

D.P.S

Out of School Club

Safeguarding and
Child Protection Policy

SAFEGUARDING AND CHILD PROTECTION POLICY

PRINCIPLE

DPS Out of School Club is committed to safeguarding the well-being of children; promoting their rights and best interests. The welfare of the children is of paramount importance.

POLICY STATEMENT OF INTENT

The purpose of this policy is to provide a secure framework for staff, students and volunteers in safeguarding and promoting the welfare of all children in our care.

This policy promotes safeguarding and the protection of children by identifying clear instructions in accordance with the legislative framework, regional procedures and guidance including:

- The Children (NI) Order 1995, taking into consideration the five main principles of the Order, the first being "the welfare of the child is paramount".
- The Safeguarding Board Northern Ireland (SBNI) whose purpose is to safeguard and promote the welfare and rights of children and young people by working together in partnership to prevent and protect them from risk and harm.
- The Southern Health & Social Care Trust guidelines and the Minimum Standards relating to Safeguarding & Child Protection.

In accordance with SHSCT guidelines, "Our Duty to Care" and "Getting it Right" and the Children (NI) Order 1995, we will endeavour to safeguard children by consistent use of good practice and ensure that safeguarding children is central in everything that we do. The management committee will review the Safeguarding & Child Protection policy and additional policies on an ongoing basis to reflect any changes or new guidance issued.

PROCEDURES

Everyone at DPS Out of School Club who comes into contact with children and their families have a duty to safeguard and promote the well-being of children. At DPS Out of School Club management/staff/students/volunteers will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

- DPS Out of School Club promotes children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, culture traditions and home background.
- DPS Out of School Club promotes children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.

- DPS Out of School Club promotes children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- DPS Out of School Club helps children establish and sustain satisfying relationships within their families, with peers, and with other adults.
- DPS Out of School Club works with parents/carers to build their understanding of, and commitment to, the principles of safeguarding all our children.

DESIGNATED SAFEGUARDING TEAM

- Designated Child Person: **Miss Heather Wilson**
- Deputy Designated Person: **Mrs Carrie Willis / Miss Taylor Hodgett**
- Registered Person/Chairperson: **Mr David Thompson**

The Safeguarding team can be contacted via the school office - 02887722250 (Mon-Fri 8.30am-4pm) or the afterschool's mobile - 07938180390 (Mon-Thurs 12.30pm-6pm, Fri 12.30pm-5pm)

Roles and Responsibilities of the Designated and Deputy Designated Officers

- To avail of designated training to enable them to carry out their role effectively.
- To act as a point of contact for staff and parents.
- To ensure all safeguarding issues raised in the club are effectively responded to and recorded.
- Make referrals to Social Services Gateway Team or PSNI Protection Unit where appropriate.
- Maintain records of all child protection concerns.
- Arranging and ensuring attendance at safeguarding training for ALL members of staff including volunteers and updated every three years.

Roles of other staff members

- Make a written record (see appendix 1 Note of Concern) of behaviour or change to appearance that's caused concern and share with Leader.
- Refer incidents / disclosures of abuse to the designated / deputy designated officer.
- Act promptly.

Parents / Carers

- Speak to the designated / deputy designated officer if they have a concern.
- Inform staff of changes to collection arrangements

- Assist staff with the completion of the bumps and bruises record and let staff know if your child has had an accident or hurt themselves at home.
- Medical confirmation such as a written letter or telephone call with the family doctor will be required if explanations for causes of bumps and bruises are as a result of a medical condition.
- Let the club know if your child will be absent.
- Familiarising themselves with the afterschool clubs policies and procedures including safeguarding, intimate care, reporting concerns and behaviour management.
- Complete the registration form accurately and provide details of all collectors.

RECOGNISING CONCERNS, SIGNS AND INDICATORS OF ABUSE

The following definitions of child abuse are taken from the Area Child Protection Committees' Regional Policy and Procedures (2005).

Definition of Abuse

"Harm is the "ill treatment or the impairment of the health or development of the child" (Section 3, Children Act 1989; Article 2, Children (NI) Order 1995. Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger.

There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

TYPES OF ABUSE

Physical Abuse is the deliberately physically hurting of a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating of a child.

Emotional Abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It is sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child an opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones by a child's peer.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in serious

impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Sexual Abuse occurs when others use or exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside clothing.

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or groups take advantage of imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking.

Domestic Violence

It is now recognised that children who live in an atmosphere of domestic violence may be at risk. Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Symptoms which young people may display and which are indicators only include:

- Nervousness
- Low self-worth
- Disturbed sleep patterns
- Nightmares / flashbacks
- Physiological – stress / nerves
- Stomach pain
- Bed wetting
- Immature / needy behaviour
- Temper tantrums
- Aggression
- Internalising distress or withdrawal
- Truancy
- Alcohol and drugs
- Bullying

These symptoms can lead to a child/ young person being misdiagnosed as having an illness, learning difficulties, or disruptive.

If it comes to the attention of staff that domestic abuse is or may be a factor for a child/young person this must be passed to the Designated/Deputy Designated Officer who has an obligation to share the information to Social Services.

We will take seriously any concerns which are raised about a child in our care who has self-harmed and/or has expressed suicidal thoughts. The Designated/Deputy Designated officer will immediately follow the after school's child protection procedures.

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

Signs and symptoms of abuse ~ Possible Indicators

Physical Abuse

<u>Physical Indicators</u>	<u>Behavioural Indicators</u>
Unexplained bruises – in various stages of healing – grip marks on arms; slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations; or abrasions; untreated injuries; bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday	Self-destructive tendencies; aggressive to other children; behavioural extremes (withdrawn or aggressive); appears frightened or cowed in presence of adults; improbable excuses to explain injuries; chronic runaway; uncomfortable with physical contact; come to school early or stays last as if afraid to be at home; clothing inappropriate to weather – to hide part of body; violent themes in art work or stories

Emotional Abuse

<u>Physical Indicators</u>	<u>Behavioural Indicators</u>
Well below average in height and weight; "failing to thrive"; poor hair and skin; alopecia; swollen extremities i.e. icy cold and swollen hands and feet; recurrent diarrhoea, wetting and soiling; sudden speech disorders; signs of self-mutilation; signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); extremes of physical, mental and	Apathy and dejection; inappropriate emotional responses to painful situations; rocking/head banging; inability to play; indifference to separation from family indiscriminate attachment; reluctance for parental liaison; fear of new situation; chronic runaway; attention seeking/needing behaviour;

emotional development (e.g. anorexia, vomiting, stooping).	poor peer relationships.
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Neglect

Physical Indicators	Behavioural Indicators
Looks very thin, poorly and sad; constant hunger; lack of energy; untreated medical problems; special needs of child not being met; constant tiredness; inappropriate dress; poor hygiene; repeatedly unwashed; smelly; repeated accidents, especially burns.	Tired or listless (falls asleep in class); steals food; compulsive eating; begging from class friends; withdrawn; lacks concentration; misses school medicals; reports that no carer is at home; low self-esteem; persistent non-attendance at school; exposure to violence including unsuitable videos.

Sexual Abuse

Physical Indicators	Behavioural Indicators
Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; bruises or bleeding in genital or anal areas; torn, stained or bloody underclothes; chronic ailments such as recurrent abdominal pains or headaches; difficulty in walking or sitting; frequent urinary infections; avoidance of lessons especially PE, games, showers; unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.	What the child tells you; withdrawn; chronic depression; excessive sexual precociousness; seductiveness; children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; over concerned for siblings; poor self-esteem; self-devaluation; lack of confidence; peer problems; lack of involvement; massive weight change; suicide attempts (especially adolescents); hysterical/angry outbursts; lack of emotional control; sudden school difficulties e.g. deterioration in school work or behaviour; inappropriate sex play; repeated attempts to run away from home; unusual or bizarre sexual themes in children's art work or stories; vulnerability to sexual and emotional exploitation; promiscuity; exposure to pornographic material.

The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

Do:	Do not:
<ul style="list-style-type: none"> ❖ Listen to what the child says ❖ Assure the child they are not at fault ❖ Explain to the child that you cannot keep it a secret ❖ Document exactly what the child says using his/her exact words ❖ Remember not to promise the child confidentiality ❖ Stay calm ❖ Listen ❖ Accept ❖ Reassure ❖ Explain what you are going to do ❖ Record accurately ❖ Seek support for yourself 	<ul style="list-style-type: none"> ❖ Ask leading questions. ❖ Put words into the child's mouth. ❖ Ignore the child's behaviour. ❖ Remove any clothing. ❖ Panic ❖ Promise to keep secrets ❖ Ask leading questions ❖ Make the child repeat the story unnecessarily ❖ Delay ❖ Start to investigate ❖ Do Nothing

CHILD PROTECTION PROCEDURES

In accordance with Trust Guidelines, Our Duty to Care and Social Services, at DPS Out of School Club we will endeavour to safeguard children by:

Key commitment 1

DPS Out of School Club is committed to building a culture of safety in which children are protected from abuse and harm in all areas of our service delivery.

In order to ensure every child is safe guarded, we will ensure that:

- All staff/students/volunteers and parents/carers are made aware of our safeguarding policy and procedures.
- Staff/students/volunteers are made aware that everyone is responsible for the safeguarding of the children in the setting.
- Appropriate adult/child ratios are always maintained: **1 adult: 10 children**
- Students under the age of 18 years cannot be included in the staff ratio.
- Students/trainees/volunteers do not work unsupervised.

- The layout of playroom allows constant supervision of all children.
- An attendance register is maintained in the playrooms.
- Written permission is obtained at registration for staff to change a child's clothing when / if necessary.
- Only those persons named on the registration form (and over the age of 18 years except in the case of a parent) are allowed to collect the child from the setting.
- Whenever a parent/carer advises otherwise, this information will be shared among the staff and the necessary permissions form will be signed by parent/carer.
- Security steps are taken to ensure that we have control over who enters the setting so that no unauthorised person has unsupervised access to the children.
- A code of conduct for staff/students/volunteers as recommended in "Our Duty to Care" is given to students/staff/volunteers during the induction period.
- Staff/student/volunteers personal mobile phones must not be used during the session, except while on designated breaks in the staff room.
- Staff/students/volunteers/parents are not permitted to use mobile phones within the playrooms while children are present.
- Staff/students/volunteers will not be permitted to contact the children by phone, text, e-mail or through chat rooms and social networking sites.
- Staff/students/volunteers should not provide children with their personal details, i.e., mobile phone number.
- The Management team will review the Safeguarding and Child Protection Policy annually and make any necessary amendments based on findings from work experiences, changes in legislation or updated guidance provided by the Health & Social Care Trust.
- Staff/students/volunteers are aware of the procedures for reporting and recording their concerns in the setting.
- A "whistle-blowing" policy is in place which encourages staff/students/volunteers to report any concern they have regarding the practice of their colleagues, volunteers or trainees relating to the care of the children. A list of contact names is available.

Recruitment and Selection

- The setting adheres to the Health and Social Care Trust requirements in respect of references and criminal record checks for staff/students/trainees and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- All applicants for work, both paid and voluntary, are interviewed prior to appointment.
- All appointees are required to provide two written references. Written references may be followed up by verbal confirmation.
- All appointees, both paid and voluntary, are requested to undergo police checks and vetting by Access N.I. These procedures must be completed, and all necessary documents cleared by the Southern Health & Social Care Trust before any worker (paid or voluntary) is permitted to work in the setting.

- All appointments will be subject to a probationary period of six months and will not be confirmed in post unless it is seen that they are suitable and can be entrusted with the care of the children.
- In the event of any changes in staff, the Manager will inform the SHSCT, Early Years Team.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- DPS Out of School Club adheres to the relevant guidelines in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set out.

Responding to suspicions of abuse

- All those working with children are aware that abuse of children can take different forms – physical, emotional and sexual, as well as neglect and exploitation.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and shares with the setting leader. The leader will then speak to the Designated Officer. The information is stored on the child's personal file.
- DPS Out of School Club will refer concerns to the Gateway team and co-operate fully in any subsequent investigation.
- Those involved will take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Where a child is already known to Social Services and has a social worker, we will contact them directly.

Contact Early Years Link Social Worker / Early Years Team: 028 3756 4020

Link Social Worker- Pamela Wright

The management team will use detailed procedures and reporting format when making a referral to Gateway.

RECORDING SUSPICION OF ABUSE

Changes to behaviour / appearance

Changes in children's behaviour/appearance will be noted on the Child Protection note of Concern and details brought to the attention of the leader/deputy.

A member of staff/student/volunteer who **suspects abuse of a child must inform the Designated Child Protection Officer - Heather Wilson or the Deputy Designated Child Protection Officer Carrie Willis / Taylor Hodgett immediately.**

The leader / deputy will seek an explanation from the parents/carer in a sensitive manner. If she feels that the explanation is unsatisfactory and in consultation with the DCPO, she will seek advice from the Gateway Team.

A disclosure is made

Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, a member of staff will:

- Listen to the child, offer reassurance and give assurance that he/she will take action.
- Not question the child or investigate.
- Make a written record using Record of Incident / Disclosure form (See appendix 2) that forms a factual record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with the date and time;
 - the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to Gateway

- DPS Out of School Club will follow any procedures that the Gateway Team has in place.
- DPS Out of School Club will also inform our link social worker that we have made a referral to the Gateway Team.
- DPS Out of School Club will retain a copy of any forms filled in for Gateway in the child's personal file.
- All staff are aware of the referral procedures for recording and reporting.

Understanding the Needs of Children in Northern Ireland (UNOCNI)

- DPS Out of School Club is aware of the referral system of UNOCNI – Understanding the Needs of Children in Northern Ireland. The registering

social worker and the Gateway Team will keep us informed of any changes and training available.

Contact details for Gateway Team are:

Central Gateway: 028 3756 7100

Regional Emergency Social Work Service-Out of hours 0800 197 9995

If a child is thought to be at immediate risk

RING PSNI 101 and contact Gateway Team

INFORMING PARENTS

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where guidance does not allow this.
- This will usually be the case where the parent is the likely perpetrator. In these cases the investigating officer will inform parents.

Children known to Social Services

If a child is already known to Social Services, particular monitoring will be made in line with the Child Protection Plan.

- Staff will monitor the attendance of children who are on the register.
- If a child is absent for one week the manager will contact the child's parents.
- Notice of this absence will be made to the family's social worker.
- If staff/students/volunteers notice any deterioration in the child's well-being, the manager will contact the family's social worker.

Children's Departure and Third-Party Release

- Children may only be collected by named adults (who must be aged 18 years or over) unless he/she is a parent, authorised to do so on the registration form.
- Only members of staff have authorisation to release a child either during or at end of session.
- If someone else is collecting a child, parents/carers must have informed a member of staff beforehand, otherwise the child cannot be released.
- In the case of an emergency, a named person on the child's registration form may collect the child if staff are unable to contact his/her parent/carer.
- If the staff believe that a child is in immediate danger by leaving or travelling with an adult who is under the influence of alcohol or other substances, they will attempt to intervene by taking the following actions:
 1. A member of staff will invite the adult aside and express staff's concerns and ask if another adult could come to collect the child.
 2. Staff will politely explain that it would be better if they ring someone else to collect the child.

3. If the adult does not listen or becomes angry/abusive, staff will advise that the incident will be reported to the police.
4. If the adult leaves with the child and attempts to drive off, then staff will inform the police and advise the adult that this action is being taken.
5. Staff will keep a written record of the incident including names of staff and conversation between staff and adult.

Liaison with other agencies

- DPS Out of School Club will work with the Health and Social Care Trust guidelines.
- All staff are familiar with what to do if they have concerns.
- DPS Out of School Club has procedures for contacting the Health and Social Care Trust on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and the Trust to work well together.
- DPS Out of School Club will notify the Health and Social Care Trust of any incident and any changes in our arrangements which may affect the well-being of children.
- If a referral is to be made to the Gateway team, DPS Out of School Club will act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- DPS Out of School Club ensures that all parents know the complaints policy if they have concerns regarding the behaviour or actions of staff/students/trainees/volunteers within the setting.
- DPS Out of School Club will follow the guidance of the Health and Social Care Trust when responding to any complaint that a parent/carer has put forward.
- DPS Out of School Club will respond to any disclosure by children or staff that abuse by a member of staff, student/trainee/volunteer within the setting, by first recording the details of any such alleged incident.
- Management will refer any such complaint immediately to the Gateway team and the link social worker to investigate. DPS Out of School Club is aware that it is an offence not to do this.
- The Management of DPS Out of School Club will co-operate fully with any investigation carried out by the Gateway team / Early Years Team.
- Where the management team and Health and Social Care Trust agree it is appropriate in the circumstances, management will suspend the member of staff/volunteer/student/trainee, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

Disciplinary action

- Where a member of staff/student/trainee/volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, management will notify Gateway / Early Years and the Independent Safeguarding Authority of relevant information so that individuals who pose a

threat to children (and vulnerable adults), can be identified and barred from working with these groups.

Key commitment 3

DPS Out of School Club is committed to promoting awareness of child abuse issues throughout child protection training for staff. DPS Out of School Club is also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Training

- Management will seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the Health and Social Care Trust guidelines for making referrals.
- Management will ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- Management will ensure that staff/volunteers are trained in Safeguarding Children/Child Protection in line with current regulations and this will be reviewed annually at staff appraisals where training needs can be identified.

Recording

- Staff inform the Designated Officer (H.Wilsoon) or Deputy Designated Officer (C.Willis/T.Hodgett) regarding concerns with Child Protection. The Designated Officers record these details on an incident form or record of allegation form (see appendix 3/4)
- We use a bumps and bruises file to record if a child comes in from school or home with a bump or a bruise, parents / carers are asked to sign and date this. The purpose of this is to protect the health and welfare of the child and ensure that their safety is paramount.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Health and Social Care Trust.

Planning

- The layout of the room allows for constant supervision. No child is left alone with staff/volunteer/students/trainees in a one-to-one situation without being visible to others.

Support to families

- DPS Out of School Club believes in building trusting and supportive relationships with families, staff/students/trainees/volunteers in the group.

DPS OUT OF SCHOOL CLUB SAFEGUARDING AND CHILD PROTECTION POLICY

- DPS Out of School Club makes clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Health and Social Care Trust.
- DPS Out of School Club follows child protection guidelines as set out by Health and Social Care Trust in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with Health and Social Care Trust guidelines.

Links with other policies:

- Anti-Bullying Policy
- Complaints Policy
- Confidentiality Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Accidents and incidents
- Intimate and Personal Care Policy
- Staff Development and Training Policy
- Whistleblowing Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: *D. Thompson*
(on behalf of the Management Team)

Position: *Chairperson* Date: *7/11/24*

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

Date: Signed:

CHILD'S NAME: _____ DOB: _____

- NATURE OF CHANGES IN CHILD'S BEHAVIOUR/APPEARANCE WHICH GIVE STAFF SOME CONCERN:

STAFF SIGNATURE: _____ DATE: _____

- NATURE OF CHANGES IN CHILD'S BEHAVIOUR/APPEARANCE WHICH GIVE STAFF SOME CONCERN:

STAFF SIGNATURE: _____ DATE: _____

- NATURE OF CHANGES IN CHILD'S BEHAVIOUR/APPEARANCE WHICH GIVE STAFF SOME CONCERN:

STAFF SIGNATURE: _____ DATE: _____

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STAFF SIGNATURE: _____ DATE: _____

DPS OUT OF SCHOOL CLUB
CONFIDENTIAL NOTE OF CONCERN

Name of Child	
Date & Time of incident/disclosure	
Circumstances of incident / disclosure:	
Nature and description of concern: (Record actual words by the child/young person)	

Parties involved, including witnesses to an event and what was said or done and by whom:

Action taken at the time:

Details of advice sought, from whom and when:

Any further action taken:

Name of Staff Member
making the report

Signature of Staff
Member

Signature of Designated
Officer

Date :

Date:

Flow Chart of action to take if a child has made a disclosure or you have concerns

Child makes a disclosure to member of staff or there are concerns about child either as a result of one observation or many observations over a period of time.

ACT PROMPTLY

Complete a factual account on a Record of Incident / Disclosure Form.

Discuss disclosure/concerns with Designated/Deputy Designated Child Protection Officer.

Designated / Deputy Designated Child Protection Officer will plan a course of action and ensures that a written record is made and treated confidentially.

If a referral is necessary Designated / Deputy Designated Child Protection Officer will refer to Gateway Team

SHSCT Early Years Team Informed

Follow advice from Gateway

CONTACT NUMBERS

Early Years Team 028 3756 4020

Gateway Team 028 3756 7100

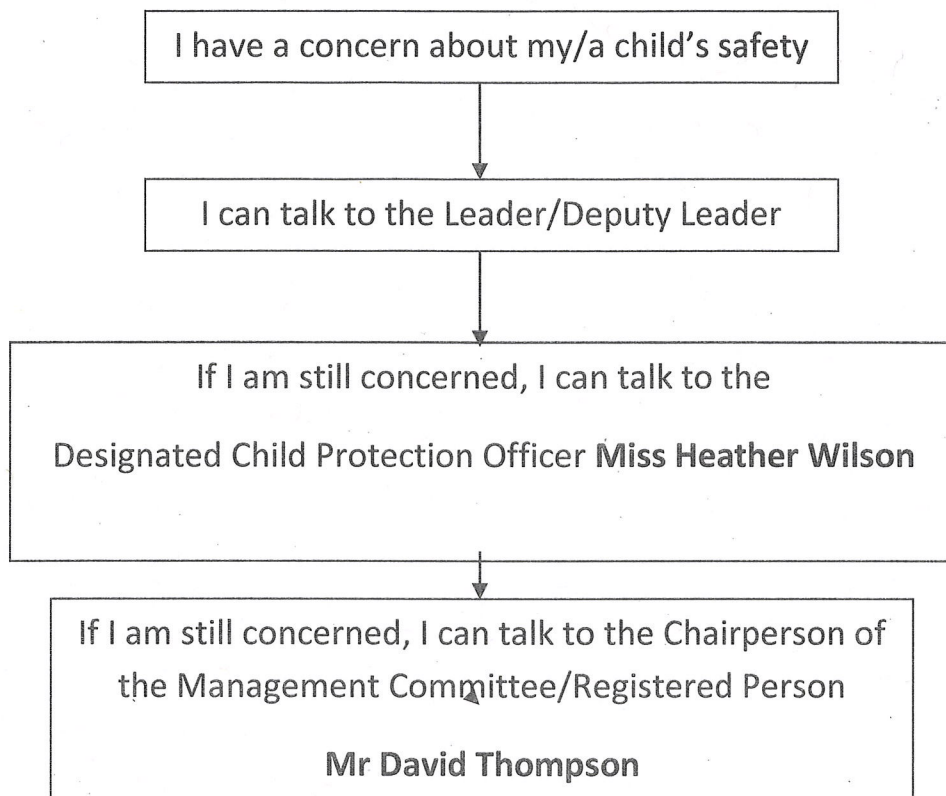
Regional Emergency Out of hours
0800 197 9995
(after 5pm, weekends & bank holidays)

PSNI 101

NSPCC 0808 800 5000

Ombudsman 0800 343 424

How a Parent can make a Complaint



At any time a parent can talk to a social worker at the Gateway Team

Gateway Team- (028) 3756 7100
Regional Emergency Social Work Out of Hours - 0800 197 9995
Pamela Wright, Early Years Team- 028 3756 4020

Others

NSPCC	0808 800 5000
Ombudsman	0800 343 424
PSNI	028 9025 9299 / 101