Clwb Carco

where children play, grow and flourish

SAFEGUARDING POLICY & PROCEDURES

Document Reference:	CC-SGPOL-001
Setting Name:	Clwb Carco
Legal & Governance Body:	Charitable Incorporated Organisation (CIO) Board of Trustees
Lead Responsible Individual:	Tracey Harries (Chair of Board of Trustees)
Person in Charge (Club Manager):	Kelly Tanner
Provision:	After School Play Provision (Ages 3–11)
Date Adopted & Planned Review:	Adopted: October 2026 | Next Planned Review: October 2027

CLWB CARCO: SAFEGUARDING POLICY & PROCEDURES

PART 1 – SAFEGUARDING POLICY

1.0 Purpose

Clwb Carco is committed to safeguarding and promoting the welfare of all children in our care. We will take all necessary steps to protect children from all forms of violence, injury or abuse, neglect, maltreatment, and exploitation, in line with Article 19 of the UN Convention on the Rights of the Child. Our Club upholds a child-centred ethos, ensuring every child feels valued, safe, respected, and protected from harm.

2.0 Aims

This policy sets out how the Club will:
- Protect children from harm.
- Provide clear guidance to staff, volunteers, and families.
- Comply with national safeguarding legislation and guidance.

3.0 Scope

This policy applies to all who work or volunteer on behalf of Clwb Carco, including staff, agency/sessional staff, volunteers, learners, managers, committee members, and visitors.

4.0 Legal Framework

This policy is formulated in accordance with key legislation and national guidance, specifically Regulation 22(1)(a) and (b) of The Child Minding and Day Care (Wales) Regulations 2010 and Care Inspectorate Wales (CIW) National Minimum Standards (NMS 20 - Safeguarding):
- Children Act 1989 (except Part 3, superseded by Social Services and Wellbeing (Wales) Act 2014)
- Wales Safeguarding Procedures 2019
- Social Services and Wellbeing (Wales) Act 2014
- Counter Terrorism and Security Act 2015 (Section 26 – Prevent Duty)
- Child Minding and Day Care (Wales) Order 2016 & National Minimum Standards for Regulated Childcare (NMS 20)

5.0 Related Policies

This policy should be read alongside the Safeguarding Procedures and other Club policies, including: Complaints, Whistleblowing, Anti-Bullying, Confidentiality, Code of Conduct, Behaviour Policy, Media & Online Safety, Health & Safety, Emergency Procedures, Safe Recruitment, and Conflict of Interest.

6.0 Safeguarding Principles

The Club is committed to a safeguarding culture where children, parents/carers, staff, and volunteers treat one another with respect and feel safe to raise concerns, knowing they will be listened to and that appropriate action will be taken.
- Safeguarding is everyone's responsibility.
- Children's welfare is paramount.
- Concerns must be acted upon immediately.

• All staff, volunteers, and families must feel safe to raise concerns.
• Appropriate training and supervision will be provided.

Golden Rule: If staff or anybody else are worried about a change in a child's behaviour, or any signs of minor but inexplicable harm, always make the call. If you have any element of uncertainty or concern, ask for advice from MASH / Social Services.

7.0 Safeguarding Roles & Responsibilities

The Club has a Designated Safeguarding Lead (DSL) and, in their absence, a Deputy DSL. They ensure that staff members and volunteers understand their role in the context of child protection and are confident to act on any concerns.

Named Designated Safeguarding Leads:
• Designated Safeguarding Lead (DSL): Kelly Tanner (Person in Charge / Club Manager)
Email: clwbcarco26@gmail.com | Mobile: 01443 237836
• Deputy Designated Safeguarding Lead (Deputy DSL): Tracey Harries (Chair of the Board of Trustees / Responsible Individual)
Email: tracey.harries@tonysguboriauprimary.rctcbc.cymru

The Designated Safeguarding Lead (DSL) is responsible for:
• Maintaining up-to-date safeguarding knowledge.
• Overseeing and communicating policy updates.
• Guiding staff on safeguarding responsibilities.
• Managing staff abuse allegations.
• Liaising with child protection agencies in any safeguarding and protection situation.
• Acting as the first point of contact for staff, families, and others involved with the setting.
• Participating in multi-agency child protection processes, including attending case conferences and preparing written reports.
• Assessing the need for additional safeguards for particularly vulnerable children (considering previous experiences, level of dependency, communication/additional needs, children from the global majority, LGBTQIA+, etc.).

8.0 Safe Recruitment Standards

Staff and volunteers are only permitted to work in the Club once all required safety checks have been completed and a member of management has confirmed suitability.
• Recruitment decisions must be impartial and free from conflicts of interest (e.g. not made by a relative, friend, or anyone with a close personal connection).
• Positions are publicly advertised following a clear, transparent application process.
• Applications are reviewed by at least 2 people (Leader and Deputy, or a Trustee). An impartial person is involved if an applicant is well known to recruiters.
• Two referees will be directly contacted (one from the last employer) and references thoroughly reviewed.
• Identity, qualifications, and training records are rigorously verified.
• Enhanced DBS (or update service check) is reviewed. If a DBS is not clear but a valid rationale exists (e.g. a

minor shoplifting offense at age 17 with no subsequent crimes), this is discussed with the DSL and a comprehensive risk assessment is documented stating the rationale for suitability.
• Personnel files are kept confidentially with references, identification, DBS number, issue date, and a confirmatory statement from a senior impartial staff member that the DBS is clear.

9.0 Supervision, Training, and Setting Culture

This policy is accessible in the staff handbook and parent information during induction and upon significant changes.
• New staff, volunteers, and management participate in a documented induction process covering policies, codes of conduct, and safeguarding responsibilities.
• Staff are provided with the link to Wales Safeguarding Procedures and encouraged to download the official mobile app.
• Staff are supported to understand their role in responding appropriately to child welfare concerns and allegations against staff/management.
• All staff have regular documented 1-to-1 supervision with safeguarding as a standing agenda item. Staff must not wait for supervisions and must report suspected abuse immediately.
• Safeguarding is a standing confidential agenda item at all staff meetings.
• Staff Training Standards & Specific Qualifications (NMS 20 Compliance):
- Kelly Tanner (Person in Charge / DSL): Holds Group C Safeguarding and completed her most recent Prevent Duty training update in 2026.
- Tracey Harries (Chair of Trustees / Deputy DSL): Completed Level 3 Safeguarding training in 2025.
- All Other Playwork Staff: All core playwork staff hold Group B Safeguarding training and complete Home Office Prevent Duty training as part of mandatory induction, refreshed via the Home Office website at regular intervals. The DSL and Deputy complete the Prevent referrals course.
• Safeguarding information is displayed for visitors via a statement in the sign-in book and on staff/visitor badges.
• Staff ratios are strictly maintained in accordance with Care Inspectorate Wales National Minimum Standards at all times.

10.0 Prevent Duty & Counter-Radicalisation Provisions

In accordance with Section 26 of the Counter-Terrorism and Security Act 2015 (Prevent Duty), Clwb Carco has a statutory duty to prevent children from being drawn into terrorism, extremism, and radicalisation.
• All staff receive Home Office Prevent Duty training during induction to recognise indicators of extreme views, online radicalisation, or vulnerability to grooming.
• Staff monitor child well-being and report any concerning changes in behaviour, radicalisation risks, or extremist expressions directly to Kelly Tanner (DSL).
• Where concerns arise, referrals are made immediately to the RCT Local Authority Prevent Lead / Channel Panel and Police (101 / Anti-Terrorism Hotline 0800 789 321).
• Care Inspectorate Wales (CIW) will be formally notified of any Prevent referrals.

11.0 Existing Injuries Recording Procedure

To ensure complete transparency, clear child protection monitoring, and strict compliance with NMS 20:
• Arrival Check: When a child arrives at Clwb Carco with a visible mark, bruise, cut, or injury sustained outside

the setting, staff speak with the collecting/dropping adult immediately.
• Existing Injury Log: Staff record the injury details on a formal Existing Injury Log Sheet, documenting the date, time, exact location/nature of the mark, and the explanation provided by the parent/carer.
• Signature Verification: The parent/carer must sign the Existing Injury Log upon handover.
• DSL Review: The DSL regularly audits Existing Injury Logs. Any pattern of unexplained or frequent injuries will be evaluated under child protection referral procedures.

12.0 Mandatory Statutory Notification to Care Inspectorate Wales (CIW)

Under statutory reporting regulations, Clwb Carco guarantees that Care Inspectorate Wales (CIW) will be formally notified of any safeguarding concern, Social Services child protection referral, or allegation of professional abuse against staff or volunteers. Notifications will be submitted via the CIW Online Portal or telephone as soon as reasonably practicable and strictly within 24 hours of the concern arising.

13.0 Record Keeping Standards

• Full, confidential records of every safeguarding concern are maintained, locked away, or password-protected.
• Child registration information is collected and reviewed annually.
• Staff records and daily attendance logs for children and staff are maintained.
• A visitor record is kept and site access is strictly monitored.
• Accidents and incidents are recorded and signed by parents/carers upon collection.
• Risk assessments are completed and action plans updated annually or when changes occur.
• Emergency procedures are documented and regularly practiced.
• All safeguarding concerns are recorded on a Cause for Concern Form and reviewed by the DSL.
• A chronological log of concerns and actions taken is systematically maintained.

PART 2 – SAFEGUARDING PROCEDURES

1.0 Immediate Action Protocol

If a child is in immediate danger, call 999 immediately. For all other concerns, report to the Designated Safeguarding Lead (DSL Kelly Tanner) or Deputy DSL (Tracey Harries) without delay and complete a Cause for Concern Form in detail.

2.0 Key Emergency & Agency Contact Directory

Immediate Danger (Police / Ambulance / Fire):	999
RCT Local Authority Children's Services (MASH):	01443 425006 / 01443 743665
Out-of-Hours Social Services Emergency Duty Team (EDT):	01443 743665 / 01443 657225
Local Safeguarding Board (Cwm Taf Morgannwg):	01443 743730
Care Inspectorate Wales (CIW) Head Office:	0300 7900 126 | ciw@gov.wales
Police Non-Emergency / Anti-Terrorism:	101 / Anti-Terrorism: 0800 789 321

NSPCC 24/7 Helpline:	0808 800 5000
DSL Kelly Tanner (Person in Charge):	kelly.tanner@tonysguboriauprimary.rctcbc.cymru / 01443 237836 Deputy DSL Tracey Harries: tracey.harries@tonysguboriauprimary.rctcbc.cymru

3.0 Responding to a Disclosure

• Listen calmly. Do not react emotionally, even if the information disclosed is deeply distressing.
• Take notes where possible, recording the child's exact words.
• Reassure the child that they did the right thing by telling you.
• Do NOT make promises of absolute secrecy or confidentiality (explain clearly what you must do with the information).
• Use safe, open-ended questions only: 'What happened next?', 'Who was there?', 'Is there anything else you want to tell me?'
• Report immediately to the DSL / Deputy DSL and complete a detailed Cause for Concern Form.

4.0 Handling Safeguarding Concerns & Referrals

Upon receipt of a Cause for Concern Form, the DSL or Deputy reviews the concern and determines the appropriate next steps with documented reasoning:
• Option A: Speak with parents/carers to gain further contextual information.
• Option B: Monitor the situation carefully.
• Option C: Formally refer the case to Local Authority Children's Services (MASH) within 24 hours.
• Direct Referrals: Staff have the right to refer concerns directly to the Local Authority if they feel concerns are not being addressed, without fear of reprisal.
• Statutory CIW Notification: CIW is formally notified within 24 hours of any Social Services referral.
• Record Keeping: The DSL ensures all decisions, rationale, and actions are recorded and stored securely.

5.0 Maintaining a Chronology

• A running chronology is initiated once a safeguarding concern is identified.
• Records step-by-step: issues raised, decisions made, actions taken, referrals, and conversations with professionals or family.
• Must include exact dates, times, and full names of all individuals involved.
• New concerns regarding a child are appended to their existing chronology to provide a continuous log of their experiences.

6.0 Allegations Against Staff / Professional Abuse

Suspicions regarding colleagues must never be ignored or dismissed. If concerns involve the DSL, actions are undertaken by the Deputy DSL, Setting Leader, Committee Member, or reported directly to the Local Authority and CIW.
• Call Police immediately if a child is in immediate risk.
• Remove the member of staff from direct contact with children (reassigning to administrative duties or placing on paid leave pending investigation).
• Complete a detailed Cause for Concern form.
• Speak to all parties and review supporting paperwork.

• Report formally to the Local Authority Designated Officer (LADO) and Care Inspectorate Wales (CIW) within 24 hours.
• Meet with staff member, share findings, and confirm return to work or dismissal.
• Maintain documented support for the staff member throughout the process.

7.0 Peer-on-Peer Abuse & Harmful Sexual Behaviour (HSB)

Peer-on-peer abuse concerns are taken seriously, ensuring all children's voices are heard. If concerns involve Harmful Sexual Behaviour (HSB), mandatory reporting applies under Wales Safeguarding Procedures and the All-Wales Practice Guide - Harmful Sexual Behaviours. The investigation is led by the Local Authority Safeguarding Team (not the DSL's role to prove/disprove).
• Call Police immediately if necessary.
• Arrange urgent separate meetings with parents/carers of the alleged victim and accused child. (If behaviour may be learned at home, consult Local Authority prior to contacting parents).
• Complete Cause for Concern form and notify CIW and Local Authority.
• Suspend the accused child if necessary pending investigation.
• Collate information and statements from all staff working during the alleged incident.
• Outcome Determination post-investigation:
- No Evidence of Abuse: Document decision and rationale; inform CIW/LA. Child returns to Club with parental support (option to adjust attendance days).
- Inconclusive: Evidence provided to Local Authority; CIW informed.
- Probable: Formally refer to Local Authority and Police; inform CIW.
- Malicious Allegations: If an allegation is proven to be malicious, the making child may be asked to leave the Club.

8.0 Recognising Signs & Indicators of Abuse

• Physical Abuse: Unexplained bruises, cuts, burns, bite marks, swelling, wearing weather-inappropriate clothing, flinching at sudden movements/sounds.
• Sexual Abuse: Discomfort sitting/walking, blood in underwear, STIs, bruises, age-inappropriate sexual knowledge or language.
• Emotional Abuse: Low self-esteem, extreme difficulty handling emotions, withdrawal.
• Neglect: Weight loss, stealing food, unkempt appearance, animal bites, poor hygiene, missed medical appointments/untreated illnesses.
• Domestic Abuse: Presents as physical or emotional abuse. Witnessing domestic abuse is a form of emotional abuse and must be reported.
• Female Genital Mutilation (FGM): Non-medical procedures removing or altering female genitals.
• Fabricated Illness: Child made ill or illness exaggerated by a carer.
• Exploitation & Radicalisation: Vulnerability to grooming, extreme views, or exploitation (Prevent Duty).

9.0 Information Sharing & Data Protection

Information is shared strictly on a need-to-know basis. Staff must follow data protection principles while prioritizing child safety above all else.

10.0 Monitoring, Audit & Continuous Improvement

The DSL regularly audits safeguarding records. Procedures are reviewed annually or immediately following any safeguarding incident to identify gaps, implement lessons learned, and ensure robust child supervision.

11.0 Process Summary Protocol

• Immediate Risk: Call Social Services Duty Officer / Police (999). Follow advice, make verbal report, and follow up in writing (C1 form) within 24 hours. Share information with parents/carers if safe to do so. Formally notify CIW within 24 hours.
• No Immediate Risk: Report concern to DSL. If child is experiencing abuse/neglect, refer to Social Services/Police within 24 hours.
• No Ongoing Risk: Share information with parents/carers, offer support/guidance, maintain accurate records, and monitor child.