



## The Otters Club Child Protection Policy

This is a statement of intent that demonstrates a commitment to safeguard children involved with the Otter's Club (at Stanwick Lakes) from harm.

### The welfare of the child is paramount

- Staff must be alert to any issues for concern in a child's life at home or elsewhere.
- The Otters Club will implement policies, procedures and risk assessments to safeguard children. These will be in line with the guidance offered by Northamptonshire's Safeguarding Children's Board.
- Otter's Club Staff will undergo relevant Safeguarding training and understand the procedures that need to be followed if a Safeguarding issue arises (see separate flow chart).
- Before Otter's Club starts each year, all staff and volunteers will undergo an induction session where they are familiarised with all policies and procedures. Attendees will sign to say that they have understood said policies and procedures.
- A printed copy of 'What to do if you think a child is being abused 2015' is available to staff and staff are familiar with the government's information sharing guidelines. The relevant contact numbers i.e. for MASH are easily accessible (printed copy displayed on premises).

### Contacts for Children's Safeguarding or welfare:

If a child is in immediate danger, left alone or missing, contact the police and/ or ambulance:	999
Email:	<a href="mailto:MASH@northamptonshire.gcsx.gov.uk">MASH@northamptonshire.gcsx.gov.uk</a>
For Non-emergency:	0300 126 1000
Out of hours contact (evenings, night, weekends)	01604 626938
Further information	Northamptonshire Safeguarding Board <a href="http://www.northamptonshirescb.org.uk">www.northamptonshirescb.org.uk</a>

- If the child does not permanently reside in Northamptonshire (here on holiday or for a visit) and a concern is raised, The Otters Club Safeguarding Officer will report to the local authority where the child lives.
- The Otter's Club staff will ensure that the children are always in the vicinity of a qualified paediatric first aider, in case of a medical emergency. The Play Ranger will be a fully qualified Paediatric First Aider and all Otter's Club staff will undergo Basic Emergency First Aid training.
- A 1:8 adult: child ratio will be observed to ensure that all children are able to be effectively supervised whilst attending the Otter's Club. The Otter's Club will ensure that all volunteers under the age of 17 will be supervised at all times by Otter's Club staff (18 and over).
- The Otter's Club is run with consideration for fundamental British Values and promotes democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. Staff are made aware of this as part of their induction.

## All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs

- Otter's Club staff will work closely with the Northamptonshire Safeguarding Board and will attend training to ensure that they are familiar and up to date with Safeguarding issues.
- Otter's Club staff are aware of their responsibilities regarding the reporting (to the police) of Female Genital Mutilation (FGM) or suspected FGM and attend training to familiarise themselves with the issue.
- Otter's Club Staff are aware of their responsibilities regarding Private Fostering\* and will report suspected 'private fostering' arrangements to their local authority. \* (a child under 16 living with someone who is not their parent, step-parent, grandparent, aunt/uncle or adult sibling for 28 days or more).
- Otter's Club Staff are aware of their responsibilities under the Prevent Duty and undertake training to familiarise themselves with the issue.

## No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs

- Everyone is welcome at the Otter's Club and all children will be treated equally and fairly, regardless of their race, gender, age, ability and background.
- We aim to make the club accessible to children from all walks of life, regardless of their family's financial situation.
- Given the nature of Otter's Club, we will have children of varying ages and we recognise that they will have individual needs. We will plan activities that are accessible for all age groups and we will encourage the children to help each other. Every effort will be made to include children, wherever possible, in these activities.
- Children are encouraged to be themselves and are allowed equal access to all toys, resources and equipment that is available in the Otter's Club setting.
- Although we are a small setting with limited resources, we will try to accommodate all children wherever possible. If a child has a disability or medical condition, we encourage parents to meet with us before their child attends the club so that we can discuss whether the activities are suitable and how we can adapt our sessions to suit the needs of the children.

## The policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes

- This policy, along with all risk assessments, procedures and other policies will be reviewed by the Otter's Club Manager every year, before the Holiday Club commences in the Easter holidays.
- The Otter's Club Manager will work closely with the Northamptonshire Safeguarding Board to ensure that the policy is up to date. The Manager will also sign up to updates to make them aware of any legislation changes.

## Who the policy applies to (ie all trustees, staff and volunteers)

- This policy applies to all Otter's Club staff, volunteers and any other staff who will come into contact with children attending the Otter's Holiday Club i.e. Rangers and Managers

## Children and parents are informed of the policy and procedures as appropriate

- Otter's Club Policies are made available to parents at the time of booking, via the Stanwick Lakes website.
- Where appropriate, children are made aware of policies and procedures i.e. emergency procedures, mobile phone policy when they first attend the Otter's Club.

## A commitment to safe recruitment, selection and vetting

- All Otter's Club staff and volunteers, as well as any other members of staff that may come into contact with children attending Otter's Club, are only employed subject to them having Enhanced DBS clearance.
- Upon applying for any role within Otter's Club, the person must declare any criminal record and references are obtained prior to employment.
- Qualifications, training and DBS numbers will be recorded in a training matrix which shall be regularly reviewed by the Otter's Club manager.

All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police.

- If an allegation is made against a member of staff, Otter's Club staff and volunteers are aware of the requirement to notify MASH ([MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)), Ofsted and the Designated Safeguarding officer (Melanie Humphreys) within 24 hours of the incident.
- If an allegation is made against the Manager, the Deputy Designated Safeguarding Officer (Play ranger) will be notified.

*The Designated Officer will be informed of all cases in which it is alleged that a person who works with children at Otter's Club has:*

- *Behaved in a way that has harmed, or may have harmed, a child;*
- *Possibly committed a criminal offence against children, or related to a child; or*
- *Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, for example if their conduct falls within any of these categories of abuse:*
  - *physical*
  - *emotional*
  - *sexual*
  - *neglect*
- In addition, staff will also follow the procedures outlined in the Rockingham Forest Trust Child Protection Policy (see separate document).

Reference to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography

The following separate documents are in place to promote the safety and welfare of children attending the Otter's Holiday Club:

**Policies and Procedures:**

- Inclusion policy
- Mobile Phone Policy
- Taking photos policy
- Behaviour Policy
- Otter's Club Staff Policy
- Adventure Play Area Procedure
- Moving Around the Site Procedure
- Toileting Procedure
- Pond Dipping Procedure
- Lost Child Procedure
- Fire Procedure
- Sick Child Procedure
- Accident/Emergency Procedure

**Risk Assessments:**

- Log Cabin Risk Assessment
- Adventure Play Equipment Risk Assessment
- Badge Making Risk Assessment
- General Craft Activity Risk Assessment
- Bug Hunting Risk Assessment
- Dig Pit Risk Assessment
- Administering First Aid Risk Assessment
- Snack preparation/ Lunch Risk Assessment
- General Outdoor Risk Assessment
- Live Animals Risk Assessment
- Moving Around Site/ Activity Trails Risk Assessment
- Shelter Building Risk Assessment
- Toileting Risk Assessment
- Pond Dipping Risk Assessment
- Willow Weaving

**Other**

- Reporting a Safeguarding issue (flow chart, report form and log sheet)
- Staff training/ vetting matrix
- Medication forms
- Head Injury Advisory Letter
- Child Registration Form