Bonny Downs Community Association

Safeguarding Children and Young People Policy

Revised and signed 13 October 2026

Safeguarding children & young people policy

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Children & Young People e-Safety Policy is incorporated in our wider E-Safety policy.

Policy statement

Bonny Downs Community Association (BDCA) is firmly committed to the belief that all children and young people have a fundamental and equal right to be protected from harm, regardless of their abilities, culture or other characteristics, and fully recognises its responsibility for child protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Aim

This policy sets out the means and procedures by which we will ensure that the wellbeing of the children and young people we support is paramount at all times.

There are four main elements to the policy:

- Ensuring that BDCA practices safer recruitment in checking the suitability of staff and volunteers to work with children & young people;
- Raising awareness of child protection issues amongst all paid and unpaid staff;
- Establishing a safe environment in which children can develop and grow, where they are able to talk and be listened to;
- Developing and implementing procedures for identifying and reporting cases or suspected cases of child abuse and working in a multi-agency approach to ensure that the child is supported.

Scope

All BDCA employees, volunteers and trustees have a responsibility for the welfare of the children that BDCA works with and are required to comply with this policy. All volunteers will receive the condensed version of this policy (Safeguarding Statement). The Trustees will review this policy annually, informed by risk assessments relating to all activities of BDCA, by changes in legislation or best practice, or as other relevant or new information becomes available.

This policy relates to the safeguarding of persons under the age of 18 (as defined by the Children's Act 1989), referred to as "children" in this policy.
It is written in accordance with the statutory guidance on inter-agency working to safeguard and promote the welfare of children. 'Working Together to Safeguard Children (2026)'

Legislative framework

"Children are individuals whose rights, needs and welfare are paramount" Children Act (2004).

"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" (Equality Act 2010).

The key principle of Working Together to Safeguard Children (2026) is:

"Nothing is more important than children's welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other's roles and responsibilities, and how they work together."

Government guidance is clear that all organisations working with children, young people, families, parents & carers should:

- Have a Board of Trustees and senior managers committed to safeguarding
- Be clear about people's responsibilities and accountability
- Have a culture of listening to children
- Have safe recruitment practices for all staff and volunteers working with children & young people
- Have procedures for safeguarding children & young people
- Have procedures for dealing with allegations against, and concerns about, staff & volunteers
- Ensure staff and volunteers have mandatory induction and further safeguarding training, supervision, reviews & support
- Have agreements about working with other organisations and agencies.

Working Together to Safeguard Children (2026)
https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

Child safeguarding team

The child safeguarding team will attend training as appropriate and make referrals to external agencies.

Our Designated Safeguarding Officer (DSO) is:
Stacey Cordery, Co-Director
Stacey.cordery@bonnydowns.org
07522 553926

Our Deputy Designated Safeguarding Officer (DDSO) is:
Carla Goncalves, Families & Food Coordinator

carla.goncalves@bonnydowns.org
07542 125476

Stacey and Carla work together to oversee and ensure that our safeguarding children policy is fully implemented. This includes ensuring they and all staff receive child safeguarding training as appropriate.

Out of hours or when neither Stacey or Carla are available, safeguarding concerns should be directed to the CEO.

These details will be made available to all staff, volunteers and service users through posters, leaflets and website, staff handbook, induction and training.

Treating children with respect and celebrating their achievements

We endeavour to treat all children with respect, regardless of ability or culture. BDCA has a Code of Conduct for staff and a Code of Behaviour, to which we expect everyone to adhere.

We also make available to everyone our confidentiality policy, complaints procedures, whistle-blowing policy, and disciplinary & grievance procedures. (All are contained within our staff handbook. Confidentiality Policy & Complaints Procedure are on our website; other policies and procedures are available on request).

We positively encourage all children to succeed and proactively celebrate their achievements.

We are particularly sensitive to the needs of children living with special educational needs &/or disabilities who may achieve in smaller steps than their peers but are equally entitled to celebration.

Recognising abuse

The Children Act 2004 defines four types of abuse: physical, emotional, sexual and neglect.

- Physical
  Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating, or otherwise causing significant physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Emotional
  Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:
    - Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
    - Not giving a child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate;
    - Imposing developmentally inappropriate expectations;

- Over-safeguarding and limitation of exploration and learning or preventing a child from participating in normal social interaction;
- Seeing or hearing the ill-treatment of another;
- Serious bullying (including cyber bullying);
- Causing a child frequently to feel frightened or in danger;
- The exploitation or corruption of a child.

This list is not exhaustive. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- Sexual

  Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical or non-contact activities including:
  - Assault by penetration (eg: rape or oral sex);
  - Non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing;
  - Involving a child in looking at, or in the production of, sexual images;
  - Watching sexual activities;
  - Encouraging a child to behave in sexually inappropriate ways;
  - Grooming a child in preparation for abuse (including via the internet).

  Sexual abuse may be perpetrated by men, women or other children.

- Neglect

  Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - Protect a child from physical and emotional harm or danger
  - Ensure adequate supervision (including the use of inadequate care-givers)
  - Ensure access to appropriate medical care or treatment.

  It may also include neglect of, or unresponsiveness, to a child's basic emotional needs.

What else to look out for

Staff should also be aware of other factors which influence these forms of abuse, such as:

- Racial or homophobic abuse
- Cyberbullying
- Child sexual exploitation
- Faith abuse

- Female genital mutilation (FGM)
- Sexting
- Trafficking
- Fabricated or induced illness
- Forced marriage
- Radicalisation

Safer recruitment

BDCA undertakes to ensure that paid and unpaid staff are suitable to work in an environment where they will encounter children as part of BDCA's work. It also reserves the right to refuse to engage staff or volunteers whom it has a reasonable belief may pose a risk to children. BDCA has systems in place to prevent unsuitable people from working with children and to promote safe practice.

- We adhere to the best practice guidelines for recruiting staff who have direct and/or unsupervised access to children, paid or unpaid, by obtaining full personal details with particular relevance to previous work with children.
- We have sound procedures and recording for shortlisting and interviewing to ensure that we are satisfied and can evidence that the successful applicant is appropriate and suitable.
- At least one person on each interview panel will have undertaken Safer Recruitment Training. All interviews will include a safeguarding question.
- Any appointment to a role which has direct and/or unsupervised access to children will only be confirmed subject to:
    - satisfactory references;
    - satisfactory DBS check at the appropriate level for the role;
    - documentary evidence checks of "right to work" status (paid staff only), identity, nationality, and residency;
    - documentary evidence of qualifications essential to the role; and
    - satisfactory completion of the probationary period.
- We will request at least two written references for all trustees and paid staff. At least one reference should be from a previous employer (unless the individual has not previously been employed). Satisfactory references should be obtained prior to the new starter taking up their role. For volunteers, we will ask for two references for roles that involve working with children, or adults at risk, in line with safer recruitment.
- Wherever possible, DBS checks will be conducted prior to the new starter beginning in their role. Where this cannot be achieved, we will conduct case-by-case risk assessments, self-disclosures, and appropriate supervision while we wait. In particular, no individual for whom a DBS check has yet to be received may be left alone with a child or children.

- If we find out someone has a criminal record, this will be disclosed to the CEO in the first instance. They will liaise with the relevant Safeguarding lead, with the support of the Project Manager where necessary. We will adhere to BDCA's policy on the recruitment of ex-offenders.

Induction & training

We have a clear induction and training strategy including clear role descriptions, responsibilities and all relevant procedures.
All new staff and trustees will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding
- Volunteers will sign to say they have received and read the Safeguarding Statement (condensed safeguarding policies)

All staff will receive Safeguarding training regardless of their role. Those volunteers who work with children or adults at risk will receive Safeguarding training. Safeguarding refresher training will be offered every two years.

Managers and those in direct contact with children will receive accredited Child Safeguarding training within six months of appointment and will also undertake the free online government training for PREVENT/Channel and FGM.

For staff appointments with set hours BDCA will agree a probationary period of at least three months, with clear goals and regular support, including a mid-point review. Volunteers working with children or adults at risk will have a probationary period of one month which may be extended to three months. Casual staff, and those on zero-hours contracts are not subject to a probationary period, but BDCA reserves the right not to offer work on an ongoing basis to these staff.

All staff and volunteers will receive regular, ongoing support in their work.

DBS checks will be renewed every three years.

Confidentiality & information sharing

BDCA's policy about confidentiality and information sharing is made available to all BDCA staff and volunteers via training and staff handbook, and to service users via enrolment information, posters and our website.

All staff and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children. However, the welfare of children overrides any obligation of confidentiality we may hold to others and under no circumstances will any staff member or volunteer keep confidential any information that raises concerns about the safety or welfare of a child. Individual cases will only be shared or discussed on a "need to know" basis.

Key points for all staff, volunteers and service users to be made aware of:

- In general, all personal information will be treated as confidential within the team.
- Confidential information may be disclosed to children's social care services or the police if a child's health & welfare needs protecting, or when a crime has been, or may be, committed.
- In cases of medical or other sensitive information being held in our confidential basis and staff should only access this information on a "need to know" basis.
- If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they may not promise complete confidentiality, but will only share it with the relevant Designated Safeguarding Officers.
- A young person (if they can understand and make their own decisions) may give or refuse consent (particularly in the context of images and social media). If in doubt, we should seek professional/legal advice.
- Not all children will be accompanied by a care giver when registering for our services, particularlt our 'open access' youth group. In such circumstances we will make all efforts to contact those with legal responsibility to ensure we hold accurate information.
- We will not give out information about children in our care unless we have obtained consent from the parent and/or child, are required to do so by law or to save a life. This includes confirming whether or not a child is currently in attendance, unless we are certain that the enquiry comes from the primary carer.
- More details about our use of information about service users (including children) can be found in our Data Protection Policy and Privacy Notice.
- All media enquiries relating to safeguarding will be handled by the DSL, with advice from Co Director responsible for media and marketing. They will give full regard to our confidentiality policy.

Duty to report abuse

All staff, trustees and volunteers have a duty to report any concerns they have about a child to the DSL or deputy as soon as possible on the day of the occurrence.

As a childcare provider BDCA has (and therefore its staff have) a mandatory duty to report known cases of FGM (female genital mutilation) in under 18s to the police. It also has a legal duty to have "due regard to the need to prevent people from being drawn into terrorism" (s.26 of the Counter-Terrorism & Security Act 2015).

Handling disclosures

You may become aware of possible or likely abuse by:

- Your own observations and concerns (eg: bruising, change in behaviour, inappropriate behaviour or knowledge);
- Being told by another person that they have concerns about a child;

- The child tells you;
- The abuser tells you.

Remember: a disclosure may be made verbally or indirectly or through the behaviour of a child.

You may not always be working directly with the child but become concerned because of difficulties experienced by their adults eg:

- Domestic violence incidents;
- Mental health issues;
- Substance misuse incidents (drugs or alcohol).

Other concerns may include, but are not limited to:

- Children living away from home or gone missing;
- Race and racism;
- Violent extremism;
- Sexual exploitation;
- Female genital mutilation;
- Forced marriage;
- Concealed pregnancy;
- Child trafficking;
- E-Safety;
- Homelessness;
- Sexting (also known as "youth produced sexual imagery");
- Initiation/hazing type violence and rituals;
- Child criminal exploitation and county lines: children being used to carry drugs or money from urban to rural areas.
- Peer on Peer Abuse - This can manifest itself in a whole spectrum of behaviours including – Bullying including cyberbullying, Sexual violence and harassment, Physical abuse, Sexting, Upskirting (now a criminal offence and has reporting requirements), Initiation /hazing type violence and rituals

Key points for receiving a disclosure:

- Keep calm – do not appear shocked or disgusted
- Accept what the child says without passing judgement
- Look directly at the child
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Be aware that the child may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the child as this can undermine any subsequent criminal investigation. If a child decides not to continue, accept that and let them know you are ready to listen should they wish to continue at any time.

Helpful things to say:

- "I take what you are saying very seriously."
- "I am pleased you have told me. Thank you for telling me."
- "I am sorry that happened to you."
- "It isn't your fault and you're not to blame."
- "I will help you."
- "You were right to tell me."
- At the end, let the child know what you are going to do next and that you will let them know what is happening at each stage.

Things not to say:

- "Why didn't you say something before?"
- "I really can't believe it"
- "I'm shocked"
- "Don't tell anyone else"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"
- Don't make false promises to the child, eg: that you won't tell anyone.

Remember:

- **Do not delay.**
- **Do not investigate.**
- **Do not promise complete confidentiality.**
- **Do tell the DSO or DDSO.**
- **Make careful written records of anything you observe or are told.**
- **Do not share information with any other staff prior to consulting the Safeguarding Team. The decision on whether and how to share will be made by them.**

Responding to Child Safeguarding Concerns

Step 1

IF YOU ARE WORRIED A CHILD HAS BEEN ABUSED because:

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child

Step 2

- Talk to the Designated Safeguarding Officer or Deputy TODAY AND AS SOON AS POSSIBLE!
- Check the Child Safeguarding Policy for guidance.
- Do not investigate.
- In an emergency call the police (999).

Step 3

- The DSL or Deputy should refer the concern to Children's MASH Service &/or Police and follow up the referral in writing within 24 hours.
- In cases of allegations against a person with a "duty of care" the Local Authority Designated Officer (LADO) will coordinate the next steps.
- Incidents are reported to BDCA Trustees. The timescale depends on the severity of the incident. Trustees/Managing Director report the incident to Charity Commission/others as needed.

- Record your concern on an incident reporting form and sign, date & time and pass to DSL or Deputy to store securely. Handwritten is fine; electronic must be restricted access. Do this within 24 hours.
- Under "whistle-blowing", anyone can refer directly to the police or Children's MASH Service if, in good faith, they are concerned BDCA is not managing safeguarding concerns properly.

Support for staff

BDCA is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk in confidence about their experiences with DS0 or with a trained counsellor. Staff wishing to be referred for counselling should contact their line manager or the DDSO.

Handling complaints or allegations around safeguarding within BDCA

BDCA's policies and procedures for handling allegations, dealing with complaints, disciplinary and grievance are made available to all BDCA staff and volunteers via training and the staff and volunteer handbooks, and to service users via posters and our website.

It is the duty of everyone in BDCA to pass on any concerns or allegations of child abuse without delay, whatever their nature and whoever they relate to.

All child safeguarding concerns should be referred to a member of BDCA's child safeguarding team (Stacey and Carla, who will then refer to Children's MASH (Multi-Agency Servicing Hub) Service.

It is important to share ***any*** child safeguarding concerns with Children's MASH Service and to make a joint and open decision as to how to proceed.

Where a complaint has been made about inappropriate or poor practice by BDCA, its staff or volunteers, we will discuss the situation with Children's MASH Service before making a decision about the best way forward. The DSL should be informed of any complaints of this nature and will ensure that this procedure is followed.

In the case that the DSL is implicated, the Managing Director should be informed.

Under "whistle-blowing", anyone in BDCA may refer directly to either Children's MASH Service, the police, Ofsted, and/or Charity Commission if they are concerned that a child is at risk of harm and this policy is not being adhered to.

In an emergency, dialling 999 may be the only sensible course of action.

Children's MASH service will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with Local Safeguarding Children Board (SCB) procedures, available on the SCB website: http://www.newhamlscb.org.uk/policies-and-procedures/ The LADO, Children's MASH Service, and/or police will advise, assist and support you in any future actions you would need to take.

No internal investigation or disciplinary action should be taken prior to receiving advice from Children's MASH Service or the police.

BDCA has a statutory duty to alert the Disclosure & Barring Service (DBS) to an individual who does or may pose a danger to children.

The CEO is responsible for informing trustees of safeguarding incidents. They will then decide who is the appropriate person to inform the relevant bodies:

- Disclosure & Barring Service (DBS)
- Ofsted (In terms of Tiny Town Nursery)
- Charity Commission &/or
- Any professional bodies as relevant.

Anyone can also whistle-blow, as relevant, to:

- Newham MASH Service: 020 3373 4600 during office hours (Monday to Thursday, 9am to 5.15pm or Friday 9am to 5.00pm) or 020 8430 2000 at any other time.

- Charity Commission whistleblowing@charitycommission.gsi.gov.uk

Any whistle-blower disclosing information in good faith will be protected if they have a reasonable suspicion of child abuse.

Other useful contact details

- Alex Mihu – LADO – 0203 373 6706
- Evelyn Millyard – Assistant LADO – 0203 373 0751
- LADO@newham.gov.uk
- **NSPCC Helpline:** 0808 800 5000 (24 hours, every day)
- **LB Newham's child safeguarding concerns pages**: https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=7
- **DBS –** making a barring referral: https://www.gov.uk/guidance/barring-referrals

Record keeping

All records will be written by the person with the concern within 24 hours, using the Safeguarding Incident Form and will be factual and non-judgemental. Records are to be stored securely by the Designated or Deputy Officer for Safeguarding on the shared drive in a password protected area. Documents/paperwork are to be scanned to the drive and then shredded. . Contemporaneous notes should be immediately filed along with other relevant documentation.

Normally, these records will be passed to children's social care services, together with any relevant supplementary information (eg: Upshot profile) as soon as possible

Where a decision is taken not to refer to children's social care services, the reasons for this decision must be recorded. All records should be signed and include name, job title, date & time and co- signed by the DSO or DDSO.

Safeguarding Risk Assessments

Safeguarding risk assessments will be conducted for each activity and reviewed on an annual basis or sooner if changes or new information arise which may affect the nature or levels of safeguarding risk. Activity Manager/or Project Coordinators will be responsible for conducting safeguarding risk assessments for the activities within their projects, with oversight by the DSO.

For safeguarding issues raised by BDCAs venues, please liaise with BDCA's safety officer.

Name: Deepa Selvaraj

Email deepa.selvaraj@bonnydowns.org

Tel: 0208 586 7070/ 07447 268789

Appendices:

Prevent duty

As a childcare provider BDCA has a duty under s.26 of the Counter-Terrorism & Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism".

Extremism can take many forms. Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes;
- Glorifying violence, especially to other faiths or cultures;
- Making remarks or comments about being at extremist events or rallies;
- Evidence of possessing illegal or extremist literature;
- Advocating messages similar to those of illegal organisations or other extremist groups;
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that children can come across online, so involvement with particular groups may not be apparent);
- Secretive behaviour;
- Online searches or sharing extremist messages or social profiles;
- Intolerance of difference, including faith, culture, gender, race or sexuality;
- Graffiti, art work or writing that displays extremist views;
- Attempts to impost extremist views or practices on others;
- Verbalising anti-Western or anti-British views;
- Advocating violence towards others.

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society and will ensure that:

- Current guidance is followed by our After School Club and any other childcare provision BDCA offers: '*The Prevent duty: Departmental advice for schools and childcare providers*', DfE (June 2015);
- The Designated Safeguarding Lead for Children and Deputy for Child Safeguarding have received Prevent training and will act as the point of contact within BDCA for any concerns relating to radicalisation and extremism;
- Trustees, senior staff, and staff & volunteers working with children have an understanding of what radicalisation and extremism is, why we need to be vigilant, and how to respond when concerns arise;
- There are systems in place for keeping children safe from extremist material when accessing the internet in BDCA by using effective filtering and usage policies;
- The DSL will make referrals in accordance with Newham Channel procedures and will represent BDCA at Channel meetings as required.

If there are any concerns about a particular child, staff should follow our normal safeguarding procedures in the first instance.

The DfE has a dedicated telephone helpline: 020 7340 7264 and email address: counter.extremism@education.gsi.gov.uk for non-emergencies that if deemed necessary the DSL or other member of our safeguarding team will ring to raise or seek advice on any concerns relating directly to extremism.

Parental consent form model wording

Activities involving children should include the following or equivalent wording within the registration form:

Please delete as appropriate:

- *I/we agree to _____ taking part in all activities (list any exclusions)*
- *I/we agree to _____ being photographed for media or group purposes*
- *I/we give consent to emergency first aid if required*
- *_____ has no special medical/dietary/cultural needs*
- *_____ has the following dietary/medical/cultural needs, including any disability or behaviour (including hurting self or others) which may entail extra supervision by adults of specialist medical knowledge (please delete as appropriate).*

The organisers may ask for further details with regards to some medical needs or behaviour management. This is to ensure that all children/young people in the group can enjoy our activities as safely as possible.

Photography & film guidance

Photography and film are important media through which to document children's journeys and achievements. However, it is vital to remember that such images involve personal data, and can be used and distributed inappropriately including over the internet.

BDCA may take photographs, videos or audio recordings of children & young people participating in its activities. Staff will ensure that informed, written consent has been obtained in advance from parents (where children are under 16) and children/young people themselves (where they are over 13). Consent forms are available as part of service user registration forms and within BDCA's guidance on the use of photographs, audio & recorded images.

BDCA reserves the right to prohibit the use of photographic, video or recording devices on its premises or at activities/events it organises or promotes.

Footage from security videos will be kept securely, and destroyed when no longer required.

In addition to following BDCA's data protection guidance and procedures around use of photographs, audio and recorded images, all staff are expected to be clear to parents & carers about:

- why caution is necessary;
- the purpose of photographs/filming/recording (eg: parent's own record, media, publicity, etc);

- the consent required when using a professional photographer;
- informing parents (& children) and seeking their consent for any publication or media use;
- publishing only limited children/young people's details alongside their photos in newspapers, etc;
- filming/taking photographs openly and away from changing areas and ensuring children are suitably clothed (eg: no nude images);
- photos/footage being taken only during the activity or on the premises;
- reminding parents or other service users not to share images of other people's children on social media.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

Terms of booking

All organisations hiring BDCA facilities in order to conduct activities with children are required to provide BDCA with a copy of their safeguarding policy. The following or equivalent wording will be written into the hire agreement:

By accepting confirmation of this booking BDCA agrees to:

- carry out regular health & safety inspections of our premises to ensure they are a suitable environment for groups and have emergency procedures in place for dealing with visits;
- have public liability insurance in place;
- make a first aid kit available; and
- provide any special equipment as agreed in advance, and instruction necessary for promoting safe use of our premises and equipment.

The hirer agrees to:

- have responsible adults fully supervising children and young people at all times
- ensure any special needs of the group are met or managed
- arrange suitable insurance for our activities
- have a qualified first aider with our group
- make a risk assessment and identify potential hazards and possible control measures
- seek parental consent for our activities
- be familiar with fire and other emergency procedures there is in an emergency or other unforeseen circumstance
- have procedures in place for lost children
- work to a safe ratio of adults:children, with a minimum of two adults at all times
- have robust child safeguarding procedures in place

- agree to provide copies of all relevant national governing body qualifications or other qualifications

I have read and agree to the terms of booking on …… (date) and ……..(time)

We always ensure we work to a ratio of ---- adults to ---- (please insert) children, with a minimum of two adults at all times.

I have read and agree to the terms of booking our visit on [please add date and time details here].

Signed: …… Signed on behalf of organisation Date: ……	Signed: …… on behalf of premises Date: ……
NAME OF GROUP/ORGANISATION	
GROUP LEADER:	
ADDRESS: **TEL NO:** **E-Mail:**	

Child/adult ratios

BDCA is committed to ensuring that there are enough adults to adequately supervise children's activities to ensure that they remain safe and enjoyable.

There must always be a minimum of 2 adults for any activity run by BDCA for children not accompanied by their parents/carers.

Under the guidance issued under the Children Act (1989):

- The minimum ratio of adults to children aged 8 and under will be one to eight (1:8); and
- The minimum ratio of adults to children aged over 9 will be one to ten (1:10).

These ratios apply at all times for activities in which children are not accompanied by their parents/carers.

For more hazardous activities (eg: abseiling, rock climbing, canoeing, BMX) a risk assessment will be conducted and followed as to the appropriate number of trained adults, BDCA staff members, and adults holding a current Paediatric First Aid (12 hour) certificate.

Where service users have special needs, Project Coordinators/service managers will ensure that an appropriate number of adults are in attendance to ensure the activity's safe operation in accordance with care plans and risk assessments. This is likely to involve a higher number of adults than the minimum ratios set out above.

Volunteers may be included within the adult ratios provided they are DBS-checked, suitably qualified/trained, and over 18. Where volunteers are under 18, they count within the child ratio.

External organisations

If any external organisation or individual undertaking activities or services on behalf of or in partnership with BDCA involving children will be required to show proof that they have their own robust safeguarding policies & procedures in place or adopt BDCA's safeguarding policy/procedures.

Those who fail or refuse to do so will not be permitted to partner with BDCA or run activities or services on BDCA's behalf.

Any external organisation or individual working with children on behalf of BDCA may be subject to random spot checks by BDCA staff to ensure policies and procedures are in place and being implemented.

External organisations hiring or using our facilities to run their own activities or services for children (ie: not in partnership or on BDCA's behalf) will be required to show proof that they have their own safeguarding policies in place as a condition of hire or use.

Special needs

In order to ensure appropriate staffing and procedures can be put in place to keep everyone as safe as possible, BDCA will require information about the following as part of its registration/booking process for activities where children will not be accompanied by parents/carers:

- Dietary requirements;
- Medical conditions, including allergies and medication (dosage, frequency, administration, side effects);
- Cultural needs;
- Disability/access requirements;

- Behaviour (including hurting self or others) which may require extra supervision by adults with specialist knowledge;
- Emergency contact details;
- Any activities in which the child is not permitted to participate;
- Whether the child may receive emergency medical care;
- Whether the child may be photographed/filmed/recorded and how these may be used;
- Whether the child can go off-site or go home alone (secondary school aged children only).

Some of this information may also be required for "stay and play" activities where children are accompanied by parents/carers. Staff may require more information in order to develop a care plan and assess whether this can be reasonably carried out with the resources available.

Refusing a Service

BDCA will make every effort to accommodate special needs within its activities. However, there may be situations where we cannot provide for these without putting the child affected or other children in our care at risk of harm:

- BDCA will turn away any child suffering from a contagious illness.
- BDCA may turn away a child with a medical condition or special need which a parent has neglected to inform staff about at the time of booking.
- BDCA may turn away a child who does not fit the stated criteria for the activity (eg: age group);
- BDCA may turn away a child where we do not have the expertise or staff capacity to support a particular special need. In particular, we cannot provide 1:1 support. In this situation, we will explore other options with the child's parent/carer.

In addition, where other children's safety and enjoyment are compromised by unacceptable behaviour, BDCA will have total discretion in removing the child from the activity. Where this occurs, BDCA staff will record this in an incident report.

Medication

Where parents/carers are accompanying their child throughout an activity, the responsibility for safekeeping and administering any medication rests with the parent/carer. The following guidance applies when children are left in the care of BDCA staff.

Informing staff

Parents must inform staff of any medication their child may need to take during the activity.

Staff will then work with the parent to agree a care plan, including clear instructions about when and how the medication should be administered and any storage requirements (eg: if refrigeration is required).

Storage

With the exception of inhalers, all medicines must be given to BDCA staff who will be responsible for their safekeeping. Inhalers must either be given to BDCA staff for safekeeping or left in the child's bag.

All medicines (including inhalers) must be clearly marked with the child's name.

Administration

- Inhalers may be self-administered by the child. Where a child needs help to administer an inhaler, parents/carers must give prior written consent to BDCA staff.
- BDCA staff may not assist a child in administering injections, with the exception of epi-pens and, in some cases, insulin. In general, a child must either be able to administer and control their condition or be supervised by a parent/carer.
- Epi-pens will only be administered by appropriately trained BDCA staff.
- Diabetics who require insulin injections whilst accessing our services will be reviewed on a case by case basis. Injections can only be administered if two current staff members are willing to be trained by an adequate health professional.
- For all other medication:
    - for children under 6 years old, parents/carers will be required to return to administer the medication at the appropriate times
    - for children 6 years or older, parents/carers must give prior written consent to BDCA staff for them to administer to, or supervise self-administration by, the child.

Illness or injury

If a child becomes ill during an activity, BDCA staff will contact the parent/carer and ask them to collect the child at the earliest opportunity.

Where first aid is administered for a minor matter, BDCA staff will inform the parent/carer at collection time. In more serious cases (where child is distressed, needs ongoing monitoring or further medical attention, or if staff are concerned), BDCA staff will seek to contact the parent/carer at the earliest opportunity.

Anaphylactic allergies

Where anaphylactic or other extreme allergies have been made known, BDCA will write to all parents/carers of children attending the same activity to request that children do not bring the allergens to the activity sessions (eg: nut products in lunch boxes).

Dangers of the sun

BDCA will inform parents/carers about the risk of sunburn and request that parents/carers provide children with suitable sun cream and headwear. Where a child needs help to apply sun cream, parents/carers must give prior written consent to BDCA staff.

Smoking, alcohol and drugs

Smoking and Vaping

Smoking and vaping is not permitted anywhere on BDCA premises, including outside play areas. This rule applies to everyone including staff, people collecting their children, or any other visitors. If we discover that a child has cigarettes or a vape in their possession while in our care, we will confiscate the items and notify their parent or carer.

Alcohol

Anyone who arrives at our children's activities clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while in our care, we will confiscate it and notify their parent or carer.

Drugs

Anyone who arrives at our children's activities clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while in our care, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform their 1:1 supporter as soon as possible, who will then complete a risk assessment.

All members of staff have a duty to inform the DSO or DDSO if they believe that a parent or carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The DSO or DDSO will decide upon the appropriate course of action.

If a parent or carer is clearly over the alcohol limit or under the influence of drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police should be called.

Signing in & out

All children attending regulated BDCA activities must be signed in and checked out by a parent, guardian or carer. Non-regulated BDCA activities are managed by registers.

Collecting children

A child in our care will only be released to named adults (or older child) on his/her pick-up list, as directed by his/her primary carer. Individuals collecting children may be asked for proof of identity. Staff may contact the primary carer if they are uncertain about a collection arrangement for any reason.

It is the primary carer's responsibility to amend the pick-up list when appropriate. Staff will make every effort to verify that any changes to the pick-up list are made by the primary carer.

Visitors

BDCA exists to serve the local community and as such many of its activities, services and premises are open to all. However, it also runs some activities which are available only to children, or to children with their parents/carers. Visitors to these activities will be asked their purpose of visiting and (where appropriate) to sign the visitors' book. They may be required to show ID. They may also be asked to wear a badge to identify to staff and children that they are visitors.

Visitors will be made aware of fire procedures, risk assessments (where relevant), and the location of the toilets.

It is BDCA duty to safeguard the welfare of children. Therefore, in the case of our children's activities, anyone who is not a visitor or is not recognised by BDCA staff will be asked to leave the activity. If they refuse to leave the police will be called.

Young People who work in our Organisation

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the DSO or DDSO immediately.

They will receive an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.

Summer Scheme: Young Leaders preparing for the Summer Scheme will be required to attend training in person. Those who are away at university will be required to do training online.

In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

Missing children

At BDCA our staff are always alert to the possibility that children entrusted to our care can go missing during sessions. To minimise the risk of this happening staff will ensure all entry and exits are secure and will carry out periodic head counts when on trips

If a child cannot be located, the following steps will be taken:

- all staff will be informed that the child is missing
- staff will conduct a thorough search of the premises and surrounding area
- after 10 minutes, the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the activity.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the incident log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

For regulated activities, if the police or social care were involved in the incident, we will also inform Ofsted.

Where children go missing from stay & play activities, the procedures above will be followed with the following amendments:

- The parent or carer will be supported in deciding when to call the police (eg: they may wish to do so immediately), although BDCA reserves the right to inform the police if the child has not been found within 20 minutes.
- Staff will also need to work to support the parent or carer to remain as calm as possible.

Useful numbers

- Police: 999 emergency, 101 non-emergency
- Ofsted: 0300 123 3155

Uncollected children

BDCA will ensure that all children are collected by a parent or carer at the end of each session, unless there has been written consent for the child to walk home alone from that activity. If a child is not collected at the end of a session, and the parent or carer has not notified us that they will be delayed, we will use the following procedures:

Up to 15 minutes late

- When the parent of carer arrives they will be reminded that they must call the activity to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late

- The manager will try to contact them using the contact details on file.
- If there is no response, messages will be left requesting that they contact the activity immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least 2 members of staff.
- When the parent of carer arrives they will be reminded that they must call the activity to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the manager has been unable to make contact with the child's parents/carers, the manager will contact Newham MASH Service for advice.
- The child will remain in the care of two of the activity's staff, on the premises if possible, until collected by the parent or carer, or until placed in the care of the social care team.
- If it is not possible for the child to remain at the premises, a note will be left on the door or with the duty manager informing the child's parent or carer where the child has been taken (eg: into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the activity.

Useful numbers:

- Newham MASH Service: 020 3373 4600 during office hours (Monday to Thursday, 9am to 5.15pm or Friday 9am to 5.00pm) or 020 8430 2000 at any other time.

Missing parents

BDCA staff will make clear to parents/carers accessing our activities on behalf of their children whether an activity is one at which they can leave their children in the care of staff or whether parents/carer should remain to "stay and play".

Where a parent or carer cannot be located within a stay & play activity, the following steps will be taken:

- all staff will be informed that the parent/carer is missing;
- staff will conduct a thorough search of the premises and surrounding area and attempt to contact the parent/carer by phone;
- staff will attempt to contact other parents/carers/emergency contacts we have on record for the child and ask them to collect the child;
- staff will give support and reassurance to the child and maintain as normal a routine as possible for the rest of the children at the activity;
- after 30 minutes, if we have been unable to make contact with any of the child's parents, carers or emergency contacts, the manager will consider contacting the local social care team for advice;
- if staff are able to make contact with the missing parent/carer, they will ascertain the reasons for the disappearance and assess whether any follow-up is required (eg: reporting a safeguarding concern, ensuring the parent/carer is clear that they are required to supervise their child at the activity, etc).

The incident will be recorded in the incident log. A review will be conducted regarding this and any other related incidents, along with relevant policies and procedures. We will identify and implement any changes as necessary.

Journey Emergency Procedure

BDCA recognises it is important for the children to feel confident and well informed about what to do in an emergency situation where they become separated from the group or the staff member supervising them is involved in an incident or emergency which renders them unfit to supervise the children in their care.

- We will ensure that children are briefed about these procedures on a regular basis or before a trip.
- Before setting off at the beginning of the journey all children and staff will be given an ICE (in case of emergency) card and hi-vis jacket (age appropriate).
- Children will wear hi-vis jackets for the duration of the trip/journey. (age appropriate)
- Children will be asked to keep their ICE card in their bag and in case of an emergency situation where children are left unsupervised to follow the procedure written on the card:
    - [For After School Club collections]: If you are still at school stay together and go to the school office to tell somebody what has happened.
    - [For trips]: If you are still at the trip venue, stay together and find a member of venue staff to tell what has happened.

- If you are already on your journey, show an adult your card and ask them to help you ring the number. DO NOT GO WITH THE ADULT. Someone from BDCA will tell you over the phone what is going to happen next. Stay where you are together as a group until a member of BDCA staff, a teacher, or a police officer comes to get you.

Where there is more than one staff member supervising the children, the remaining staff should prioritise the safety of the children by guiding them to a safe place and raising the alarm with the emergency services and BDCA.

Unsupervised children

BDCA runs a number of community facilities and activities, which everyone is welcome to access. BDCA cannot accept responsibility for the safe supervision of children except by prior agreement and registration where they are attending activities that are organised by us. Where we are concerned that children are not under adequate supervision on or around our premises, we may contact Newham MASH team or the police.

Useful numbers:

- Newham MASH Service: 020 3373 4600 during office hours (Monday to Thursday, 9am to 5.15pm or Friday 9am to 5.00pm) or 020 8430 2000 at any other time.
- Police: 999 (emergency), 101 (non-emergency).

Changing, showering and toilet facilities

- Where facilities are used by both adults and children at the same time, there must be access to separate changing, showering and toilet facilities.
- Adult staff/volunteers must not change or shower at the same time as children and young people using the same facilities.
- For mixed gender activities, separate facilities must be available.
- When children use changing rooms, they should be supervised by two members of staff/volunteers. Older teenagers may not require any supervision, however there should be an appropriate adult within the vicinity of the changing facilities to ensure their welfare is monitored.
- If a child feels uncomfortable changing or showering in public then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.
- Children with disabilities and their carers should be involved in deciding how they should be assisted, and the child's consent should be given to the assistance offered.
- The use of photographic equipment is prohibited within changing/showering/toileting facilities.

- For activities where no changing facilities are available, children, parents and away teams should be made aware prior to the session and advised to make alternative arrangements and bring appropriate additional clothing (eg: tracksuits).
- External hirers will be made aware of and must adhere to this protocol.

Intimate care

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing, dressing, and menstrual care.

Staff are not obliged to provide intimate care unless employed specifically for this purpose and their ability to do so must be weighed against other safeguarding issues (eg: staff being diverted to this task may affect ratios).

BDCA staff who provide intimate care will do so in a professional manner. Staff are aware of the safeguarding issues and will have relevant training before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely. When they are dealing with body fluids, staff will wear personal protective clothing (eg: disposable plastic gloves) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Bonny Downs Community Association (BDCA) complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- BDCA undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- BDCA can only ask an individual to provide details of convictions and cautions that BDCA are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where

the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), BDCA can only ask an individual about convictions and cautions that are not protected.

- BDCA is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background (see Equality, Diversity & Inclusion Policy).
- BDCA will make their written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- BDCA actively promotes equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records.
- BDCA selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- BDCA ensures that all those in BDCA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and/or accesses advice from a suitably qualified agency.
- BDCA also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and/or accesses advice from a suitably qualified agency.
- At interview, or in a separate discussion, BDCA ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- BDCA makes every subject of a criminal record check submitted to DBS aware of the existence of the government's DBS code of practice and makes a copy available on request.
- BDCA undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information on the Recruitment of Ex Offenders can be found in the separate policy

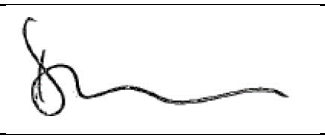
Code of Conduct

- We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:
- treat all adults at risk with respect and dignity
- ensure that their welfare and safety is always paramount
- maintain professional boundaries both face to face and when using technology

- ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned and/or their carers.
- always listen to individuals and take account of their wishes and feeling
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with carers and family members
- only use physical contact if absolutely necessary
- avoid being alone with children, young people and adults at risk whenever possible
- listen to, and act upon, any disclosures allegations, or concerns of abuse
- participate in approved safeguarding training at appropriate levels
- ensure restraint is only used as part of an agreed plan by staff trained in the use of the restraint or as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy lead for safeguarding and to the relevant manager.
- Always follow our safeguarding policy
- make activities FUN and enjoyable

Safeguarding Children and Young People Policy date

This policy was agreed and disseminated on 1 December 2023 and will be reviewed annually or when there are substantial organisational or legislative changes.

Policy Review Date:	
Name Designated Safeguarding Officer	
Signed	
Dated	
Name Deputy Designated Safeguarding Officer	
Signed	
Dated	
Name Chair of Trustees:	David Mann
Signed	
Dated	13 October 2026

A separate record for staff signatures should be maintained to evidence that they have seen and understood this policy.

Version Control added December 2023

Version Number	Changed By	Changes Made	Date Modified	Next Review Date
v.1 (since version control)	Stacey Cordery (DSL)	Annual review	12/01/2023	12/01/2024
v. 2	Philippa King (Co-Director) &	Previous version aligned with Adult Safeguarding and Volunteer policies, updated DSL details, added DBS	01/12/23	01/12/24

	Stacey Cordery (DSL)	check review to meet minimum standards, **added version control.**		
v.3	Philippa King (Co-Director)	Annual review, names and roles updated	15/10/2024	October 2025
v.4	Philippa King (Co-Director)	Annual review, names and roles updated	07/10/2025	October 2026
v.5	Stacey Cordery (Co-Director and DSO)	-Uncollected children -Smoking, alcohol and drugs -Missing Children -LADO contact details -Legislative framework (to incorporate Children's act 2004 and working together to safeguard children 2026) -Inclusion of BDCA Safety officer	12/10/2026	October 2027