# Child Protection Policy – Iveson Primary School Holiday Club

## 1. Purpose

This policy aims to promote a safe, secure, and inclusive environment for all children attending our Summer Holiday Club. It sets out how we protect children from harm, abuse, and neglect while in our care.

## 2. Scope

This policy applies to all staff, volunteers, and external providers working with the Summer Holiday Club.

## 3. Key Principles

• The welfare of the child is paramount.  
• All children have the right to protection from abuse, neglect, exploitation, and discrimination.  
• All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.  
• We are committed to working in partnership with children, parents/carers, and external agencies.

## 4. Definitions of Abuse

Abuse may be:  
  
• Physical – hitting, shaking, throwing, poisoning, burning, etc.  
• Emotional – threats, humiliation, criticism, lack of love/support.  
• Sexual – forcing or enticing a child to take part in sexual activities.  
• Neglect – persistent failure to meet a child’s basic physical and emotional needs.

## 5. Designated Safeguarding Lead (DSL)

Name: Callum Hudson  
Role: DSL and Manager  
Contact Info: 07740190259  
  
A Deputy DSL will be appointed in the DSL’s absence.

## 6. Responsibilities of the DSL

• Oversee safeguarding practices.  
• Respond to disclosures or concerns.  
• Liaise with children’s social care and other agencies.  
• Maintain accurate records.  
• Ensure staff receive training and understand their responsibilities.

## 7. Staff & Volunteer Expectations

All staff and volunteers must:  
• Undergo an enhanced DBS check.  
• Complete safeguarding training.  
• Treat children with respect and dignity.  
• Report concerns immediately to the DSL.  
• Avoid inappropriate physical contact or communication.  
• Follow the club’s code of conduct.

## 8. Procedures for Reporting Concerns

1. Immediate Risk – Contact emergency services (999).  
2. Concern or Disclosure:  
 - Listen carefully; do not promise confidentiality.  
 - Report to the DSL as soon as possible.  
 - Record the concern on the safeguarding form (date, time, facts).  
3. DSL Response:  
 - Assess the concern.  
 - Consult with social care if needed.  
 - Inform parents unless it puts the child at risk.

## 9. Safe Recruitment Practices

• All staff and volunteers are interviewed and reference-checked.  
• Enhanced DBS clearance is mandatory.  
• Roles and responsibilities are clearly defined.

## 10. Code of Conduct

• Maintain appropriate boundaries.  
• Do not be alone with a child in private spaces.  
• Use age-appropriate language and behaviour.  
• Be a role model of positive behaviour and safety.

## 11. Online Safety (if applicable)

• Devices must be filtered and supervised.  
• Children are not allowed unsupervised internet access.  
• Staff must never communicate with children via social media or personal messaging.

## 12. Record Keeping

• All incidents, concerns, and actions are documented securely.  
• Records are confidential and stored in accordance with GDPR.

## 13. Policy Review

This policy will be reviewed annually or after any safeguarding incident, whichever is sooner.

|  |  |
| --- | --- |
| This policy was adopted by: Iveson Primary School Holiday Club | Date: 08/06/2025 |
| To be reviewed:08/06/2026 | Signed: Callum Hudson |