

Safeguarding Children (Child Protection) Procedure

This procedure supports PlayZone Kids Club Ltd's Safeguarding Children Policy and applies to our independent Ofsted-registered wraparound and holiday childcare provision.

PlayZone Kids Club Limited is committed to an environment in which children are safe from abuse, neglect and exploitation, and where any safeguarding concern is promptly and appropriately responded to. We have regard to the Government's statutory guidance Working Together to Safeguard Children, the Early Years Foundation Stage (EYFS) statutory framework effective from 1 September 2026 where applicable, and the procedures of the Lincolnshire Safeguarding Children Partnership (LSCP).

- All staff will be aware of their responsibility as childcare workers to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously, they have every right to share their concerns with the Lincolnshire children's social care customer services unit or the Police without affecting their terms of employment. Staff members also have the right to share concerns directly with the Lincolnshire children's social care customer services unit (Tel office hours 01522 782111 or out of office hours 01522 782333) or the police if they feel this is appropriate.

All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.

Concerns that staff must act on immediately and report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (for example, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (for example living in a household with children present)
- any potential indicators of Child Sexual Exploitation

- any potential indicators of Female Genital Mutilation. FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All 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 responding to child abuse,
- any potential indicators of Radicalisation
- any potential indicators of living in a household with Domestic Abuse

The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff or any other person working with the children for example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images; in addition, staff should be made aware of the whistle blowing policy.

All parents/carers will be made aware of the settings safeguarding policy and procedure.

Parents/carers can access these policies in the setting and on the setting website.

Records will be kept as appropriate.

Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All suspicions will remain confidential and shared on a need-to-know basis only and the guidance set by the area Safeguarding Children's partnership will be followed.

Where a disclosure is made:

- Reassurance is given to the child
- The child will be listened to and taken seriously
- Caution will be exercised in responding to a disclosure; it may or may not be appropriate to ask the child questions such as 'tell me about that' and 'who else was there' use the TED technique of "Tell me, Explain to me, Describe to me". Try not to show signs of shock, horror or surprise. Do not express feelings or judgments regarding any person alleged to have harmed.
- Promises will not be made to the child regarding not sharing the information in the disclosure.
- The designated person with responsibility for safeguarding is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children Partnership (LSCP) are followed.
- A referral is made without delay to Lincolnshire children's social care customer service centre 01522 782111 (office hours) Tel 01522 782333 (out of office hours)
- Advice and guidance will be taken from the CSC regarding next steps.

- If the setting considers implementing the advice from the CSC would increase the risk of harm to the child, they will contact the police before the child is due to be collected from the setting.

The DSL will ensure that the child's wishes, and feelings are considered when determining what action to take and what services to provide. Child Protection processes will operate with the best interests of the child at their core.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature using TED technique of 'Tell me, Explain to me, Describe to me'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the Designated Safeguarding Lead. Children need to know that staff may not be able to uphold confidentiality where there are concerns about their safety or someone else's
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and who will be involved as appropriate
- record details including date, what the child has said, in the child's words on a 'Cause for Concern' form and handed to Designated Safeguarding Lead
- record the context and content of their involvement, and will distinguish between fact, opinion and hearsay

Action by the Designated Safeguarding Lead (DSL) (or deputy in their absence)

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child
- whether the child is subject to a Child Protection Plan
- discussing the matter with other agencies involved with the family

- consulting with appropriate persons, for example, Duty and Advice Team
- the child 's wishes

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Children's Social Care: Duty and Advice Team because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (for example, an Early Help Assessment) and/or make a referral to Children's Social Care: Customer Service Centre.

All information and actions taken, including the reasons for any decisions made, will be fully documented and the process depicted in the flowchart in Appendix 3 will be followed. All referrals to Customer Service Centre will be followed up in writing and these referrals will always be kept on file irrespective of the outcome.

Action following a child protection referral

The DSL or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference where necessary
- if the child or children are made the subject of a Child Protection Plan, contribute to the Child Protection Plan and attend core group meetings and review conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision and concerns remain with the child:
 - i. talk in the first instance to the designated safeguarding lead
 - ii. check the referral included all the relevant information and clearly documented the concerns about the child

- iii. finally follow the professional resolution and escalation protocol shown on the Lincolnshire Safeguarding Children Partnership (LSCP) website.

Records will include:

- The child's name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure
- Name of person to whom disclosure was made
- Name of any third-party present
- An Early Help Assessment (EHA) will be completed and signed and sent to the relevant office within 24 hours of the telephone referral.
- Records will be kept separately and securely from the child's main records with limited access

The designated person with responsibility for Safeguarding will be informed immediately and procedures followed under the guidance of the Lincolnshire Safeguarding Children Partnership (LSCP).

Where an allegation is made against a staff member:

In accordance with requirements our procedure for dealing with allegations against a member of staff complies with Lincolnshire Safeguarding Children Partnership (LSCP).

Examples of inappropriate adult behaviour may include:

- Staff that behaved in a way that has harmed a child or may have harmed a child.
- Staff that have possibly committed a criminal offence against a child or related to a child.
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere.
- Staff that have behaved towards a child/ren in a way that indicates she/he is unsuitable to work with children

[The NSPCC's 'What you can do to report abuse dedicated helpline'](#) is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their employer. Staff can call 0800 028 0285. The line is available from 8am until 8pm, Monday to Friday. Staff can also email: help@nspcc.org.uk

Our procedure is as follows.

- The setting will seek advice from the Lincolnshire Local Authority Designated Officer (LADO) where an allegation or concern about an adult working or volunteering with children meets the relevant criteria. The current Lincolnshire referral route and contact details will be checked before referral.
- The setting will seek LADO advice before beginning an internal investigation where appropriate and will cooperate fully with safeguarding enquiries. Immediate action may be taken where necessary to protect a child. Records of advice, decisions and actions will be kept securely.

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- Ofsted will be notified of allegations of harm and other safeguarding or suitability matters within the timescales required by the EYFS and/or Childcare Register requirements. The setting will also notify Ofsted of action taken where required.
- Details will be recorded and stored securely
- The settings disciplinary procedure will be followed where necessary

Organisations will need to consider if suspension during an investigation is appropriate and should consider:

- The plausibility of an allegation
- The seriousness of an allegation
- Possible risk of harm to children
- Possible tampering of evidence
- The interests of the staff member concerned
- The interests of the organisation

Where a person leaves employment or volunteering during a safeguarding investigation, the safeguarding process will continue as far as possible. PlayZone will make a referral to the Disclosure and Barring Service (DBS) where the legal referral conditions are met, including where a person is removed from regulated activity because they harmed or posed a risk of harm to a child.

[DBS Referral form guidance](#)

Supporting families:

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk
- We will follow the guidelines laid down by the Lincolnshire Safeguarding Children Partnership (LSCP)
- The setting, through the Safeguarding Children policy will inform parents of their role and responsibility regarding safeguarding Children
- The setting will continue to welcome children and work with parents throughout any investigation
- Child Sexual Exploitation
 - Playzone is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local

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leaders and decision makers working to protect children from child sexual exploitation (2017)

- If staff identify children for whom CSE may be a concern they will apply the usual referral process and child protection procedures and pass this information to the DSL. The DSL can then refer cases where relevant to Lincolnshire Customer Services Team. Playzone also appreciates that they have a role to play in sharing soft intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within Playzone the DSL will share this appropriately with the police on Tel: 101.

Child Criminal Exploitation: County Lines and cyber crime

Playzone recognise that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs. Playzone will consider whether a referral to the [National Referral Mechanism \(NRM\)](#) should be undertaken in order to safeguard that child and/or other children.

Cyber-crime involvement.

Organized criminal groups or individuals exploit children and young people due to their computer skills and ability, to access networks/data for criminal and financial gain.

There are a number of signs that may indicate a child is a victim or is vulnerable to being exploited.

- Absence from club
- Showing signs of other types of abuse /aggression towards others
- Having low self-esteem, and feelings of isolation, stress, or fear
- Lack of trust in adults and appearing fearful of authorities
- Having poor concentration or excessively tired
- Becoming anti-social
- Displaying symptoms of substance dependence
- Excessive time online computer /gaming forums
- Social isolation with peers
- High functioning with an interest in computing

Domestic Abuse and operation Encompass

The Home Office 2021 definition of domestic violence and abuse now states.

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Behaviour of a person A towards another person B is domestic abuse if A and B are aged 16 or over and are personally connected to each other and the behaviour is abusive.

Behaviour is abusive if it consists of any of the following.

- a] physical or sexual abuse.
- b] violent or threatening behaviour.
- c] controlling coercive behaviour.
- d] economic abuse
- e] psychological abuse

It does not matter whether the behaviour consists of a single incident or a course of conduct.

Playzone understands that the cross-government definition of domestic violence and abuse is:

- any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.
- the abuse can encompass, but is not limited to psychological, physical, sexual, financial, and emotional.
- controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff identify children for whom Domestic Abuse may be a concern, they should apply the usual referral process and Child Protection procedures and pass this information to the DSL. The DSL can then refer cases where relevant to Lincolnshire Customer Services. Where DV Notifications are received from the Multi-Agency Risk Assessment Conference (MARAC), this information will be added to a child's chronology and child protection record to ensure that appropriate support can be provided where necessary. A coding system will be in place.

Homelessness

Being homeless or at risk of homeless presents a real risk to a child's welfare. The DSL (and deputy) should be aware of contact details and referral routes in to the Lincolnshire Housing Authority so they can raise /progress concerns at the earliest opportunity. [Homeless Reduction Act Factsheets](#) summarise the new duties that focus on early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

'Honour-based' violence (including Female Genital Mutilation and Forced Marriage)

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So called 'honour-based violence' (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse and should be handled and escalated as such. Professionals in all agencies need to be alert to the possibility of a child being at risk from HBV, or already having suffered HBV.

Female Genital Mutilation/FGM

Playzone understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Staff know that FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Female Genital Mutilation (FGM) - reporting and safeguarding response

Staff must treat any concern about FGM as a safeguarding concern and report it immediately to the DSL. Where a statutory personal reporting duty applies to an individual because of their professional role, that duty must also be followed. The DSL will involve Children's Social Care and/or Police as appropriate.

Staff must not examine a child to determine whether FGM has occurred. Any disclosure, observation or concern must be recorded factually and acted on through the safeguarding procedure without delay.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff at the Playzone understand that likewise this is a potential safeguarding issue and thus they would pass on concerns by applying the usual referral process and Child Protection procedures and pass this information to the DSL. The Forced Marriage Unit may be contacted on Tel; 020 7008 0151 for advice or information and has published statutory guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMG_Statutory_Guidance_publication_180614_Final.pdf

Preventing Radicalisation, The Prevent Duty and Channel

- Children are vulnerable to extremist ideology and radicalisation. As with other safeguarding risks, staff should be alerted to changes in children's behaviour, which could indicate that they may be in need of help or protection and report concerns to the DSL.
- Under section 26 of the Counter-Terrorism and Security Act 2015, PlayZone Kids Club Ltd has due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent Duty.
- In order to fulfil the Prevent Duty staff have received information/training to help them to identify children who may be vulnerable to radicalisation, and the PlayZone is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff identify children for whom this may be a concern, they should apply the usual referral process and Child Protection procedures and pass this information to the DSL.
- The DSL will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel. [Channel guidance](#)
- Playzone will also incorporate the promotion of fundamental British Values into activities in order to help build children's resilience and enable them to challenge extremist views. PlayZone will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.
- Radicalisation will also be considered within current Online Safety policies, procedures awareness with staff, parents, and children about the increased risk of online radicalisation, through the use of the internet, social media, and Gaming.
- For more information about Prevent in Lincolnshire, including referral forms and project examples please read the Prevent Duty Guidance for Lincolnshire for Schools and registered childcare providers September 2018, available within the Safeguarding folder on Perspective light and at Lincolnshire Safeguarding Children Partnership

All prevent duty procedures.

All information about suspected abuse, a disclosure, exploitation, child-on-child abuse, online harm or a concern about radicalisation will be recorded on the Logging a Concern form as soon as possible after the event.

- 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.

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The record will be given to the club's DSL without delay. The DSL will consider the child's immediate safety, wishes and feelings, relevant history, and current Lincolnshire referral thresholds and procedures before deciding the appropriate course of action. Staff may contact Children's Social Care or Police directly if necessary to protect a child.

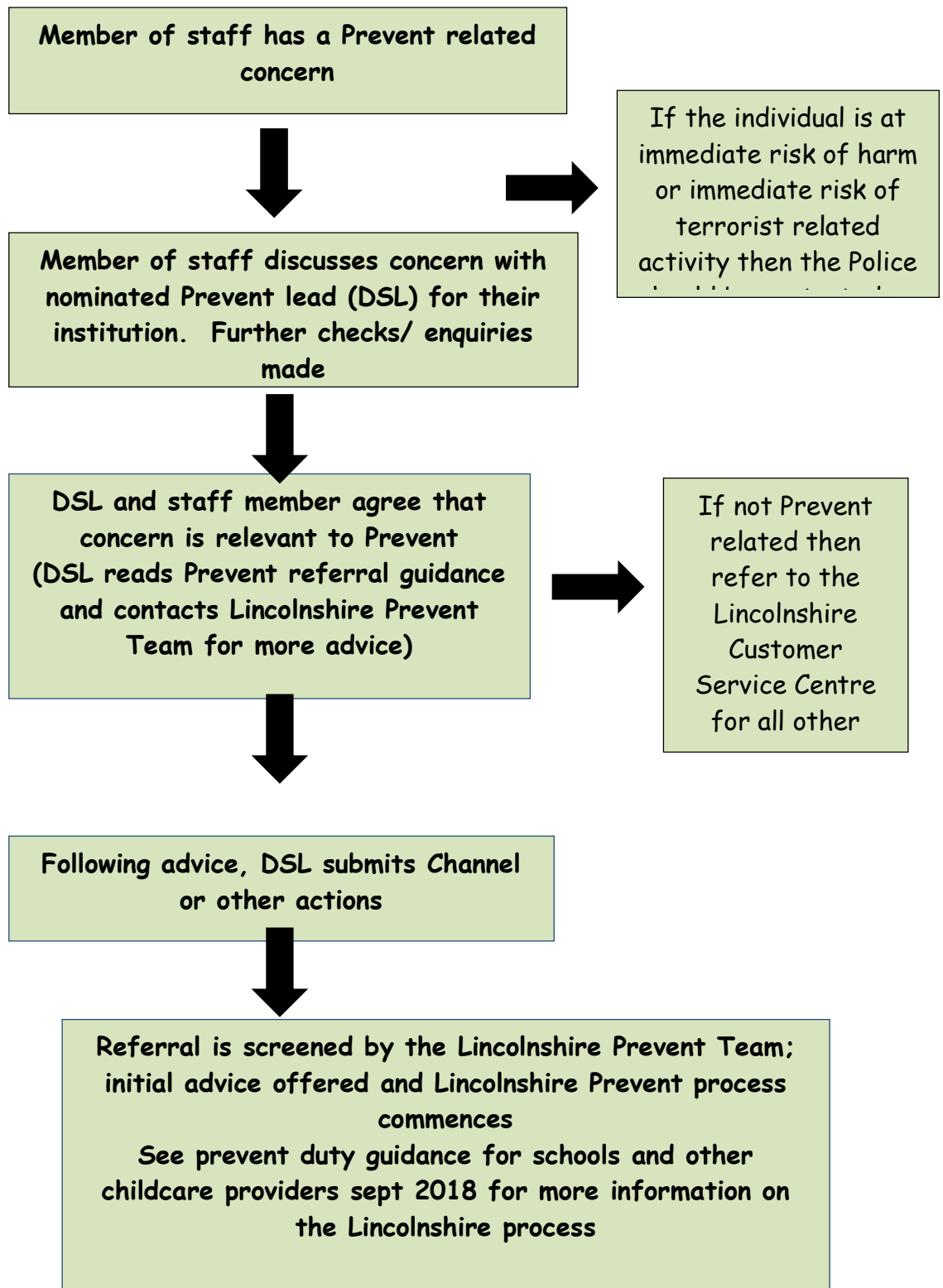
Where a referral is required, the DSL will contact Children's Social Care without delay and will complete any written confirmation or follow-up required by the current Lincolnshire referral process. If a member of staff thinks that the incident has not been dealt with properly, they may contact social care directly.

For minor concerns regarding radicalisation, the DSL will contact the Lincolnshire children's social care customer services centre 01522 782111, office hours and out of office hours 01522 782333 or Local Authority Prevent duty officer 01522 555367

Contact Lincolnshire Police, Prevent Officer 01522 558304 prevent@lincs.pnn.police.uk, prevent@lincolnshire.gov.uk

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 or for urgent concerns the DSL will contact the Police using 999. Please note: For children with an address in Peterborough contact Peterborough children's social care customer services centre 01733 864170 or 01733 864810 or out of hours 01733234724

Lincolnshire Prevent Referral pathway.



Child-on-Child Abuse

All staff should be aware that children can abuse other children. Child-on-child abuse can occur inside or outside the setting and online. It must never be dismissed as 'banter', 'just having a laugh' or part of growing up. Concerns must be reported to the DSL and responded to in the same safeguarding culture as other forms of abuse.

- bullying (including cyber bullying);
- physical abuse such as 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, which may be stand-alone or part of a broader pattern of abuse.
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, distress, or alarm.
- sharing nudes, semi-nudes or sexual imagery, including images created or manipulated using artificial intelligence (AI) or deepfake technology; and
- initiation/hazing type violence and rituals.

All staff should be clear as to the policy and procedures to child-on-child abuse.

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from setting, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal network or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice is provided in the Home Office's guidance;

<https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence> and <https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Sexual Violence and Sexual Harassment

Staff are aware of sexual violence and sexual harassment and that children can, and sometimes do, abuse their peers in this way. Sexual violence refers to rape, assault by

penetration and sexual assault as described in the Sexual Offences Act 2003. Sexual harassment means 'unwanted conduct of a sexual nature' that can occur online and offline. Staff understand that when we reference sexual harassment, we do so in a context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Neither is acceptable nor will be tolerated by Playzone. Playzone take all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives. A multi-agency approach will be undertaken when responding to all such complaints; however, Playzone will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the DSL. There are several options Playzone may consider in respect of the management of a report of sexual violence or sexual harassment between children and each case will receive an appropriate bespoke response once all the facts are known. Irrespective of any potential criminal outcome, Playzone has a duty to safeguard all children and may deal with any such report on a balance of probability basis when considering the outcomes for children involved.

Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence. Staff should always act in the best interests of a child.

Sharing nudes, semi-nudes and sexual imagery

Where PlayZone becomes aware that a child may be involved in creating, requesting, possessing or sharing nude, semi-nude or sexual imagery, including AI-generated or manipulated imagery, the matter must be referred to the DSL immediately. Staff must not view, copy, forward, print or save such imagery unless specifically directed by an appropriate safeguarding or law-enforcement authority.

- the incident should be referred to the DSL as soon as possible
- the DSL should hold an initial review meeting with appropriate staff
- there should be subsequent interviews with the young people involved (if appropriate)

- parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- at any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately

Use of mobile phones and cameras

PlayZone Kids Club Limited has a mobile phone as part of the contact arrangements for the setting the mobile phone is also taken on outings.

The safety of the children is paramount. Casual or inappropriate use of phones by staff may pose a risk, if a staff member is distracted from caring for the children. **Also see electronic equipment policy.**

- PlayZone Kids Club Ltd respect that staff have mobile phones, we ask all staff to keep mobile phones in the office
- Anyone visiting the setting will be asked to place their phone in the office
- Parents/carers will be asked to put mobile phones away if they are only collecting their child/ren. If they are in the setting for longer, they will be asked to place the phone in the office
- Personal mobile phone calls may only be taken with the permission of the manager only in the office
- The landline may be used by staff
- During outings, nominated staff will have access to the PlayZone mobile phone which is to be used for emergency purposes only.
- No photos are to be taken inside club by parents/carers
- Staff can only take photos using the PlayZone camera with permission of the parent/carer on registration form
- Children are not allowed to bring mobile phones into club or handheld consoles with cameras
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance) of this policy.

Personal mobile phones must not be used to photograph or record children. Any suspected inappropriate use of a device must be reported immediately to the DSL/manager and managed under the safeguarding, staff conduct and disciplinary procedures.

Only PlayZone-authorized devices may be used to take photographs or recordings of children, and only where parental permission and the setting's Electronic Equipment Policy allow it. Online safety includes risks from messaging, social media, grooming, cyberbullying, radicalisation and AI-generated or manipulated imagery.

All information about suspected abuse, a disclosure, exploitation, child-on-child abuse, online harm or a concern about radicalisation will be recorded on the Logging a Concern form as soon as possible after the event.

- 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

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- 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 without delay. The DSL will consider the child's immediate safety, wishes and feelings, relevant history, and current Lincolnshire referral thresholds and procedures before deciding the appropriate course of action. Staff may contact Children's Social Care or Police directly if necessary to protect a child.

Where a referral is required, the DSL will contact Children's Social Care without delay and will complete any written confirmation or follow-up required by the current Lincolnshire referral process.

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 the Lincolnshire children's social care customer services centre 01522 782111, office hours and out of office hours 01522 782333 or Local Authority Prevent Co-ordinator.

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 or for urgent concerns the DSL will contact the Police using 999.

Please note: For children with an address in Peterborough contact Peterborough children's social care customer services centre 01733 864170 or 01733 864810 or out of hours 01733234724

Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should an individual member of staff take photographic evidence of any injuries or marks to a child's person. The body map below should be used. Any concerns should be reported and recorded without delay to Customer Service Centre or the child's Social Worker if already an open case to social care.

When you notice an injury to a child, try to record the following information in respect of each mark identified, for example, red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?

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- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map as included in the PlayZone Cause for Concern form should be stored securely in the child's confidential safeguarding file.

STATUTORY INTERVENTIONS

If you suspect or believe a child is suffering, or is likely to suffer, significant harm (including any form of mistreatment or abuse) you should ALWAYS report your concerns

In an emergency always dial 999

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on **01522 782111**. If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on **01522 782333**.

Telephone calls are answered by customer services staff and they will always ask for the child's name, date of birth and address and will check if the child already has an Early Help or Social Worker involved. They will then ask a number of questions which is based on the Signs of Safety model to help to understand what your concern or worry is.



**In an
emergency
always dial
999**



Named personnel with designated responsibility for safeguarding:

Designated Safeguarding Lead #1	Designated Safeguarding Lead #2
DORINDA UNSWORTH 01778348423 dorinda@playzonekidsclub.co.uk	TRACEY FLATTERS 01778348423 tracey@playzonekidsclub.co.uk

Local contact numbers:

Lincolnshire's Children's Services Customer Service Centre	Emergency Duty Team	Local Authority Designated Officers (LADO): Rachel Powis ,Kim Murray & Iidiko Kiss
01522 782111	01522 782333	01522 554674 LSCP LADO@lincolnshire/gcsx.gov.uk
For reporting concerns and Early Help Team for advice	1800 to 0800, weekends and Bank Holidays	Allegations against/concerns about adults working with children