

ROCC and ROCC Stars Holiday Provision Safeguarding Children & Best Practice 2019 -2020

This document should be read in conjunction with the Rivermead School and HSW Primary and Marlborough Centre Safeguarding documents
<http://www.rivermeadinclusivetrust.co.uk/policies3/158.html>

Rivermead Outreach Community Challenge (ROCC) offers respite activities during school holidays for young people aged 12-18 years with a variety of learning difficulties. ROCC Stars offers provision for young learners aged 5-11 and RoccOn provision for learners aged 18-25.

ROCC and all its staff are aware that safeguarding and promoting children's welfare is of paramount importance. Staff understand the need to be vigilant, have a role in identifying concerns, sharing information and to act on any concerns they may have regarding the welfare of the children they are working with. If any member of staff has any suspicions about the treatment of a child, they will immediately raise it with the Club Manager who is the Designated Safeguarding Lead.

Designated Safeguarding Leads: Ms Felicity Baker (ROCC Strategic Lead)
Max Chaplin (Manager)
Claire Thorogood (Manager)

The ROCC Manager (DSL) will liaise with the ROCC Strategic Lead (DSL) to make sure the appropriate course of action for that child is initiated. If deemed necessary they will refer to Children's Services Medway through the online portal and parents/carers informed of the intention to do so. If a child is at imminent risk of harm then staff will phone the **First Response** telephone line and/or the police immediately:

- Monday to Friday from 9am to 5pm on 01634 334 466
- Out of hours on 03000 419 191

All staff should familiarise themselves with the **Medway Safeguarding Children Partnership's** (MSCP) contact details -important contact numbers can be found in the on-site safeguarding folder. It is the legal responsibility of every ROCC employee to report any suspicions they have regarding the treatment of the children in their/our care.

Safeguarding Children Policy

To be read in conjunction with: Rivermead School (ROCC) and HSW Primary and Marlborough Centre Safeguarding (ROCC Stars) Policies.

- All staff will be alert to the basic signs of abuse be it physical, emotional, sexual or neglect. They will know who they should refer concerns or suspicions to and also be aware of the procedure to follow if a child discloses information to them regarding a situation in their life
- All staff will receive online safeguarding training – this will be checked by the Manager and Strategic Lead. All staff must keep themselves up to date on safeguarding children issues and procedures as and when updates are delivered

- Staff will be made aware of procedures regarding confidentiality and for sharing and receiving information, including the need for clear recording of any conversations had, complete with dates and any action to be taken
- Staff will record any welfare concern on My Concern (any child who attends a RIT school provision) or on a Record of Concern Form which will be given to the DSL on site.
- The Manager will be the designated person for the co-ordination of safeguarding children procedures within the setting and with guidance from the Strategic Lead and Headteacher(s) be responsible for liaison with Social Services, and other agencies, e.g. Home Schools, Police, Health Services, Education Welfare Services and Ofsted
- The Strategic Lead takes the lead responsibility for safeguarding and child protection and will ensure that all staff are aware of the safeguarding children procedures to follow. All staff have access to the procedure, essential contact numbers, and procedures for sharing and receiving information.
- The Manager and Strategic Lead will ensure that all safeguarding policies are kept up to date and reflect current guidance and that all members of staff receive the appropriate training on child protection and safer recruitment procedure in line with the Rivermead Inclusive Trust policies.
- Staff should follow best practice at all times and should not display inappropriate behaviour which could be deemed as a safeguarding issue. All staff should be aware of any signs of inappropriate behaviour by colleagues and should continue to follow procedure.
- All safeguarding concerns are to be reported to The Manager immediately. The Manager and Strategic Lead will lead a thorough investigation. If deemed necessary the case will be referred to the Medway Children's Services.
- Staff, visitors, parents and children are welcome to approach the Club Manager or Strategic Lead if they have any concerns about the welfare of any of children in the school.

Best Practice

The behaviour of the staff must not be open to criticism. Staff should protect themselves against liability or allegations which could cause conflict between them, the child and the parent. Staff must ensure that they do not put themselves in a position that may inadvertently threaten or upset children in their charge, and use best practice in all they do.

Best practice refers to the actions of our staff whilst working with or near to children. It also refers to the manner in which they communicate with the children and the information that they give them.

Therefore our staff will:

- Avoid shouting and derogatory comments
- Use positive comments and feedback whenever possible
- Keep physical contact to a minimum unless absolutely necessary.
- Treat all children equally and avoid favouritism
- Be non-judgemental when talking to or dealing with the children
- Empathise with the children and understand their emotions
- Ensure they inform children of why you are making certain decisions in order for them to learn why certain things are done in certain ways e.g. why you walk a certain way across the car park

- Mobile phones must only be used in emergencies to contact the Provision Manager, Strategic Lead and/or Emergency Services. Any personal use of a mobile phone will be treated as a case of misconduct if the staff member is caught doing so
- Follow Rivermead Inclusive Trust Code of Conduct which all staff have received - <http://www.rivermeadinclusivetrust.co.uk/policies3/158.html>

This policy is in line with The Department of Education 'Keeping children safe in education 2019'

Date of Original : November 2019

Review Date: November 2020

Members of Staff Responsible: Mrs Ellie Quare Trust Safeguarding Lead

Ms Felicity Baker ROCC Strategic Lead