



Time Out Club

Safeguarding Policy

Safeguarding Policy

Time Out Club is committed to building a 'culture of safeguarding' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by Hertfordshire Safeguarding Children Partnership (HSCP).

There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns and liaises with external agencies (e.g. Social Care, HSCP and Ofsted).

The Club's designated DSL is Diane Fensome. The Deputy DSL is Sara-Jayne Rider.

If there is a concern about the club's DSL, it should be reported to the Chair of Trustees, York Mui Liu. The email address for the Chair is chair.timeoutclub@gmail.com.

Time Out Club will share safeguarding concerns about Manland pupils with the Headteacher and DSL of Manland Primary School.

The Club has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe Recruitment policy and all staff responsible for recruitment ensure safe and robust recruitment practice is followed at all times.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child abuse, neglect and exploitation

Child abuse, neglect and exploitation is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Forms of child abuse, neglect and exploitation are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Domestic Abuse:** Domestic abuse is any incident or pattern of abusive behaviour between people who are personally connected. This could include the following types of abuse: Psychological, coercive control, physical, sexual, financial and emotional.

Signs of child abuse, neglect and exploitation

Signs of possible abuse, neglect and exploitation may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging a concern* below).
- Record the name, signature and job title of the person making the record.

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to, and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are

possibly being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

If you have reason to suspect:

- neglect or abuse outside the setting, e.g. in the child's home,
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images,

this should be reported to the onsite DSL as soon as possible.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All our staff receive training in how to recognise when girls are at risk of FGM, or may be subject to it (see our FGM section within the Safeguarding file)

If we have reason to suspect that a girl may have been subjected to/is at risk of female genital mutilation (FGM), we will follow the same procedures as set out above for responding to child abuse. We will make a report to Children's Social Care directly and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- An act of FGM has been carried out on a girl under 18; or
- Physical signs have been observed which appear to show that an act of FGM has been carried out on a girl under 18 and there is no reason to believe that the act was necessary for the girl's physical or mental health or for the purposes connected with labour or birth. We will use the guidance issued by the Department of Health ([here](#))

If a staff member suspects FGM or it is disclosed, the member of staff must report this directly to the local police authority. This is a mandatory requirement.

Child-on-child abuse

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Please also refer to our Anti- Bullying policy.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form and refer the matter to the DSL.

At Time Out Club, all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases, multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our club, inside and outside of their home and whilst online. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

All staff at Time Out Club are aware of the indicators of abuse, neglect and exploitation and understand that children can be at risk of harm inside and outside of school, inside and outside of home, and online.

Staff exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

All staff, but especially the designated safeguarding lead (and deputy), should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

All staff at Time Out Club are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they always speak to the designated safeguarding lead or a deputy.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the Club's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care immediately in line with the local reporting procedures. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly and they will contact the Chair of Trustees, York Mui Liu.

For minor concerns regarding **radicalisation**, the DSL will contact the Local Authority Prevent Co-ordinator. For more serious concerns, the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns, the DSL will contact the Police using 999.

Logging a concern form retention

Time Out will share relevant Logging a concern forms with Manland Primary School. The date and method of this sharing will be annotated on the form. Time Out will retain all forms in a secure location for the duration of the child's education or longer if required by specific legislation, such as in the case of children with SEN.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be immediately reported to the Time Out Chair of Trustees, the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. Police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- DSLs receive Level 3 training every two years, with regular updates throughout this period
- all staff receive safeguarding training meeting the requirements of EYFS Annex C, which is refreshed at a maximum of two-year intervals.
- annual refresher training will be offered to all staff via our online learning platform, Flick Learning, and staff meetings to help maintain basic skills. Staff are supported to implement learning through supervision and team meetings.
- all Trustees receive safeguarding training, which is renewed every two years or more frequently as required.
- procedures to ensure only suitable individuals are recruited, including obtaining references before employment commences, conducting identity and qualification checks, and recording all vetting information as part of safer recruitment processes are understood and followed by all responsible for recruitment, in line with our Safe Recruitment Policy
- all staff have a copy of this **Safeguarding Policy**, confirm their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of how to respond in a timely way at the earliest opportunity
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- safeguarding is a permanent agenda item at all staff meetings and trustee meetings, ensuring the whole team communicates well and are kept up to date
- all staff receive basic training in the Prevent Duty
- staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adult's behaviour or practise
- staff are familiar with the Safeguarding Folder, which is available in the Time Out Room, which contains Government/Local Authority information with regard to Safeguarding, Manland School information with regard to Safeguarding and general communications sent from Time Out to Club families.
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2026)' and staff have read and are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.
- The DSL and DDSL's will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

Promoting awareness amongst children.

Time Out Club promotes a culture where the children feel safe, are encouraged to talk, and are listened and responded to when they have a worry or concern. We endeavour to teach the children who attend Time Out Club how to keep themselves safe and we promote the Manland Values, which support a safe environment for the children. We encourage a culture where staff in Time Out Club can share their concerns or worries regarding the welfare of the children who attend. The children know who in the club they could approach if they have any concerns, and we provide various strategies including a worry box which is in the Time Out Club room. Where possible, Time Out club will provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Time Out staff have access to the MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission as indicated on their registration form. Only the Club phone can be used to take photos. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the Club. For more details see our Mobile Phone and Wearable Technology Policy.

Contact numbers

Police	101 (non-emergency) 999 (emergency)
Social Care (24 hours a day)	0300 123 4043
Child protection consultation hub Term time only: pre-bookable slots to be booked online. No longer operating phone line.	https://thegrid.org.uk/assets/dsl-consultation-hub-guidance.pdf
LADO (Local Authority Designated Officer)	0300 123 4043 LADO.Referral@hertfordshire.gov.uk https://www.hertfordshire.gov.uk/services/schools-and-education/information-for-childcare-providers/providers/child-protection-and-lado-procedure.aspx
HSCP (Herts Safeguarding Children Partnership)	01992 588 757 AdminHSCPHSAB@hertfordshire.gov.uk

	https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/contact-us-and-register-for-updates/contact-us-and-register-for-updates.aspx
Local Authority Prevent Co-ordinator	prevent@hertfordshire.gov.uk
Anti-terrorist hotline	0800 789 321
DFE Counter Extremism Monday to Friday: 11am to 3pm (excluding bank holidays)	0207 340 7264 counter.extremism@education.gov.uk https://report-extremism.education.gov.uk/
NSPCC	0808 800 5000
CAMHS	0800 644 4101
Ofsted	0300 123 1231 enquiries@ofsted.gov.uk

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.13-3.19] Safeguarding training [3.31- 3.34].

Please also refer to our Policies on **Anti-Bullying, Mobile Phone and Wearable Technology, Safer Recruitment and Staff Behaviour Policy.**