 0208 7536610 (Mon – Fri 9:00 – 17:00)

**Telephone (Out of Hours):** 0208 7488588

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

### MAIDENHEAD (ROYAL BOROUGH OF WINDSOR & MAIDENHEAD)

#### Report Child Welfare (MASH):

**Telephone:** 01628 683744 | 01628 683150

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

**Telephone (Out of Hours):** 01344 351999 |

01344 786543

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

**Referral Form (Single Point of Access):** [Click here](#)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Telephone:** 0208 8917370 | 01628 683150 |

01628 683202 | 07774 332675

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

### NORTHWOOD (HERTFORDSHIRE COUNTY COUNCIL)

#### Report Child Welfare (MASH):

**Telephone:** 0300 1234043

**Website:** [Click here](#)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Named Lado:** Andrea Garcia-Sangil

**Telephone:** 0300 1234042/3 (All hours)

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

### READING (READING BOROUGH COUNCIL)

**Report Child Welfare (MASH):**

**Telephone:** 0118 9373641 (Mon – Fri 09:00 – 17:00)

**Telephone (Out of Hours):** 01344 351999

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

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

**Threshold Document:** [Click here](#)

**Report Allegation against Staff (LADO):**

**Telephone:** 0118 9372684

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

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

### TONBRIDGE (KENT)

**Report Child Welfare (MASH):**

**Telephone:** 0300 0411111 | 0330 1651440 |  
0300 0416161

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

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

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

**Threshold Document:** [Click here](#)

**Report Allegation against Staff (MASH):**

**Telephone:** 03000 410888

**Telephone (Out of Hours):** 0300 0411111 |  
0300 0419191

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

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

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

**Report Child Welfare (MASH):**

**Telephone:** 0208 5475008

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

**Telephone (Out of Hours):** 0208 7705000 |  
0208 8917999

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

**Threshold Document:** [Click here](#)

**Report Allegation against Staff (LADO):**

**Telephone:** 0208 8917370 | 0208 5475008 |  
07774 332675

**Telephone (Out of Hours):** 0208 7705000 |  
07774 332675

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

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

### WANDSWORTH (LONDON BOROUGH OF WANDSWORTH)

**Report child welfare (MASH):**

**Telephone:** 0208 8716622

(Mon – Fri 09:00 – 17:00)

**Telephone (Out of Hours):** 0208 8716000

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

**Threshold Document:** [Click here](#)

**Report Allegation against Staff (LADO):**

**Telephone:** 0208 8716622

**Email:** [lado@wandsworth.gov.uk](mailto:lado@wandsworth.gov.uk)

**Named LADO:** Anita Gibbons | 07974 586 461

**Interim Named LADO:** Alice Peatling

[alice.peatling@richmondandwandsworth.gov.uk](mailto:alice.peatling@richmondandwandsworth.gov.uk)

### WESTMINSTER (WESTMINSTER CITY COUNCIL)

#### Report child welfare (MASH):

**Telephone:** 0207 6414000

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

**Tri-Borough Team Manager:** Catherine Hoy –

[choy@westminster.gov.uk](mailto:choy@westminster.gov.uk)

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Named LADO:** Aqualma Daniel

07870 481712

[Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk)

**Telephone:** 0207 6417668 | 07870 481712 |

07753 431285

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

### REPORTING EXTREMISM & RADICALISATION | FEMALE GENITAL MUTILATION (FGM)

#### 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)

**EMERGENCY Contact Police on 999**

**Anti-Terrorism Hotline 0800 789321**

**FGM helpline on 0800 028 3550**

**Email:** [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk) | [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

### WIMBLEDON (LONDON BOROUGH OF MERTON)

#### Report Child Welfare (MASH):

**Telephone:** 0208 5454226 | 0208 5454227

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

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

**Threshold Document:** [Click here](#)

#### Report Allegation against Staff (LADO):

**Named LADO:** John Shelley

**Telephone:** 0208 5453187

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

**LADO & Police:** [lado@merton.gov.uk.cjsm.net](mailto:lado@merton.gov.uk.cjsm.net)

### 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 1231231/0300 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 (Mon – Fri 09:00 – 17:00)

**Emergency out of hours:** 999 or 101

**Email:** [fmu@fcdof.gov.uk](mailto:fmu@fcdof.gov.uk)

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