

# ClickSafe Club C.I.C. Safeguarding Policy

## The Purpose and Scope of this Policy

ClickSafe Club C.I.C. is committed to safeguarding and promoting the welfare of all children and young people who participate in our activities. We recognise our responsibility to create a safe and supportive environment that protects children from harm, abuse, or exploitation.

This safeguarding policy applies to all staff, volunteers, trustees, and anyone acting on behalf of ClickSafe Club C.I.C. It covers all activities, including in-person programs, online sessions, and community outreach events.

## Our Commitment to Safeguarding

At ClickSafe Club C.I.C, we are dedicated to:

- Promoting the welfare and wellbeing of children and young people who engage with our programs.
- Protecting children from harm, neglect, abuse, or exploitation.
- Providing parents, carers, colleagues and other professionals with the overarching principles that guide the company's approach to child protection.
- Responding to any concerns or allegations in a timely and appropriate manner.

ClickSafe Club C.I.C. recognises its duty to ensure that appropriate action is taken where a child is experiencing harm or is at risk of harm. This policy relates to all children up to 18 years of age.

This policy statement applies to anyone working on behalf of ClickSafe Club C.I.C., including directors, employed staff, volunteers, and self-employed associates (referred to throughout as colleagues).

## Legal Framework

This policy is part of a broader framework that includes, child protection guidelines, risk assessments, and behaviour management policies has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from

<https://learning.nspcc.org.uk/safeguarding-child-protection>

### We believe that:

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

### We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, race, religion or belief, sex, sexual orientation or gender reassignment have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person's safety, wellbeing and development. Abuse can be physical, sexual or emotional.
- Neglect also constitutes abuse and can defined as failing to provide or secure a child with the basic needs required for physical safety and wellbeing.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

# Safeguarding Procedures

## 1. Recruitment and Vetting

To ensure the suitability of those working with children, we:

- Ensure that all colleagues working with children and vulnerable adults are vetted through the DBS scheme where applicable
- Require two professional references for every applicant.
- Include safeguarding responsibilities in job descriptions and interview questions.

## 2. Training and Awareness

All colleagues are required to:

- Complete safeguarding and child protection training during onboarding before working with children.
- Complete training on identifying and responding to online risks.
- Attend annual refresher courses to stay informed about current safeguarding issues.
- Familiarise themselves with our policies and procedures.

## 3. Activities and Programs

- Risk assessments are conducted for all activities, including in-person and online programs.
- Clear codes of conduct are established for interactions with children.
- Online programs include safety measures such as secure platforms and monitored communications.

## 4. Reporting and Responding to Concerns

If a safeguarding concern arises, we will:

- Act immediately to ensure the safety of the child involved.
- Report concerns to the Designated Safeguarding and Child Protection Lead (DSCPL) or the Deputy DSCPL.
- Notify and share concerns and relevant information with agencies who need to know, and involving children, young people, parents, and carers appropriately

- Provide effective management for colleagues through supervision, support, training and quality assurance measures.
- Use our procedures to manage any allegations against colleagues appropriately.
- Ensure that we have effective complaints and whistleblowing measures in place.
- Provide a safe physical environment for children, young people, vulnerable adults and colleagues by applying health and safety measures set out in law and regulatory guidance.
- Record all concerns in a confidential safeguarding log.

## Roles and Responsibilities

**Designated Safeguarding and Child Protection Lead (DSCPL):** Oversees safeguarding practices, provides training and guidance, manage any referrals/cases through to resolution, and reports concerns to external agencies. She will maintain an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the other directors, and decide whether parents/carers should be informed of the referral.

The DSCPL and directors, following any serious safeguarding incident will review what happened and identify any learning to improve practice in future.

**Deputy DSCPL:** Assists the DSCPL and ensures safeguarding continuity in their absence.

**All Colleagues:** Share the responsibility of safeguarding children by adhering to this policy and reporting concerns promptly.

It is not the responsibility of ClickSafe Club C.I.C to decide whether or not abuse or neglect has taken place. It is the responsibility of colleagues to act if there is cause for concern, so that the appropriate agencies can investigate and take any action necessary.

## Communication and Training

To ensure everyone is aware of safeguarding practices:

- Staff and volunteers receive safeguarding training during onboarding and annually.
- Parents and carers are informed of our safeguarding policy through newsletters and meetings.
- Age-appropriate safeguarding information is shared with children during our programs to empower them to recognise and report risks.

## How to Raise a Concern

Concerns about a child's safety both online and off can be raised through the following channels:

- Directly to the DSCPL during an activity or event.
- By email or phone using our dedicated safeguarding contact information.
- Anonymously through our feedback forms.

## Monitoring and Review

This policy will be reviewed annually or in response to legislative changes, ensuring it reflects best practices and the needs of our community. Input will be sought from colleagues, parents, and children to ensure the policy remains effective and relevant.

## Designated Safeguarding and Child Protection Lead

Name: Elizabeth Meshioye, Director: ClickSafe Club C.I.C.

Phone: 07949028103

Email: [elizabeth@clicksafeclub.org.uk](mailto:elizabeth@clicksafeclub.org.uk)

In the absence of the DSCPL, any issues or concerns should be raised with:

Name: Olufunke Akinniyi, Director: ClickSafe Club C.I.C.

Phone: 07984047117

Email: [Olufunke@clicksafeclub.org.uk](mailto:Olufunke@clicksafeclub.org.uk)

### In an emergency

In an emergency where an individual is causing or threatening actual physical self-harm or harm to another, colleagues must seek immediate assistance from the emergency services – Police, Ambulance, Fire Brigade. In all circumstances the colleague should seek to remove themselves from any form of danger to themselves and not attempt to resolve the incident.

### Supporting and supervising colleagues

ClickSafe Club C.I.C will provide supervision and support for colleagues in their work with children and young people, and for areas directly linked to the content of our programmes.

Coaches working as associates for ClickSafe Club C.I.C are expected to maintain their own arrangements for supervision to develop and maintain their individual skill set.

## Professional Boundaries and Code of Conduct

### Colleagues must not:

- Meet or travel with a child on their own.
- Ask overly personal questions (unless specifically related to a work project, in which case it must be documented).
- Send/give out material that could be considered offensive.
- Suggest or imply a personal relationship could develop.
- Have physical contact.
- Sell to or buy items from children.
- Offer or accept personal gifts.
- Engage in social media contact or private contact with children.

## Online safety for clients and colleagues

All colleagues must take care when communicating with others online. Electronic communication is an easy way to communicate with young people, but it does bring risks and dangers. It may be informal which can create the potential for misunderstanding and blurring of boundaries.

Electronic communication with children and young people should only be used:

- With children whose parents/carers have given explicit consent in writing on the ClickSafe Club C.I.C. consent form.
- By those who have DBS clearance.
- Should be focused on ClickSafe Club activities.

When communicating with clients between training sessions, colleagues must abide by the following principles:

- Any electronic communication with a young person should be copied to the parent.
- Communication should be made in clear, unambiguous language (rather than abbreviations and 'text language').
- Electronic communication (including texts) should be used for information-giving purposes only.
- Where possible, involve parents or carers in online activities to build trust and transparency.
- Record sessions with parental consent for accountability and training purposes.

Under no circumstances should colleagues:

- Use electronic communication with primary school age children. In these instances, the communication should be sent to the parent/carer for them to pass on.
- Share any personal information with children.
- Request or respond to any personal information from the child other than that which is necessary and appropriate for the work in hand.

- Take images or videos of children or young people or make a video call without the specific written permission of parents/carers and a Director of ClickSafe Club C.I.C.
- Ask children to reveal personal email addresses or mobile phone numbers.
- Use language which could be deemed as flirtatious, sexual or showing favouritism.
- Initiate or accept friend requests from under 18s or vulnerable adults using a personal social media profile.

### Colleagues' Role in Online Safety

- As a member of ClickSafe Club C.I.C., you are a role model and advocate for safe digital practices.
- Be proactive in staying informed about online trends and emerging risks.
- Regularly attend training sessions and share insights or concerns with the team.

### Allegations Management

ClickSafe C.I.C. recognises its duty to report concerns or allegations against its colleagues within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- Any colleague or associate of ClickSafe Club C.I.C. is required to report any concerns or suspicions of abuse, harm or neglect in the first instance to the Designate Safeguarding and Child Protection Lead (DSCPL). A written record of the concern will be completed and reviewed by the company directors.
- Concerns will be investigated by the DSCPL to conclusion.

### Confidentiality and Managing Information

Information will be gathered, recorded and stored in accordance with the Privacy Policy. All colleagues must be aware that they have a professional duty to share information with other agencies to safeguard children. The need to safeguard children may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the DSCPL.



In any work with children, it is important to be clear about confidentiality and about the limits of confidentiality. This should be discussed with children at the beginning of any piece of work and reminders and information given from time to time. All colleagues must be aware that they cannot promise service users or their families/carers that they will keep secrets. While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, ClickSafe Club C.I.C. has a clear safeguarding responsibility. This means that, where necessary to protect welfare, it will breach confidentiality to raise concerns.

Records must be kept securely, and access must be restricted. The DSCPL and directors have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail or electronically should be managed in such a way that confidentiality is maintained.

### External Resources:

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)

### Review and Updates

This guide will be reviewed annually to incorporate the latest online safety practices and feedback from staff and volunteers.

This policy was last reviewed on: 7th December 2024.