



## **SAFEGUARDING and CHILD PROTECTION POLICY**

### **The purpose and scope of this policy statement**

The purpose of this policy statement is:

- To protect children and young people who receive Little City's services from harm. This includes the children of adults who use our services.
- To provide Franchisees and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Little City.

***While Little City makes every effort to ensure the safety and safeguarding of the children in attendance it stresses that the parents/carers are responsible for the children they bring. Little City does not have any direct responsibility for the children during events.***

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

**The Children Act (updated 2004)**  
**The Children and Social Work Act (2017)**  
**The Children and Families Act (2014)**  
**Working together to Safeguard children (2018)**

### **We believe that:**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

Valuing, listening to and respecting them.

Appointing a nominated Designated Lead and a Deputy Lead, for children and young people. Parents/carers may speak to the Designated Lead in confidence about any concerns who will listen and be non-judgmental in their response. The Designated Lead will give the best support within their means and, where appropriate, will suggest other people or organisations to contact for further support or information.

Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for all franchises.

Recruiting and selecting franchisees and volunteers safely, ensuring all necessary checks are made. Little City will not knowingly employ or invite any volunteer or other non-member of the group (e.g. craft sales, book sales, photographers) who is known to have previously engaged in activities that caused concern for the safeguarding of children or vulnerable adults.

Recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations)]

Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.

Using our procedures to manage any allegations against franchisees and volunteers appropriately.

Ensuring that we provide a safe physical environment for our children, young people, franchisees and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concern.

Little City will only take photographs / videos of children with consent from parents / carers. No content will be added to Little City's social media without consent from parents / carers.

**Abandoned child**

In the event that a child is left alone at the end of a session with no parent or carer all reasonable attempts will be made to contact the parents or nominated carers.



- If no contact can be made we contact our local authority children's social care team (**HCC or 999 in an emergency**)
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will franchisees go to look for the parent, nor do they take the child home with them. The child does not leave the premises with anyone other than the parents or nominated carers or by a social care worker.

### **Missing child**

- To be absolutely clear, children are in attendance at Little City sessions under the supervision of their parents or carers.
- If a child is found to be missing it is not the responsibility of Little City to locate them, though any franchisee present will offer help if possible.
- As soon as it is noticed that a child is missing the group should be alerted so that a search of the building and its surrounds can be carried out and the police alerted. We will ask that no one leaves the room whilst the search is taking place.
- Parents/carers are asked to make sure no other child has also gone astray.
- Doors and other openings are checked to see if there has been a breach of security whereby a child could wander out.
- Any franchisee present should talk to parents/carers to find out when and where the child was last seen and record this information.
- Little City will help the police in their investigation.



## Responding to Concerns

### What do we do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children, young people or adults at risk within Little City.

**If** the behaviour of a child or adult at risk gives any cause for concern.

**If** an allegation is made in any context about a child or adult at risk of being harmed.

**If** the behaviour of any adult (including franchisees and members of the public) towards children or adults at risk causes you concern.

**Do not** dismiss your concerns.

**Do not** normally confront the adult about whose behaviour you have concerns.

**Do not** take responsibility for deciding whether or not abuse is actually taking place.

**Do not** investigate allegations.

**Do not** act alone.

**Do not** take sole responsibility for what has been shared or any concerns you may have.

Do ✓	Don't ☐
Listen and clarify ✓	Minimise what is said ☐
Give Support ✓	Show shock, alarm or disapproval ☐
Explain what happens next ✓	Question or push for information ☐
Take action ✓	Offer false reassurance ☐



## **CHILD PROTECTION**

### **Procedure for Reporting Concerns**

#### **STAGE 1**

A Franchisee / parent has a concern about the welfare of a child or young person at risk or the behaviour of an adult, including parents, carers, franchisees or volunteers.

The person who has the concern has a duty to:

#### **RECORD AND REPORT**

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

#### **STAGE 2**

The Designated Lead who received the report of concern then has a duty to:

#### **REVIEW AND REFER**

The report will be reviewed by the Designated Lead with any other relevant information and a decision will be taken in liaison with others as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

### **Pre-school / Nursery / Playgroup / School hire**

During pre-school, nursery, playgroup or school visits, Little City will act in accordance with and follow the safeguarding policy of the setting. During the booking process, the Franchisee will identify the Safeguarding Lead and discuss how to report any concerns should they arise.

### **Any allegations against anyone directly working with children including staff and management of Little City -**

'Recognise, Respond, Report, and Refer'



We will refer to our Local Safeguarding Children board (LSCB) - *Insert Authority/Council?*

**Contact details -**

*Complete details below:*

Designated child protection lead

Name: Vicki Fletcher (Owner)

Phone/email: 07803 929151 vicki@littleciyuk.com

Deputy child protection lead

Name(s): *Franchisee details:*

Phone/email:

*details can be found on your Local Authority Safeguarding Board website.*

Local Area Designated Lead

\*Name: HCC LADO

\*Phone /email:

***(Although the LADO is not the decision maker they can provide advice and guidance to employers, liaise with police if necessary, consistent with a fair and thorough process.) and any other agencies to monitor progress of any cases to ensure that they are dealt with as quickly as possible.***

*details can be found on your Local Authority Safeguarding Board website*

NSPCC Helpline 0808 800 5000

\*Insert local Social Care number here:

\*Out of hours / bank holidays number here:

Immediate Danger – Police 999

This policy statement came into force on 2nd May 2023.

We are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed and updated on 16th November 2023 - Erika Fletcher (Little City Administrator)

**Signed by franchisee and dated below:**

Signed:

Date: