Evesham Adventure Playground Association

Reg.charity no.513526



-more than just a place to play

Child Protection Policy

Child Protection – Abuse, Neglect and Exploitation

All our staff are aware of what abuse, neglect and exploitation is and have an understanding of the different types of indicators which could suggest a child is suffering or likely to suffer harm.

We encourage our staff to be professionally curious about what to look out for as this is vital for the early identification of abuse, neglect and exploitation so that we are able to identify children who may be in need of help or protection at the earliest opportunity.

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Deputy Designated Safeguarding Lead (Deputy DSL)		**Jason Cooper/Maria Warwick/Beck Boucker**	
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Registered Provider:		**OFSTED**	
Senior Management Safeguarding Officer		**Kath Cordwell**	
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Last reviewed on	September 2026	**Next review date**	September 2027

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Our staff are aware that children may be abused by an adult or adults or by another child or children.

Physical Abuse
Physical abuse is a form of abuse which may involve:

- hitting
- shaking
- throwing
- poisoning
- burning or scalding
- drowning
- suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated Induced Illness FII).

Emotional Abuse
The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- a child seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying)
- causing a child to feel frightened or in danger
- exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. It can be difficult to recognise emotional abuse and children may not always realise they are experiencing it. However, there may be indicators in the way a child behaves and reacts to certain situations.

Sexual Abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve:

- **Physical contact:** including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing
- **Non-contact activities:** such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse
- **Online abuse:** sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

Neglect
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Exploitation
Exploitation in relation to children refers to the use of children for someone else's advantage, gratification, or profit often resulting in unjust, cruel, and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

Our staff are aware that there are several types of child exploitation, including, but not limited to:

- **Child Sexual Exploitation (CSE):** this is a type of sexual abuse where children are sexually exploited for money, power, or status. It can involve contact and non-contact activities and can occur without the child's immediate recognition; this is due to their grooming by the abuser.
- **Child Labor Exploitation:** this involves the use of children in work that is harmful to their physical and mental development. It deprives them of their childhood, potential, and dignity.
- **Child Trafficking:** children are recruited, moved, or transported and then exploited, forced to work, or sold. They are often used for forced labour, sexual exploitation, or illegal activities.
- **Child Criminal Exploitation (CCE):** this is where children are involved in activities of a criminal nature, often in gangs. They may be forced or manipulated into committing crimes, such as selling drugs or stealing.

Child Protection – Safeguarding Issues and Specific Forms of Abuse

All our staff understand that children can be at risk of abuse or exploitation in situations outside their families. They are aware that 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), drug taking and/or alcohol misuse, criminal exploitation, child sexual exploitation, serious youth violence, county lines, radicalisation, consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as youth produced sexual imagery) and can put children in danger.

Staff are aware that Extra Familial Harms can present online, in a child's environment/neighbourhood, school and any place/space that children occupy or access such as:

- Child abduction
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Children and the Court system
- Children absent from education
- Children with family members in prison
- Cybercrime
- Domestic abuse
- Homelessness
- Mental health
- Modern Slavery and the National Referral Mechanism
- Preventing radicalization
- The Prevent Duty
- Channel
- Sexual violence and Sexual harassment between children in schools
- Serious Violence
- FGM and the mandatory reporting duty for teachers
- Forced marriage.

Child-on-Child Abuse

We know that children can cause harm to other children. We have a zero acceptance of child-on-child abuse and create a culture of keeping an open mind and attitude that "it could happen here". Our staff are aware that even if no reports are being made, it does not mean it is not happening.

Our staff understand that it is important to challenge inappropriate behaviours between children that are abusive in nature, and we have clear expectations that incidents are not downplayed or suggested to be jovial or part of growing up as this can lead to a culture of unacceptable behaviours and unsafe environments for children and young people.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
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Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It can occur online and offline (both physical and verbal) and are never acceptable.

Domestic Abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. They may also experience it within their own intimate relationships.

Our staff understand that these experiences can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members.

Our staff are aware that domestic abuse can include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse and that anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Honour-based abuse

Encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including domestic abuse, threats to kill, female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such.

Faith abuse

Children can be at risk of abuse linked to faith or belief, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.

Female Genital Mutilation (FGM)
Keeping Children Safe in Education (2024) explains that FGM includes *'all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs.'*

FGM is illegal in the UK and is considered as a form of child abuse that has significantly harmful and long-lasting consequences. It can also be referred to as 'female genital cutting', 'circumcision' or 'initiation'.
Staff are aware of their mandatory reporting duty and the requirement to immediately contact the Police if they are

- informed by a girl under 18 that an act of FGM has been carried out on her
- observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 (and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth).
- The duty for staff above does not apply in cases where a child is *at risk* of FGM or FGM is suspected but is not known to have been carried out. In these circumstances, staff know they must report to the DSL who will follow local safeguarding procedures.

Child Protection - Prevent and concerns about extremism

We are aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of our functions, to have "*due regard to the need to prevent people from becoming terrorists or supporting terrorism*". This duty is known as the Prevent duty. The Prevent duty is one of our wider safeguarding obligations. Our DSLs and senior leaders are aware of the revised Prevent duty guidance: for England and Wales, especially paragraphs 141-210, which are specifically concerned with education.

Our staff are aware that children may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is a part of our safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to Children's Services website. or Channel, the Government's programme for identifying and supporting individuals at risk of being drawn into terrorism.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which all staff and governors can call to raise concerns about extremism for a child. In non-emergency situations DSLs can also email counter.extremism@education.gov.uk. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321.

Child Protection- Concerns about mental health

Mental health difficulties can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Poor or deteriorating mental health can also be a safeguarding concern in its own right. Our staff know to be alert to behavioural signs that suggest a child may be experiencing mental health or be at risk of developing one.

If a staff member has a concern about a child's mental health, no matter the level of the child's emotional difficulties, they must speak to the DSL who will evaluate if the child is at risk of

immediate harm, and if so, will escalate to the appropriate level of support.

If a child is experiencing low moods, low self-esteem and general anxiety, we will be able to provide some advice about some self-accessed support through relevant approved wellbeing websites and apps. If however, the child is presenting with a concerning level of low mood and anxiety for a period of time then we, with the DSL will discuss with the child and their parents/carer to explore options of support.

If someone is experiencing suicidal thoughts but they do not need physical input from A&E then consideration will be given to accessing support from the Crisis team. If a referral for targeted mental health support is required then a referral through SPA will be made.

If, however, a child/young person is at immediate risk the school will recommend they need to be sent to A&E, or dial 999.

Child Protection- Special education needs and disabilities

Children with SEND are far more likely to be abused or neglected, possibly because of the challenges faced by parents and carers, or because they are particularly vulnerable if they have delayed cognitive and language development, and possibly because signs and symptoms of abuse and neglect can sometimes be attributed to their condition.

Child Protection-Online safety

Children are often more adept at using technology than the adults around them, but do not necessarily understand the risks posed by those who they 'meet' online. In many cases parents are not fully aware of the risks and we therefore endeavour to inform and empower parents and carers.

We acknowledge and understand that unwanted behaviour in particular can be an indicator of trauma as a result of abuse and neglect and would therefore consider all needs holistically in order to determine the right kind out support for the child and family.

Safeguarding Awareness

It is important that our users, including children, young people, vulnerable adults, parents and carers and organisations using our services are aware of our policies and procedures.

Our safeguarding statement with contact numbers for our DSL's are on view in our reception space, and available on-line from our website, including complaints process and the procedure if abuse is suspected or disclosed by children or adults.

We have child friendly versions on our noticeboard that are in line with the following procedures.

What all staff need to do to respond if abuse, neglect and exploitation is suspected or been disclosed.

Any adult working in the setting who is concerned about a child or who identifies that a child or family may need extra help and support, will discuss this with the DSL. They may also want to have a discussion with their SENCo and/or a colleague from another agency to get a better understanding of the child and their family, and this will be with the family's consent.

As a team we recognise the importance of context, i.e. the family and wider environment in which the child lives.

Emerging concerns

We may find that general concern begins to build up around a child's behaviour, demeanour or presentation. Concerns may include what is seen or heard and may include the way family members relate to the child and/or the setting. Such concerns may not seem to be very significant on their own, but together may indicate a need for family support that should not be ignored. Therefore, concerns are always recorded factually and accurately along with any decisions or action taken in order to support the decision-making process.

Responding to disclosure

A disclosure occurs when a child or young person indicates directly, or through play or drawings for example, that he or she has been or is being abused in some way. Occasionally a disclosure may be very clear and contain specific details about whom, or what was involved, or where and when apparent abuse took place. More commonly disclosure emerges as part of routine activity or conversation.

If a child makes a disclosure we will:

- Contain our reaction as far as possible – try not to express shock or disbelief
- Listen to the child, accept what they say and communicate to them that we accept it
- Not make any promises to the child about not passing on the information – the child needs to know that someone who will be able to help them will be spoken to
- Record the information as accurately and quickly as possible, including the timing, setting and those present, as well as what was said
- Discuss with the DSL to determine the most appropriate course of action
- Not interrogate the child. We may ask for clarification but will not ask leading questions. We will use 'TED' questions, i.e. 'Tell me what happened', 'please explain what you mean when you say ….' and 'can you describe the person?' or 'can you describe the place?'.

Concerns about child-on-child abuse

In most circumstances, incidences of children hurting other children will be dealt with under our behaviour policy. Our child protection policy will apply to all incidents that raise safeguarding concerns where the alleged behaviour:

- is serious, and potentially a criminal offence
- could put children at risk
- is violent
- involves children being forced to use drugs or alcohol
- involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes).

If a child makes an allegation of abuse against another pupil:

- staff must record the allegation and report to the DSL, staff should not investigate the matter

- the DSL will assess and consider the relevant next steps which may include, speaking with the child and parents, accessing relevant consultation lines provided by the Local Authority, making a request for support to Children's Services as well as the Police if the allegation involves a potential criminal offence or the Child and Adolescent Mental Health Service (CAMHS), if appropriate
- the DSL will consider whether a risk assessment or a safety and support plan would be beneficial for any children involved, including the victim(s), the child(ren) against whom the allegation has been made and any others affected, with a named person they can talk to if needed. This should include consideration of all aspects and areas of the environment and beyond, for example off-site activities and transport
- the DSL will speak to the child and their parent/s or carers to share the concerns, gain their views and consent to liaise with other agencies if there are any identified risks and unmet needs
- if the incident is a criminal offence we have a duty to report this and thereafter work closely with the Police (and other agencies as required) while protecting children and/or taking any measures to manage risk. For incidences which involve significant harm and/or a potential criminal offence, the DSL will endeavour to gain consent but may override this should not gaining consent increase the risk to a child
- our DSLs are committed to ensuring that where concerns are raised about child-on-child abuse, incidences are taken seriously and dealt with fairly. DSLs will consider all information available to them and ensure that any action or decision is proportionate for all children involved, and that such decisions do not disproportionately impact on their access to education, although at times some restrictions or adaptations may be required to manage identified risk.

Allegations against someone working on the premises (LADO referral)

A complaint is an allegation of abuse if it indicates that someone:

- Has/may have acted in a way that has harmed a child
- Acted in a way which has put a child at risk
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

If a complaint (from a parent, child, staff member, member of the public, etc) includes an allegation of abuse, whether made verbally or in writing, the incident would be noted in the record of complaints (with minimal detail to ensure confidentiality) and the registered provider informed.

The registered provider/Manager or DSL will make a record of the allegation and contact LADO either through the online referral form or phone.

We will not investigate an allegation of abuse or discuss with the person involved and we will follow the advice of LADO.

The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere.

- Confirmation of the allegation in writing would be sought from the person making the allegation, but action would not be delayed whilst awaiting written confirmation
- The recipient of the allegation would immediately inform the registered provider
- The registered person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the **LADO** on **01905 846221**
- The manager would telephone the LADO and if this is not possible, the Family Front Door

- If the allegation is against the DSL or the manager, it will be necessary to report the concern to the person's superior. If this is not possible staff should inform the LADO directly
- If the allegation is against the registered person, the DSL should inform the LADO immediately and then notify Ofsted (or any relevant childminder agency)
- A note would be made of any actions advised by the LADO or by Ofsted and of the date and time they are implemented
- The provider would conduct a risk assessment to determine whether the staff member should be suspended
- Parents/carers would be informed unless to do so could put the child in further danger.

If no further action is recommended, we may still proceed with disciplinary procedures. If there are concerns about the suitability of the member of staff to continue to work with children, we have a statutory duty to refer to the Disclosure and Barring Service (DBS)

In all cases where an allegation against a member of staff is made, we would review all policies and procedures, and address identified training/supervision needs.

Records of allegations would be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

The registered provider completes training on managing allegations.

Whistle Blowing Policy

Policy statement

The charity supports and will provide protection for whistleblowers.
If any staff, volunteers or any other members of our charity become aware of anything that makes them feel uncomfortable, then they can discuss their concern with the line manager or designated person for safeguarding.
The charity will provide training and supervision for all staff and volunteers to ensure they are able to recognise unsuitable and inappropriate behaviour.

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Last reviewed on **September 2026**	**Next review date** **September 2027**

Procedures

Raising a concern

- Ideally the staff member should put his or her allegations in writing, setting out the background
  to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.
- In the first instance concerns should be taken to the line manager. If, due to the nature of the problem, this is not possible, concerns should be raised with the management committee.
- If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:
  - Ofsted (if it concerns the safe and effective running of the club)
  - NSPCC
  - The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Charities Safeguarding Children policy)
  - Ultimately, with the police (if a crime is thought to have been committed).
  - If the member of staff is still uncertain about how to proceed with the concern, he or she should contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected.

The response should include-

details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the charity will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Contact information

LSCB (Local Safeguarding Children Board):
Monday to Friday 8:30am to 5:00pm 01905 768054
Evenings and weekends- 01905 768020
Ofsted: 0300 123 3155
NSPCC on 0800 0280285 (8am to 8pm Mon to Fri, 9am to 6pm weekends)
PCAW (Public Concern at Work): 020 7404 6609
ACAS www.acas.org.uk/whistleblowing

Date:

Name:

Signature:

Concerns or allegations that do not meet the harm threshold

We recognise the importance of ensuring staff working with children and young people remain suitable throughout their employment. This includes ensuring that all adults who work with children either paid or voluntary do so in accordance with our settings values and policies including the Staff Code of Conduct.

What is a low-level concern?
Keeping children safe in education, 2024 (KCSIE) states:
'The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt'.
A low-level concern is therefore where an adult may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to setting policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating children
- exhibiting behaviours which breach the professional standards required by the setting as set out in the staff code of conduct.

Creating a culture where children feel safe and minimising the risk of all forms of abuse.

We recognise the importance of taking proactive action to minimise the risk of any form of abuse, neglect and exploitation irrespective of from whom and where this comes from, including child-on-child abuse. Creating a supportive environment where children can feel confident in reporting incidents is key to our safeguarding culture.

We expect all staff to:

- challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- be vigilant to issues that particularly affect different genders, for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- ensure we help to educate children about appropriate behaviour and consent
- ensure children are able to easily and confidently report abuse using our reporting systems
- reassure victims that they are being taken seriously
- be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems or elsewhere that could be addressed by us updating policies, and processes , or could reflect wider issues in the local area that should be shared with our safeguarding partners
- support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, and alleged perpetrator(s) and any witnesses are not bullied or harassed
- consider intra-familial harms (adults close to the child and family) and any necessary support for siblings following a report of sexual violence and/or harassment.

Our staff are trained to understand:

- how to recognise the signs of child-on-child abuse, and know how to identify it and respond to reports
- even if there are no reports of child-on-child abuse, it does not mean it is not happening – staff should maintain an open mind and attitude of “it could happen here”
- if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told; and always speak to the DSL should they be unclear
- children may not always make a direct disclosure and therefore they must be aware that:
    - children can show signs or act in ways they hope adults will notice and react to; it may be that their difficulties emerge from behaviour when they do not have the language to express themselves
    - a friend of the child may share information to a staff member or make comments; professionally curiosity is key, do not fear exploring the information and asking open ended questions
    - staff overhear a conversation between children
    - a child’s behaviour may change suddenly with no clear reason or precipitating event that might offer some explanation
    - some children can face additional barriers to telling someone, for example they have a disability, special educational need, age gender, ethnicity and/or sexual orientation etc.
    - one child’s concerning/abusive behaviour towards another could be an indicator of that child having been harmed themselves.

Being Alert

We are alert to possible signs of possible abuse and neglect, for example:

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc
- Any bruising or injury to a very young, immobile baby
- Burns, scald or bite marks
- Any injuries or swellings, which do not have a plausible explanation
- Bruising or soreness to the genital area
- Faltering growth, weight loss and slow development
- Unusual lethargy
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- A child whose play and language indicates a sexual knowledge beyond his/her years
- A child who flinches away from sudden movement
- A child who gives over rehearsed answers to explain how his/her injuries were caused
- An accumulation of a number of minor injuries and/or concerns
- A child whose attendance is erratic, or suddenly ceases, without any contact from the family
- A parent's behaviour or presentation, e.g. evidence of possible alcohol or drug misuse, mental health difficulties, or domestic violence
- Arrangements for the collection of the child give rise to concern
- Hunger/thirst at the start of the day
- Lack of attention to child's basic hygiene needs
- A child who discloses something which may indicate he/she is being abused.

We are aware and will respond appropriately to contextualised safeguarding, responding to children's experiences of significant harm beyond their family and home.

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.

Children missing from education

Children below statutory school age are not required to attend a setting regularly if at all, but once registered most do attend regularly and most parents will let the setting know if they are not going to be present. Therefore, we give consideration to children not attending and seek to assure ourselves that the child's absence is not a cause for concern.

Children with family members in prison

These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour.

Supporting children
We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. We acknowledge that settings may be the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm, and we are aware that research shows that their behaviour may be challenging and defiant or they may be withdrawn.
As part of our support staff members are made aware of how adverse childhood experiences (ACES) can impact their overall development.

The setting will endeavour to support all children by:

- Encouraging self-esteem and self-assertiveness, as well as promoting respectful relationships, challenging bullying and humiliating behaviour
- Promoting a positive, supportive and secure environment giving children a sense of being valued
- Consistently applying strategies to which are aimed at supporting vulnerable children, and supporting children in understanding that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred
- Liaising with other agencies that support the child such as Children's Social Care and Early Help providers
- Notifying the Family Front Door immediately where there is a significant concern, and the child could be at risk of significant harm
- Providing continued support to a child about whom there have been concerns if they leave the setting by ensuring that appropriate information is forwarded under confidential cover to their new setting. A copy of records (which may potentially be required as evidence in the future), will be retained until the child has reached the age of 25 years.

Positive physical intervention
Staff only ever use physical intervention as a last resort when managing unwanted behaviour, and it is the minimal force necessary to prevent injury or damage to property.
All such incidents of physical intervention are recorded.
Physical intervention of a nature that causes injury or distress to a child may be considered under management of allegations or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children and all adults in the setting have been given safer working practice guidance to ensure they are clear about their professional boundaries.

Record Keeping and Documenting concerns
Our records are a factual account of what was seen and heard, containing the child's own words where appropriate and completed as soon as possible, not later than the end of the working day. The child is identified by name and date of birth on each page, and we do not use abbreviations. Blank spaces or alterations are scored through with a single line, and the original entry remains legible. They are written in permanent black ink, dated, timed, signed and stored securely.

Records describe the care and condition of the child and may include professional opinion which would be clearly indicated. They also include the comments and views of both the child and the parents/carers.

Evesham Adventure Playground Association

Reg.charity no.513526



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Attendance policy

Alternative Provision

We recognise the importance of accurate and timely recording of attendance and absence when working with education settings.
We aim to reflect the timely and accountable attendance registration processes of the schools we work with. This policy does not supersede that of any host schools; rather, they supersede this.

Designated Safeguarding Lead (DSL)	**Dave Boucker** 07855734393
Deputy Designated Safeguarding Lead (Deputy DSL)	**Jason Cooper/Maria Warwick/ Beck Boucker** 07498242810 / 07921465220/ 07870667643
Registered Provider:	**OFSTED 205234**
Senior Management Safeguarding Officer	**Kath Cordwell** 07964549902
Last reviewed on September 26	**Next review date** September 27

LIAISING WITH REFERRING SCHOOL
Upon referral a Link Teacher will be identified in the referring schools- this person will be our primary contact . Likewise, upon referral we will ascertain who the Attendance Liaison Officer is within the school responsible for registering attendance and absence is, and how they should be contacted.

We will make initial contact via email with the school's Attendance Liaison Officer prior to the pupil attending- making this policy available.

LIAISING WITH PARENTS, CARER OR GUARDIAN (For school non-attenders/excluded children)
Upon referral from a school we will ascertain the contact details of parent, carer or guardian. If the school is not responsible then we shall contact parent, carer or guardian in the school's stead.

RECORDING ATTENDANCE
Attendance is recorded in the AP diary. An appointed time is agreed with the school and pupil.
A pupil will be deemed as late if they arrive after the appointed time; where possible we will allow additional time

ILLNESS REPORTING AND RECORDING

Absence reporting number: 013286442154

Parents/carers/guardians should ring by 10am on each day of illness to notify if a pupil is unable to attend the alternative provision for that day. Upon receiving a call we will mark in the AP diary In this case, the absence will be deemed as authorised; the Link Teacher/Attendance Liaison Officer in the referring school will not be notified unless they have requested to be so. If we do not hear from the parent/carer/guardian by 10.30am then the absence will be classed as unauthorised; the Link Teacher/Attendance Liaison Officer in the referring school checks with us to make sure the pupil is in attendance. If they have not made contact we will subsequently contact the school. If a pupil is ill during the day they are not allowed to go home alone; a parent/carer/guardian must collect them from the provision.

ABSCONDING

Any pupils who has received an attendance mark for the session who subsequently leaves the location of the provision will be deemed as absconding. For all pupils under the age of 16 years, the Parent/carers/guardian will be contacted then the Link Teacher/Attendance Liaison Officer in the referring school will be informed as soon as is practicable to explain the situation.

REPORTING ATTENDANCE TO REFERRING SCHOOL

The Attendance Liaison Officer or school office will contact us by phone/email each session to confirm attendance or absence of the pupil. Unauthorised absence and absconding will be notified as soon as is practicable to the School and the Parents/carers/guardians. If individual schools wish to vary this, then we will make necessary arrangements.

LEAVE OF ABSENCE

The Leave of Absence processes of the referring schools will be adopted; if a pupil has a leave of absence authorised then we request to be notified as soon as is reasonably possible.

CHILDREN MISSING IN EDUCATION

A pupil is classed as missing in education if they are absent from school for 10 days and we have received no information regarding the absence. If a pupil is deemed as missing in education by the school then we request to be notified.

Date: 1/09/2026

Name Kath Cordwell

Signature

Appendix i

Key Commitment 2	**Logging a concern**
Name:	**Date of Birth:**
Date and Time of Incident:	**Date and Time (of writing):**
Name: **…… Print Signature……..** **Job Title:**	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?	
What is the child's account/perspective?	
Professional opinion where relevant.	
Any other relevant information (distinguish between fact and opinion). Previous concerns etc.	
What needs to happen? Note actions, including names of anyone to whom your information was passed and when.	

Check to make sure your report is clear to someone else reading it.
Please pass this form to your Designated Safeguarding Lead.

For use by Designated Safeguarding Officer

Time and date information received, and from whom.	
Any advice sought – if required (date, time, name, role, organisation and advice given).	
<u>Action taken</u> (referral to children's social care/monitoring advice given to appropriate staff/CAF etc.) with reasons. **Note time, date, names, who information shared with and when etc.**	
<u>Parent's informed?</u> Y/N and reasons.	
<u>Outcome</u> **Record names of individuals/agencies who have given information regarding outcome of any referral (if made).**	
Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?	
Should a concern/ confidential file be	

commenced if there is not already one? Why?	
Signed	
Printed Name	

Appendix ii

Logging concerns/information shared by others external to the playground (Pass to Designated Person)

Child's Name:	**Date of Birth:**
Date and Time of Incident:	**Date and Time of receipt of information:** **Via letter / telephone etc.**
Recipient (and role) of information:	
Name of caller/provider of information:	
Organisation/agency/role:	
Contact details (telephone number/address/e-mail)	
Relationship to the child/family:	
Information received:	
Actions/Recommendations for the school:	
Outcome:	
Name:	
Signature:	
Date and time completed:	
Counter Signed by Designated Safeguarding Lead	
Name:	
Date and time:	

Appendix iii

Evesham Adventure Playground Association
Reg.charity no.513526



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Key Commitment 2

RECORDING FORM IF THERE IS A DISCLOSURE OR SUSPICION OF CHILD ABUSE

Child/Young Person Information

Name of child/young person:	
Home address:	
Telephone Numbers:	
Home:	
Mobile:	
Date of Birth:	Age:

Details of Disclosure or Suspicion

Date:
Time:
Place:
Occasion:
Nature of Concern:

Actions Already Taken

Child/Young Person spoken to? Yes/No
Date:
Outcome:
Parent(s)/Carer(s) spoken to? Yes/No
Date:
Outcome:
Designated Person for Child Protection contacted? Yes/No
Outcome:

Referral to Family Front Door/Police
Name of Contact:
Position:
Date:
Feedback

Name: Signature: Date:

Adult Protection – Abuse, Neglect and Exploitation

All our staff are aware of what abuse, neglect and exploitation is and have an understanding of the different types of indicators which could suggest an adult is suffering or likely to suffer harm.

We encourage our staff to be professionally curious about what to look out for as this is vital for the early identification of abuse, neglect and exploitation so that we are able to identify adults who may be in need of help or protection at the earliest opportunity.

Designated Safeguarding Lead (DSL)		**Dave Boucker**	
		07855734393	
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		07498242810 / 07921465220/ 07870667643	
Registered Provider:		**OFSTED 205234**	
Senior Management Safeguarding Officer		**Kath Cordwell**	
		07964549902	
Last reviewed on	**June 2026**	**Next review date**	**June 2027**

The Care Act 2014 promotes individual well-being, including protection from abuse and neglect.

The following is a list of the types of abuse and neglect that can occur and details the possible indicators/signs to be aware of.

Physical abuse

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Possible indicators of physical abuse:

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP.

Domestic violence and abuse

Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Possible indicators of domestic abuse:

- Low self-esteem
- Feeling that the abuse is their fault when it is not.
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money.

Sexual abuse

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Possible indicators of sexual abuse:

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person.

Psychological or emotional abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Possible indicators of psychological or emotional abuse:

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person.
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain

- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment.

Financial or material abuse

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators of financial or material abuse:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs.

Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Possible indicators of modern slavery:

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers.

Discriminatory abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Possible indicators of discriminatory abuse:

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Possible indicators of organisational or institutional abuse:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support.

Neglect and acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Possible indicators of neglect and acts of omission:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing.

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Possible indicators of self-neglect:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/ or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury.

Making safeguarding personal means that the person *must* be involved throughout their journey through adult safeguarding. There will be a conversation with the person about the best way to respond to their safeguarding situation to make sure it reflects what they want to happen.

How do I report a concern about an adult safeguarding issue?
You might have concerns about abuse and neglect for yourself or someone you know.

- if it is an **emergency** dial **999**
- to **report a crime or potential crime** to the Police you can phone the non-emergency number **101**
- to report an **adult safeguarding concern** please call **01905 768053**
- to report an **adult safeguarding concern out of hours** please call the Emergency Duty Team on **01905 768020**
- If you would like safeguarding advice, please phone the Safeguarding Early Response and Triage Team on **01905 843189**. This advice line will be available from 10am until 4pm Monday to Friday. The Team aim to respond to your query within two working days. **(note this number does not accept referrals)**.

Date

Name

Signature

Criminal Exploitation

Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child, young person or an adult (including those with care and support needs) into any criminal activity:
(a) In exchange for something the victim needs or wants, and/or
(b) For the financial or other advantage of the perpetrator or facilitator (such as to support serious organised crime and/or terrorism), and/or
(c) Through violence or the threat of violence to ensure compliance.

The victim may have been criminally exploited even if the activity appears consensual.

Criminal Exploitation does not always involve physical contact; it can also occur using technology and/or social media.

Because they are more likely to be easily detected, individuals who are exploited are more likely to be arrested and criminalised for criminal behaviour, than those individuals or groups who are exploiting them.

Individuals who are being criminally exploited can be involved, linked to or considered to be (by themselves or others) as part of a “gang”. It is important when children or adults (including those with care and support needs) identify or are identified as being affected or involved with gang-related activity that involves the use of actual or threatened violence and/or drug dealing that professionals also consider that they may be victims of criminal exploitation.
Criminal exploitation is broader than but often part of organised crime and county lines.

Organised Crime & County Lines
Organised Crime is “serious crime planned, coordinated and conducted by people working together on a continuing basis. Their motivation is often, but not always, financial gain.’” Organised crime groups are “organised criminals working together for a particular criminal activity or activities.”

County lines
Is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults (including those with care and support needs) to move, [locally supply] and store the drugs and money. They will often use coercion, intimidation, violence (including sexual violence) and weapons7 .

Cuckooing:
This term is “named after the nest stealing practices of wild cuckoos. It describes the situation where a county lines dealer ‘takes over’ accommodation located in the provincial drugs market, using it as a local dealing base.” (Coomber and Moyle: 2017) An individual or group can do this by taking over the homes of local adults and families (including children and adults with care and support needs) through an abuse of power or vulnerability by coercion, control and/or force so that they can provide a base for the supply of drugs into the local community. This places the adult and/or families at an increased risk of eviction (if they are in social or privately rented housing) and isolation from their communities due to the anti-social activity it can create. Cuckooing often forms part of wider ‘county lines’ activity and is also a form of criminal exploitation.

The context of Criminal Exploitation Criminal exploitation (including cuckooing) can include several different types of abuse. The types of abuse that can often be present/relied upon include:

- Modern Slavery and human trafficking
- Domestic Abuse
- Sexual Abuse (including exploitation)
- Physical Abuse
- Psychological Abuse
- Financial Abuse
- Neglect (including self-neglect)
- Emotional Abuse

Criminal exploitation can involve complex and organised abuse involving one or more abusers and several children and/or adults (including those with care and support needs). Criminal exploitation can take place outside of the family or home environment. It is often a combination of the interplay between the relationships and circumstances both inside and outside of the family/home environment that can lead to a child or adult (including those with care and support needs) being criminally exploited. It is therefore important that a multi-agency contextual safeguarding8 approach is adopted which considers and addresses the individual needs, risks and protective factors within (including the needs and capacity of parents/carers) and outside (including the impact of social conditions) of the family/home. This approach should also be taken when a child or adult (including those with care and support needs) is being considered as a potential perpetrator.

Prevent and concerns about Extremism

We are aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of our functions, to have "*due regard to the need to prevent people from becoming terrorists or supporting terrorism*". This duty is known as the Prevent duty. The Prevent duty is one of our wider safeguarding obligations. Our DSLs and senior leaders are aware of the revised Prevent duty guidance: for England and Wales, especially paragraphs 141-210, which are specifically concerned with education.

Our staff are aware that vulnerable adults may be susceptible to radicalisation into terrorism. Similar to protecting them from other forms of harms and abuse, protecting vulnerable adults from this risk is a part of our safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to Adult Services website. or Channel, the Government's programme for identifying and supporting individuals at risk of being drawn into terrorism.

If you are worried that someone you know is being radicalised, ask for advice as soon as possible: https://actearly.uk/

or to make a referral on-line:

https://www.westmercia.police.uk/advice/advice-and-information/t/prevent/prevent/alpha/prevent-referral/

In non-emergency situations DSLs can also email counter.extremism@education.gov.uk.

I**n an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321.**

How do I report a concern about an adult safeguarding issue?
You might have concerns about abuse and neglect for yourself or someone you know.

- if it is an **emergency** dial **999**
- to **report a crime or potential crime** to the Police you can phone the non-emergency number **101**
- to report an **adult safeguarding concern** please call **01905 768053**
- to report an **adult safeguarding concern out of hours** please call the Emergency Duty Team on **01905 768020**
- If you would like safeguarding advice, please phone the Safeguarding Early Response and Triage Team on **01905 843189**. This advice line will be available from 10am until 4pm Monday to Friday. The Team aim to respond to your query within two working days. **(note this number does not accept referrals)**.

Making safeguarding personal

means that the person *must* be involved throughout their journey through adult safeguarding. There will be a conversation with the person about the best way to respond to their safeguarding situation to make sure it reflects what they want to happen.

Code of Conduct

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. It is not exhaustive in defining acceptable and unacceptable standards of conduct and in circumstances where guidance does not exist, individuals are expected to use their professional judgement and act in the best interests of the playground and its children. Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including dismissal.

Code of conduct for Staff/Volunteers-the quick list!

- Treat everyone with respect and dignity,
- Respect and be sensitive to individual beliefs, faiths and religions,
- Act as a good role model,
- Respect children and young people's right to privacy in line with our confidentiality statement/policy,
- Risk assess all situations, activities, buildings and trips to ensure all potential dangers have been identified and the risk is minimised,
- Have a high adult to child ratio on outings,
- Take seriously any allegations, suspicions or concerns about abuse that a child or young person makes and report them following appropriate procedures,
- Provide an opportunity and environment for children and young people to talk to others about any concerns they may have,
- Remember that others may misinterpret your behaviour and actions regardless of how well intentioned they may be,
- Show understanding and sensitivity when dealing with emotional issues,
- Never permit or accept abusive and discriminatory behaviour or peer-led activities,
- Never engage in inappropriate behaviour or contact,
- Never allow or encourage others (staff, volunteers, children or young people) to engage, in inappropriate behaviour and contact,
- Never use inappropriate or demeaning language,
- Never engage in sexual relationships with children/young people,
- Never give personal money to a child or young person,
- Never invite children or young people to individual homes,
- Never show favouritism to anyone,
- Never jump to conclusions without checking facts,
- Never use alcohol, drugs or other substances when working,
- Never undermine or criticise others,
- Never deliberately put yourself or others in compromising or potentially dangerous situations,
- Never promote their religious or political ideas or beliefs,
- Never believe 'it will never happen to me ', trivialise abuse,
- Never rely on just your good name to protect you,

DRESS & APPEARANCE

- An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately for the playground environment and for the role they undertake, as well as setting a good example to both pupils and visitors.
- Staff uniform is provided and should be worn at all times. Regular volunteers will be given tops but others should note that any outfit worn should be smart and one that is based on safety, comfort and practicality.
-
- Whilst it is not possible to list every possible clothing option here, it is expected that staff will dress in a way that reflects a professional appearance. The wearing of items such as sports clothing, football team clothing or items that could be deemed by others as too

revealing such as short skirts, low cut tops, shorts etc should be avoided. Staff should have particular regard to the health and safety risks involved with certain activities den building/ cooking and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc. The playground is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

CONDUCT OUTSIDE WORK

- As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the playground or the employee's own reputation or the reputation of other members of the playground. Any such conduct could lead to disciplinary action. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

USE OF I.T. INCLUDING SOCIAL MEDIA

- Staff must not use social networking sites to post material which damages the reputation of the playground or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action. When using social networking sites staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships. Staff must not develop or maintain online relationships with children through social networking sites, instant messaging or other media. Staff must not give their personal details such as home/mobile phone number, home e-mail address to children. Staff should not use personal phones and cameras to photograph children. Under no circumstances should adults access inappropriate images. Deliberately accessing pornography on playground equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people. The playground has a separate policy on the on the acceptable use of the internet, electronic communication and security. Please refer to this document for further information and guidance.

Name:

Signature:

Date: