



Kool4Kids Safeguarding and Child Protection Policy

Last Reviewed: 25/03/2026

Next Review Due: 24/03/2027

Designated Safeguarding Lead (DSL): Amanda Chapman

Deputy DSL: Victoria Ager

Director Responsible for Safeguarding: Louise Ousley

1. Statement of Intent

Kool4Kids is fully committed to safeguarding and promoting the welfare of all children and young people. Safeguarding and promoting the welfare of children is everyone's responsibility. All staff, volunteers, and contractors must act in the best interests of the child at all times. We aim to provide a safe, secure, and positive environment where children can learn, play, and develop with confidence. This policy applies to all staff, volunteers, visitors, and anyone working on behalf of Kool4Kids.

2. Legal and Statutory Framework

This policy is based on the following legislation and guidance:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- Children Act 1989 and 2004
- Childcare Act 2006
- Prevent Duty Guidance 2015
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Local Safeguarding Children Partnership procedures

Kool4Kids will follow the procedures of the Local Safeguarding Children Partnership (LSCP).



3. Safeguarding Principles

Kool4Kids recognises that:

- The welfare of the child is paramount
- Safeguarding is everyone's responsibility
- All children have the right to protection from harm
- Early help is essential to protect children
- We must work with parents, schools, and other agencies
- Concerns must always be taken seriously and acted upon

We operate a **child-centred approach** at all times.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Managing safeguarding concerns
- Making referrals to children's services / police
- Supporting staff
- Maintaining records
- Ensuring training is up to date
- Liaising with external agencies

Deputy DSL

The Deputy DSL will act in the absence of the DSL and has the same authority.

All Staff

All staff must:

- Know the signs of abuse
 - Report concerns immediately
 - Follow this policy
 - Attend safeguarding training
 - Maintain professional boundaries
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5. Early Help and Multi-Agency Working

Kool4Kids recognises the importance of early help to prevent problems escalating.

We will work with:

- Parents / carers
- Schools
- Local Authority
- Social care
- Police
- Health professionals

Concerns may be shared with other agencies where necessary to protect a child.

6. Types of Abuse

Abuse may occur in any setting.

Neglect

Failure to meet a child's basic needs.

Physical Abuse

Deliberate harm or injury.

Sexual Abuse

Forcing or persuading a child into sexual activity.

Emotional Abuse

Persistent emotional harm affecting development.

Staff must report any signs including:

- Injuries
- Behaviour changes
- Fearfulness
- Sexualised behaviour



- Poor hygiene
 - Withdrawal
 - Concerning comments
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7. Specific Safeguarding Issues

Staff must be aware of:

- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Female genital mutilation (FGM)
- Forced marriage
- Radicalisation / extremism
- Peer-on-peer abuse
- Sexual violence / harassment
- Bullying / cyberbullying
- Online abuse
- Children missing education / sessions
- Domestic abuse
- Substance misuse
- Mental health concerns

Peer-on-peer abuse will never be tolerated and will be treated as seriously as abuse by adults.

8. Online Safety

Safeguarding includes online safety.

Risks may include:

- Inappropriate content
- Contact with unsafe individuals
- Grooming
- Cyberbullying
- Radicalisation
- Misinformation / disinformation
- Use of AI / digital platforms



Staff must follow the Online Safety and Mobile Phone Policy.

9. Responding to Concerns or Disclosures

If a child discloses abuse:

- Stay calm
- Listen carefully
- Do not promise confidentiality
- Reassure the child
- Record exact words
- Report to DSL immediately

Do not investigate yourself.

The DSL will decide next steps and may contact:

- Social care
 - Police
 - LADO
 - Parents (unless unsafe)
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10. Allegations Against Staff

If a concern is raised about a staff member:

- Report to DSL or Director immediately
- Do not discuss with others
- LADO will be contacted if required
- Staff may be suspended while investigated

Low-Level Concerns

All concerns about staff behaviour must be reported.

Low-level concerns include behaviour that:

- Is inconsistent with the code of conduct
- May appear inappropriate



- Could indicate risk

All concerns will be recorded.

11. Whistleblowing

Staff must report unsafe practice.

Reports can be made to:

- DSL
- Director
- Local Authority
- NSPCC whistleblowing helpline

No one will be penalised for raising genuine concerns.

12. Safer Recruitment

Kool4Kids follows safer recruitment procedures:

- DBS checks
- References
- Identity checks
- Right to work checks
- Interview suitability checks
- Volunteer checks

No one works with children without checks.

13. Staff Conduct

Staff must:

- Work in visible areas
- Avoid being alone with children
- Use appropriate language



- Avoid physical contact unless necessary
- Not use personal phones
- Not contact children on social media
- Not take personal photos

All staff must follow the Code of Conduct.

14. Changing, Toileting and Supervision

Under 8s:

- Staff supervise appropriately
- Children dress independently where possible

Over 8s:

- Staff remain outside unless required
- Never enter alone

Toileting:

- Staff escort when needed
 - Maintain privacy and safety
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15. Photos and Mobile Devices

- Only club devices used
 - Parental consent required
 - No personal storage
 - No visitor photos
 - No sharing without permission
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16. Record Keeping

All concerns must be recorded.

Records must be:



- Accurate
- Factual
- Dated
- Signed
- Stored securely

Information will be shared where necessary to protect a child.

Data protection does not prevent safeguarding.

17. Training

All staff receive:

- Safeguarding induction
- Annual training
- Prevent training
- Online safety awareness

DSL training kept up to date.

Posters and procedures displayed at all sites.

18. Prevent Duty

Kool4Kids will protect children from extremism and radicalisation.

We promote:

- Inclusion
- Respect
- Equality
- British values

Concerns will be reported to authorities.

19. Policy Review



This policy is reviewed annually by the DSL and Director.

It will be updated sooner if:

- Guidance changes
 - An incident occurs
 - Required by the Local Authority
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20. Contacts

DSL: Amanda Chapman
Deputy DSL: Victoria Ager
Director: Louise Ousley

Local Authority Safeguarding: [INSERT]
NSPCC: 0808 800 5000
Childline: 0800 1111
Police: 999 (emergency)
