

K and C Kids Cabin

Safeguarding Policy

K and C Kids Cabin is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

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

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

The Club's DSL is the Manager and/or the Deputy Manager who are based in each setting. Alternatively, the Group Manager or Company Director's are the on-call Safeguarding Lead.

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

Safeguarding and promoting the welfare of children is defined as:

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

Child abuse, neglect and exploitation

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Domestic Abuse:** Psychological, physical, sexual, financial, and emotional.

Signs of child abuse, neglect and exploitation

Signs of possible abuse, neglect and exploitation may include:

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

If abuse is suspected or disclosed

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

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

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

Where changes in behaviour are observed, records will be kept and recorded on a '**Behaviour Log**'.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- a girl under 18 that an act of FGM has been carried out on her; or
- observe 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.

Signs of FGM:-

- A relative or someone known as a "cutter" visits' from abroad.

- The child may discuss a special occasion or ceremony that is taking place.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away or plans to run away from home.
- Using the toilet more regularly and taking longer.
- Physical signs of pain and being uncomfortable.
- Becoming withdrawn, change in character

FGM Helpline (NSPCC): **08000283550** fgm.help@nspcc.org.uk

Child-on-Child abuse

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

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

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

If child-on-child abuse is suspected or disclosed

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

First Response: **01163050005**, email: childrensduty@leics.gov.uk

Social Care 24hour advice: **01164541004**

Local Authority Safeguarding Partnership and Advice Line: **01163055500**

Extremism and radicalisation

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

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

Signs of radicalisation

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

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

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

Prevent Officer: 101

Head of Service for child criminal exploitation: 01163055138

Service Manager for child criminal exploitation: 01162489182

Emergency: 999

Staff Awareness

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

All staff at K and C Kids Cabin are aware of the indicators of abuse, neglect and understand that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.

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

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

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

Logging a concern

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

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

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

For concerns about **child abuse**, the DSL will contact Social Care immediately in line with the local reporting procedures. The DSL will follow up all referrals to Social Care in writing within 48 hours.

If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

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

Prevent Team: **0800 0113764** or **101** prevent.team@leicestershire.pnn.police.uk

Allegations against staff

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

- The allegation will be recorded on an **Incident record Form**. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) immediately and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the Club will make a referral to the Disclosure and Barring Service.

When to refer.....

You should make a referral or contact Leicestershire LADO if there is reasonable case to believe that a person who works with or has responsibility for children, in connection with his/her employment or voluntary activity, has:

- *Behaved in a way that has harmed or may have harmed a child.*
- *Possibly committed a criminal offence against, or related to, a child; or*
- *Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children*
- *Behaved or may have behaved in a way that indicates they may be unsuitable to work with children - **KCSIE***
- For any advice and referrals the Local Authority Designated Officer (LADO) must be contacted by completing a referral form which can be found at <https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/report-a-childcare-worker-or-volunteer>
- LADO will then contact you if more information is required.
- Inform Ofsted via e-mail also.
- The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

LADO (Local Authority Designated Officer): **01163054141** CFS-LADO@leics.gov.uk

Leicestershire Safeguarding Children Partnership: **01163055500**

<http://lrsb.org.uk/children>

Child Sexual Exploitation

"Child Sexual Exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them". NSPCC

Child Sexual Exploitation can affect any child under the age of 18 and can continue beyond this age also and generally happens outside of the home and in the community and happens to 1 in 20 children. Children are groomed, sometimes trafficked and are victims of online abuse by individuals and/or gangs. They are emotionally groomed to gain trust (without them knowing the groomers' intentions) and form an emotional connection either face to face or via online platforms.

Signs of Child Sexual Exploitation...

- struggle with trust and be fearful of forming new relationships
- become isolated from family and friends
- have struggles understanding [healthy relationships](#) and boundaries
- fail exams or drop out of education
- become pregnant at a young age
- experience unemployment
- have [mental health problems](#)
- [self-harm](#) or attempt suicide
- misuse [alcohol and drugs](#)
- take part in [criminal behaviour](#)
- experience homelessness.

If a child talks to you about sexual exploitation it's important to:

- listen carefully to what they're saying
- see what immediate help they may need, such as medical attention
- let them know they've done the right thing by telling you
- tell them it's not their fault
- say you'll take them seriously
- don't confront the alleged abuser
- explain what you'll do next
- **report** what the child has told you as soon as possible.

In an emergency/immediate risk call: **999**

Non-emergency call: **101**

NSPCC Helpline: **08088005000**

Domestic Abuse

Staff are aware that Domestic Abuse not only effects the individual being abused but those who live with them/are close to them also. Disclosures maybe made about things that happen that may have been seen or heard or things that staff may have witnessed changes in behaviour or physical signs that causes concern. We need to ensure that we deal with such situations carefully to ensure that anything that we do doesn't cause a greater risk to those involved. For example, sending messages/e-mails outlining concerns that could be seen by the abuser, therefore making things worse.

"Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which

can have a detrimental and long-term impact on their health, well-being, development, and ability to learn - **KCSIE**

County Lines

This is an increasing problem where children are being exploited by gangs involved in drug crime. County line gangs use children and vulnerable people to courier drugs and money. A young person who is involved in county lines activity might exhibit some of these signs, which maybe more common in the older children we care for, but younger siblings could also be involved:

- Persistently going missing from school or home, or being found out of their local area
- Unexplained acquisition of money, clothes or mobile phones
- Excessive receipt of texts or phone calls
- Relationships with controlling, older individuals or gang association
- Leaving home or care without explanation
- Suspicion of self-harm physical assault or unexplained injuries
- Parental Concerns
- Significant decline in school performance
- Significant changes in emotional well-being

In an emergency call 999

Non-emergency call 101

Visit www.leics.police.uk

Help and advice: 01163050005

Modern Day Slavery

- Modern slavery is a serious crime that happens in the UK and around the world.
- Modern slavery involves human trafficking both between countries and within the UK.
- It often goes unseen and does not always look obvious.
- People affected can be any age, gender, or background and Victims can be anyone. Some are more at risk; age, money issues, health issues, immigration status and social issues.
- Victims could be working in: Agriculture, The Construction Industry, Sex Industry, Nail Bars, Care Washes, Cannabis Farms.
- For children, modern slavery and trafficking are treated as child abuse, as a child cannot legally consent to exploitation
- Any concern about trafficking must be treated as a safeguarding concern
- In 2015 the Modern Slavery Bill was introduced It involves control, fear, and exploitation.

Victims are controlled, exploited, held captive, threatened or punished to stop them reporting or escaping and is often driven by drugs and links to county lines and exploitation.

***Please see our 'Modern Slavery Briefing' for further information.**

Promoting awareness

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

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- DSLs receive Level 3 training every 2 years, with regular updates throughout this period
- all staff receive safeguarding training meeting the requirements of EYFS Annex C, which is refreshed at a maximum of a 2year interval.
- Staff will complete annual refresher training via our training portal (Noodle Now) to help maintain basic knowledge and skills.
- procedures to ensure only suitable individuals are recruited, including obtaining references before employment commences, conducting identity and qualification checks, and recording all vetting information as part of safer recruitment processes are understood and followed by all responsible for recruitment, in line with our Safe Recruitment Policy
- all staff have read a copy of this **Safeguarding Policy** and there is a copy on display at each club. Staff have confirmed their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of how to respond in a timely way at the earliest opportunity
- all staff are aware of their statutory duties with regards to the disclosure or discovery of child abuse, and concerns about radicalisation
- safeguarding is a permanent agenda item at all staff meetings ensuring the whole team communicates well and are kept up to date
- all staff receive basic training in the Prevent Duty
- staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults' behaviour or practise
- staff are familiar with the Safeguarding File which is kept in the filing cabinet.
- the Club's procedures are in line with the guidance in '**Working Together to Safeguard Children (2026)**' and staff have read and are familiar with '**What To Do If You're Worried A Child Is Being Abused (2015)**'.
- The DSL and DDSL's will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

Use of mobile phones, cameras & electronic devices

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. The club's device that is used for this purpose is pin protected, which only staff have access to. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the Club. For more details see our **Mobile Phone, Camera, Social Networking and Digital Devices Policy**.

Making an online referral for Child Protection and Early Help

Multi agency referral form (**MARF**) is the name of the online referral system. It states that "***If you work with children and their families professionally. Please use our Multi Agency Referral Form (MARF)***".

You should use the MARF if you are:

- working with a child who have assessed to have **additional needs** and there is permission from a parent to request **Early Help** services
- working with a child who you have assessed to have **complex needs** which now requires a **social work assessment** to understand how these needs can be met and that you have discussed this with the parent

Before completing the **MARF** refer to the threshold document on the LCC website - **Review the LSCPB threshold document PDF**. You need to be clear on the referral if you are making an **Early Help** referral or **Social Care** referral.

Early Help Facilitation Team (EHFT)

This is a new service through Leicestershire County Council that we can access for advice and early help for those children and families who have **UNIVERSAL** or **ADDITIONAL** needs. They can help us to assess the needs of an individual and/or family and what help and support they would benefit from for better outcomes for the future.

***Please find further information on the EHFT in the Safeguarding File**

They can be contacted on via:

E-mail: EarlyHelpFacilitationTeam@leics.gov.uk

Tel: **01163058727**

Contact numbers

Social Care: **01164541004**

First Response Team: **01163050005**

Out of Hours: **01163055500** email: childrensduty@leics.gov.uk

LADO (Local Authority Designated Officer **01163054141** or **01163050005** CFS-LADO@leics.gov.uk

Leicestershire Safeguarding Children's Partnership: **01163055500/01163057415**

<http://lrsb.org.uk/children> (THIS CAN BE IMMEDIATELY ACCESSED VIA THE NHS SAFEGUARDING APP)

Local Authority Prevent Co-ordinator: **0800 0113764** or **101**

prevent.team@leicestershire.pnn.police.uk

Police: **101 (non-emergency)** or **999 (emergency)**

Anti-terrorist hotline: **0800 789 321**

NSPCC: **0808 800 500**

Ofsted: **0300 123 1231**

FGM Helpline (NSPCC): **08000283550** fgm.help@nspcc.org.uk

***Please see attached sheet for additional local contacts**

This policy was adopted by: K and C Kids Cabin Ltd	Date: May 2026
To be reviewed: May 2027	Signed: K.Tewart - Company Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.13-3.19] Safeguarding training [3.30- 3.32].*

***Please sign and date to say that you have read, understood and commit to our safeguarding policy.**

Sign

Print

Date