



# Beams of Light

## Safeguarding Policy

**Designated Safeguarding Lead: ANITA PILLAY**

MASH Team Number: 020 8871 6622 (9am-5pm) 020 8871 6600 (after hours)

LADO Telephone Number: 020 8871 7208

NSPCC Number: 0808 800 5000 (Mon – Fri 8am-10pm) (9am – 6pm Weekends)

<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

Childline Number: 0800 1111

<https://www.childline.org.uk/>

[Wandsworth Threshold For Intervention.pdf](#)

At Beams of Light, Safeguarding and promoting the welfare of children is:

- Protecting children from harm
- Preventing children's health or development being diminished
- Making sure children are growing up in surroundings that are safe and have effective care
- Empower those children to have the best life chances and to enter adulthood positively and efficaciously.

Child Protection is also a part of safeguarding and promoting welfare. This talks about what is needed to protect certain children who are suffering, or that are at risk of suffering, substantial maltreatment

### Universal Values at Beams of Light

Beams of Light aims to ensure that all children are prepared and able to reach and accomplish their full potential. It is important that their, intellectual, physical and social growth has been encouraged and not hindered in any way. Beams of Light aims to achieve this by:

- working with parents and carers
- recognising the specific needs of the individual children that are active in the service.
- creating a service that is inclusive of different cultures and races
- keeping an eye on the delivery of the service to guarantee effectiveness and competence.  
The service has to meet the needs of the children and their families.
- The service is run by professional and qualified staff.



## **Child Protection Principles**

The service for children must adhere to the Children Act 1989 and Beams of Light has an obligation, under that Act to safeguard children and promote their welfare. Beams of Light have a responsibility to act if they have a reason to believe that a child is suffering or likely to suffer significant harm. The staff member/s will inform and discuss their concerns with the Designated Safeguarding Lead – Anita Pillay.

The core values of Beams of Light are:

- I – INSPIRE
- C – CHALLENGE
- A – ACHIEVE
- R – RESPECT
- E – ENJOY

## **Beams of Light Procedures**

### **Guidelines for Intervention**

- All children have the right to adequate care and safety;
- If staff are met with a severe incident, they have a responsibility to ensure the child is protected.
- Every child, including a disabled child, has the right to be treated as an individual, to be shown respect for all aspects of his or her identity, including gender, nationality, ethnic origin, language, religion, sexuality and culture.
- Most children's needs are best met within their own families and cultures. Some families may require support from a range of services in order to be able to care for their children satisfactorily.
- When there is a high chance that a child is unsafe at home, please inform your line manager and contact MASH
- Results for children are likely to be better if families are involved from the start of the Child Protection Process.
- All parents have the right to be treated with respect and to be told honestly about any concerns. Staff need to be sensitive and understanding in regard to the impact the Child Protection process may have on families, and to certify that genuine parental authority is not undermined during the process.
- When carrying out enquiries under the Child Protection Procedures, the wider context of the harm needs to be considered. The views of the child, parents and other family members should always be sought and incorporated into the overall assessment of risk.
- In some situations it may be determined that no action to protect the child is required, but that the child would benefit from treatment to talk about past abuse or any resources to improve the quality of his or her life to try and avoid substantial harm in the future. Other services may need to be contacted in such cases.
- Families and referrers should always be informed of the outcome of an enquiry as soon as possible after it has been concluded.



## Child Abuse

### Signs/Indicators of Abuse

*Definition: Child abuse is when anyone under the age of 18 is either being harmed or not properly looked after. There are four main categories of child abuse: physical abuse, emotional abuse, sexual abuse and neglect.*

It is vital that staff at Beams of Light are aware of the possibilities of abuse and the necessary action that may be required in order to protect the child. Everyone working at Beams of Light is responsible to bring any concerns they may have to the Designated Safeguarding Lead.

Everyone has a clear responsibility to act, in order to protect children. Nevertheless, we are aware that abuse may arise as a response to stress or an ordeal that has occurred within the family and everything should be done to support and assist the family in a non-judgmental way.

### Reasons that may cause concern and may need investigation

The following is not a checklist and can be unsafe if used as a checklist.

- It is regularly multiple signs and not remote signs themselves that are important.
- Even when you notice numerous signs, it doesn't always mean that abuse has happened or will happen. It can mean that the family requires support as they may be going through a difficult time or a stressful period.
- Contemplate the less apparent signs and less clear concerns, not only the most noticeable and immediate causes for concern.
- Be alert to possible signs of domestic violence
- Listen to what the child has to say and watch how she or he acts.
- Listen to what the carers have to say and watch how they act.
- It is imperative to remember that behaviour and physical signs which may be perceived as abuse, can have a reasonable explanation. Staff should consider the positives and strengths of families as well as their weaknesses and problems. The social services department should be informed of both parts, when discussing child protection concerns.
- There are other associations with abuse e.g. domestic violence, abuse of drugs and/or alcohol. It is imperative that a composed and sensible approach is always taken. Any assumptions should always be checked against the evidence.
- Where there is a lack of warmth in families and parents are unreceptive and intimidating towards children, harm is likely to be more detrimental than infrequent acts of abuse in families that are warm and affectionate. The exception to this is sexual abuse, because single occasions can be really damaging.
- It is good to contemplate the following categories of abuse, but it should be stressed that children who are subject to one type of abuse are possibly susceptible to facing other forms of abuse. All types of abuse include a component of emotional abuse.

### Signs/Indicators of Physical Abuse

The following may be signs of physical abuse (if there is no admission):

- Bruising to the head or face
- Bruising to the torso.
- Bruising which shows finger tip pressure.



- Bruises of different ages.
- Bruises or marks in lines which can be from beating with an instrument.
- Cigarette burns.
- Bruises and fractures for which there is no rational explanation.
- The child shows fear of adults.
- Adult bite marks.
- Extensive scratch marks.
- Scalds and blisters.
- The child is under the influence of drink or drugs.
- A history of female genital mutilation in the family and a likelihood of circumcision.
- The child shows fear of other children or young people (this can be a sign of bullying).

### **Signs/Indicators of Sexual Abuse**

- Child exhibiting inappropriate sexual knowledge.
- Child demonstrating inappropriate sexual behaviour/actions.
- Child suffering urinary infections, venereal disease, AIDS or HIV, damaged sexual organs.

### **Signs/Indicators of Emotional Abuse**

- Child displays troubled and unreasonable behaviour.
- Child shows fear of adults.
- Child is incapable to relate to peers and/or siblings.
- Child is secluded socially.
- Child demonstrates signs of developmental delay for which there is no reasonable explanation.
- Child shows low self-esteem.
- Child has hostile tantrums.
- The child becomes miserable or reserved/quiet and may be suicidal, self-harming or runs away.
- Child shows fear of other children or young people (this can be a sign of bullying).

### **Signs/Indicators of Neglect**

Signs of neglect can be hard to identify and use. Signs of poverty at times can be mis-read as signs of negligence. Poverty affects material standards, but it does not necessarily affect the quality of care. Neglect can occur in wealthy households in which children have material comfort, but don't have suitable care and supervision fitting to their age. Neglect may relate to the growing size of the family, to the long-term discouraging effects of poverty or unemployment. It can also relate to repeated family calamities and sickness, which progressively challenge the capabilities of the carers to meet the varied needs of the children in the family.

All the children in the family may not essentially suffer from negligence. Some children are able to manage with a small amount of adult care (or no care) due to their age and abilities. They may find care and support outside the home. Some children will suffer the hardships of neglect because of the extra defencelessness of being very young, or because they have disabilities and this makes



them predominantly in need of adult care, or because they are mainly detested and rejected by their carers.

Under Section 17 of the Children Act 1989, the Children's Specialist Services division of the Education and Social Services Department must help children who are in need. Children that live in families dealing with numerous difficulties/shortcomings can be aided and supported under this section of the Act. When discussing concerns in regard to neglect, it is always beneficial to begin by deliberating the use of Section 17 with Children's Specialist Services.

When talking about and making decisions in regard to the likelihood of neglect, the subsequent signs can be used:

- The child is dirty, possibly malodourous, and incompetently dressed.
- The noticeable lack of adult care leads to the social seclusion of the child.
- The child looks underweight.
- The child doesn't have confidence and self-worth.
- The child is developmentally delayed for no ostensible reason.
- The home is dirty in such a way that it can harm a child's health.
- There is an absence of warmth or food that can be detrimental to the health and growth of the child. Their development may be diminished or damaged.
- Children are left alone without suitable provisions for their care and supervision.
- Due to lack of supervision, children are vulnerable to dangers, e.g. fires, busy roads, mistreatment/manipulation by adults etc.
- Health appointments are constantly unattended.

Abuse can be caused by an adult or by another child. If the abuse is caused by another child, child protection procedures will apply for both the victim and the suspected abuser.

Some children may be predominantly susceptible to abuse. The London Child Protection Procedures identify the following as vulnerable groups:

- Children Looked After
- Young Carers
- Children with disabilities and/or special needs (SEND)
- Households where there is domestic violence
- Children that go missing from home/school/care
- Safeguarding sexually active children

Children that have disabilities can be predominantly susceptible to exploitation and negligence for the reasons below:

- Being dependant on numerous carers and requiring intimate care; having views that incapacitated people are less capable of feeling pain, feeling less worthy than others.
- Not having the capacity to fight or to evade abuse or to talk about it openly if abuse occurs.
- stress that carers can feel with the pressures of looking after a disabled child.

It is also essential to be aware of some of the matters when working with children of ethnic minority and their families, as they are commonly over-represented and some families may feel vulnerable and discouraged when legal services get involved.

Families of ethnic minority might also have suffered the anxieties of racial abuse and discrimination. All of these aspects may challenge the families' capability to manage and racial stereotyping can



occur, which can lead to wrong or prejudicial judgements being made about them. It is vital that all those working with children of ethnic minority and their families avoid further stigmatising them, while at the same time still being conscious and aware of the need to protect children.

If the first language of the family is not English, an interpreter has to always be thought of and an interpreter should be provided where required.

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM), also known as female genital cutting, female genital mutilation/cutting (FGM/C), and female circumcision, is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done.

At Beams of Light we believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from north African countries, including Egypt, Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Nigeria, Eritrea, Yemen, Indonesia and Afghanistan.

It is illegal in the United Kingdom to allow girls to undergo female genital mutilation either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.

At Beams of Light we have a duty to report concerns we have about girls at risk of FGM to the police and social services.

### **Key Points:**

- Not a religious practice
- Occurs mostly to girls aged from 5 – 8 years old; but up to around 15
- Criminal offence in UK since 1985
- Offence since 2003 to take girls abroad
- Criminal penalties include up to 14 years in prison

### **Reasons for this cultural practice include:**

- Cultural identity – An initiation into womanhood
- Gender Identity – Moving from girl to woman – enhancing femininity
- Sexual control – reduce the woman's desire for sex
- Hygiene/cleanliness – un mutilated women are regarded as unclean

### **Risk Factors include:**

- low level of integration into UK society
- mother or sister who has undergone FGM
- girls who are withdrawn from PSHE
- a visiting female elder from the country of origin
- being taken on a long holiday to the family's country of origin
- talk about a 'special' event or procedure to 'become a woman'



### **High Risk Time**

This procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks. Schools should be alert to the possibility of FGM as a reason why a girl in a high risk group is absent from school or where the family request an 'authorised absence' for just before or just after the summer school holidays.

Although, it is difficult to identify girls before FGM takes place, where girls from these high risk groups return from a long period of absence with symptoms of FGM, advice should be sought from the police or social services.

### **Post-FGM Symptoms include:**

- difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- unusual behaviour after a lengthy absence
- reluctance to undergo normal medical examinations
- asking for help, but may not be explicit about the problem due to embarrassment or fear.

### **Longer Term problems include:**

- difficulties urinating or incontinence
- frequent or chronic vaginal, pelvic or urinary infections
- menstrual problems
- kidney damage and possible failure
- cysts and abscesses
- pain when having sex
- infertility
- complications during pregnancy and childbirth
- emotional and mental health problems

### **Bullying Policy**

#### **Anti-Bullying**

Bullying can be defined as any unwelcome or unwanted act that degrades, threatens or undermines the individual involved and this also includes cyber-bullying via text messages, social media, chat rooms or gaming.

Bullying can be seen as repeated behaviour which is intentionally meant to hurt someone either emotionally or physically and is regularly aimed at certain people because of their race, religion, gender or sexual orientation or any other characteristic such as appearance or disability.

Bullying can take various forms including:

- Physical assault
- Social bullying
- Threatening and intimidating behaviour
- Name calling



- Damaging other people's belongings
- Lies to get others into trouble
- Cyberbullying

#### Types of Cyberbullying:

- Harassment
- Denigration
- Flaming
- Impersonation
- Outing and Trickery
- Cyber Stalking
- Exclusion

Bullying is a form of abuse, which can come from staff or the behaviour of peers. Harassment, which there can be many different methods including stalking, is a form of bullying. Bullying can lead to exploitation in many different forms, for instance social, financial, sexual exploitation, condemning, and exclusion. Victims of bullying may suffer emotional pain and distress, social separation, accidents, contemplation of suicide, illness, non-participation, poor self-worth and confidence, and low levels of functioning in the different areas of their lives.

It is important that Beams of Light take action to prevent and tackle bullying among service users. However, it is equally vital that schools make it clear that bullying of staff, whether it be by pupils, parents or colleagues, is just as unacceptable.

Beams of Light will do everything in its power to prevent and eradicate any of its service users from being bullied, in line with safeguarding from abuse policies and procedures. If staff notice any signs or indicators of bullying, harassment and exploitation, they are required to report the matter to their line manager or Designated Safeguarding Lead; so that the appropriate measures can be taken.

Every effort will be made to reach a resolution of the situation with the parties concerned including the victim of bullying, the bullies and their families and guardians/representatives. It has to be recognised that some service users may also engage in bullying behaviour, which must be addressed as any other bullying issue.

The top priority for the centre is to keep a victim safe from further bullying at all times and to diminish the bullying behaviour of the committer if the person is also subject to service provision.

Where staff are seen to behave in ways that look like they are bullying, harassing or intimidating service users or complaints are made from other staff members or parents/guardians about their behaviour; the matter will be taken seriously and be fully investigated. Disciplinary and full safeguarding measures will commence, if the evidence shows it is required.

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be seen as a child protection concern under the Children Act 1989. If this is the case, staff should discuss matters with the designated safeguarding lead and report their concerns to their local authority children's social care and work with them to take appropriate action.





## Child Protection Procedures

### Beams of Light After School Procedures

MASH will advise and assist Beams of Light on child protection matters.

Beams of Light has a named child protection lead person - Anita Pillay – Designated Safeguarding Lead

Their role is to counsel on child protection matters to guarantee suitable procedures are followed.

All staff at Beams of Light are accountable for recording health and safety, accidents and any incidence or suspicion of child abuse.

- Records have to replicate all the work being completed and must specify working provisions with their colleagues.
- Records have to be accurate and backed with evidence that have clear dates and times of any incidences or concerns. It is a requirement for the person to sign and date the record.
- Records can be shared with children and parents and this needs to be kept in mind during the recording.

### Concerns of abuse or handling actual abuse

#### Immediate threat

When confronted with a circumstance where there may be immediate threat to a child, the adult involved should:

- take any necessary action to ensure the safety of the child
- record on a Beams of Light Initial Assessment Form what they witnessed, or what was said to them and what were their actions
- speak with your manager and the child protection lead. If you are unable to get in touch with anyone to refer to, call the local authority's MASH Team to speak to the allocated social worker - tel. no: 020 8871 6622 (9am-5pm) 020 8871 6600 (after hours)
- manager will record on Early Help Assessment Form and transfer data from Initial Assessment Form
- do not explore further, investigate or take matters into your own hands unless instructed by the child protection lead officers or Duty Social Worker.

#### Concern for a child

Concerns can ascend when:

- you have seen the abuse take place
- an upsetting pattern is detected, or multiple events/occurrences have happened;
- someone tells you that they have observed possible abuse, or the child reveals they are being abused. Complications can transpire when a child reveals they are being abused and requests for this information not to be shared.

No promises/assurances of discretion can ever be given to children wanting to disclose abuse or if they may be about to disclose abuse.

If a staff member is troubled about possible abuse, it is a necessity to converse with their line manager and the child protection lead officer.



**When met with information which is a likely indication of child abuse, the manager or child protection lead, has an obligation to communicate that information to the MASH team (020 8871 6622) or out of hours team (020 8871 6600 at weekends and after 6pm until 9am during the week).**

It is imperative to highlight that all workers have a duty of care to take appropriate steps to protect children from abuse. All staff members must be able to act in good faith to take instant action when it comes to protecting a child, but they should discuss their worries with their line manager or other appropriate person as soon as possible.

The police or local authority are the only legal services that are able to investigate child abuse.

**If probable child abuse has been advised/referred to the local authorities over the phone or in person, it's essential that it is always followed up in full detail, in writing within 24 hours.**

Once the local authority has been informed and they decide not to investigate; if staff at Beams of Light disagrees with this decision, they must discuss the circumstances with the child protection lead. It can then be requested that a meeting be organised, or a child protection session be assembled if in their view their concerns are not being dealt with properly.

#### A child who has a child protection plan

Children's Specialist Services will inform Beams of Light that the child has a child protection plan in place, when enquiring to contemplate offering services to meet the needs of the child. If the child is using the after school care services, it is crucial that the manager or lead officer informs the local authority.

### **Claims Against All Adults**

#### Reporting claims against a member of staff or another person e.g. foster carer, caretaker

The management of the investigation of a claim against a member of staff or another person working with children, is the responsibility of the Lead Authority Designated Officer (LADO). If you are concerned or want to report a claim involving a member of staff or another person, please contact the Lado, and advise the details of the claim.

#### Sustaining and ensuring good practice is maintained when working with children

There have been known circumstances where children have been abused by staff or helpers that are working with them. There have also been circumstances where adults have been falsely accused of abuse. To guarantee the safety for both children and staff, the following guidance should be observed at all times:

- staff should avoid, where possible, being alone with a child where they are unable to be seen by others. Private conversations should be discussed in sight of others or with the door open
- if there are any unsuitable/inappropriate actions towards staff by a child or parent, this must always be recorded and discussed with their line manager;
- any injuries which happen during activities should always be recorded
- suitable and appropriate physical contact between adults and children e.g. offering comfort, should not be downcast. Nevertheless, workers must evade any physical contact that may



be misinterpreted and should be predominantly aware of actions that may be misread as being of a sexual nature;

- everyone who uses the service should be treated fairly and equally. Staff should not favour specific users;
- staff must keep personal and professional lives separate e.g. they must never take users of the service to their residence, take their own children to work, accept invites/offers from users and should never start a close physical, emotional or sexual relationship with users.

Any staff member who is uncertain about the guidelines above, or are unsure how they should act in any situation, should discuss with their line manager, or Safeguarding lead person.

If staff notice anything that makes them feel uncomfortable, they should talk to their line manager and the lead child protection officer. Line managers particularly need to be conscious of the attitudes of their staff and of interactions/connections between them and service users, and of the service users with each other. They should be mainly attentive to any infrequent incidents or activities which take place where they sense that staff are putting themselves in a susceptible position e.g. staff accepting personal invitations from users or seeming to favour a specific child.

### **Additional information**

When responding to reservations or accusations that a child may have been abused by someone employed to care for them, is an intricate process which may involve child protection, a police investigation and disciplinary actions.

All/any claims made by a child against a member of staff has to always be taken seriously and dealt with in a timely manner and reported. The LADO will organise a meeting to decide whether an investigation should take place. The investigation will take superiority over any other possible actions.

Aside from the consequence of the investigation, Beams of Light may decide to take disciplinary action against the staff member according to the disciplinary code. Suspension is intended to be an impartial act and not a supposition of guilt or blame. It is always a tough balance when making decisions when it comes to safeguarding children and being fair and responsible to all staff.

Beams of Light manager has to make the choice in regards to what action they would like to take with regard to the staff member in question. The manager will need to decide whether the staff member should remain and continue to have contact with children in the service.

It is very stressful if an allegation is made about you and to avoid any additional risks to children and themselves, it may come down to the staff member being suspended from the service; and not having any contact with other service workers while the investigation is being done. Consequently, the Beams of Light manager must make sure that suitable provisions are in place for the member of staff and will need to take instruction as to what information can be passed on to the worker.

### **How a case is managed during an investigation**

If there is a cause for concern, a discussion in regard to strategy will be organised by the Children's Specialist Services Department. The strategy conversation will decide what action needs to be done to safeguard the child and whether a child protection enquiry under Section 47 of the Children Act 1989, should take place. An enquiry will be started by the local authority social services department in combination with the police child abuse investigation team. If a child protection meeting is called,



Beams of Light manger will be expected to join, and to deliver a report in accordance with London Child Protection procedures guidelines.

The purpose of any investigation is to see if significant harm has happened or is likely to transpire, and if protective action is required, but it is also to evaluate whether it would be an advantage to families to get help from support services.

A professional lead will be selected from within Children's Specialist Services and will be accountable for managing the child protection plan. The framework of the plan will be agreed at the meeting, recorded in the meeting minutes and established in further detail at the Core Group meeting.

Being involved in a child protection investigation can be challenging, demanding and very stressful. The Beams of Light manager must ensure that suitable provision and guidance is available for all staff involved in such investigations.

## **Recruitment**

### **Employment of staff**

All staff that will come into contact with children in a certified capacity, must have a DBS check before being hired.

Nobody working with children will be allowed to commence with their employment until acceptable references and the outcome of the DBS check have been received.

Staff and volunteers will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975 and 1986 (Amendment) (England and Wales) Order 2020

All staff to be asked to sign a declaration affirming that there is no reason why they would be unfit to work with children. To be precise, all candidates must state any past unlawful convictions and cases pending against them. This information will be treated highly confidential, and deliberation will also be given to previous incidents relating to children, which cause concern for the possible safety and protection of children.

Any candidates who state they have convictions, or who it emerges have convictions, is not able to be hired without prior agreement of the proprietor.

Everyone that will work with children to be asked to provide additional forms of identification (e.g. passport, birth certificate) which states their full name, date of birth and current address. One of the documents should also have a signature and/or photograph which will be associated with the written application.

References for workers to be done in writing and thoroughly checked to ensure the referee is authentic. One of the referees must have a personal acquaintance of the applicant's prior work with children.

Everyone that will work with children to have a formal interview that will be based on a written description of roles and responsibilities.



## Safeguarding/Child Protection

### Training

Beams of Light are dedicated and will guarantee that all those accountable for the recruitment of staff will receive appropriate training beforehand.

All staff will receive orientation and an induction procedure that will include training in knowledge and awareness of Beams of Light policy and procedures, and basic awareness in relation to possible abuse.

All staff must attend safeguarding basic awareness training.

The manager and protection lead, to attend additional training so they are able to offer suitable advice and support within the service.

All staff members to have a training plan which will consist of training in child protection and will be reviewed annually.

Centre manager to attend Safeguarding Lead training and every year must attend a refresher course.

Beams of Light will have a budget to certify that all staff will have appropriate safeguarding training.

### Safeguarding Children

#### Mobile phones and digital cameras Policy

Photographs of children are taken to show evidence of their accomplishments for developmental records and displays. Staff and visitors are not allowed to use their own or the centre's mobile phones to take or record any images of children for the centre's or their own records.

Staff are not allowed to have their personal mobile phones on them while they are working. Personal mobile phones can only be used outside the school premises.

### Procedures

#### Data Protection Policy

- The registration process is handled by our booking system provider, Pembee. Parents will be asked to provide information about themselves and their child/ren, to the extent necessary for the purposes of registering their child/ren with us and ensuring that we can provide a high standard service. Pembee and Beams of Light are committed to adhering to strict privacy and data protection policy. You can find more information about Pembee's policy by visiting <https://www.pembee.app/privacy-policy>.
- Children's details are kept in a locked cupboard at the centre, which is only accessible to Beams of Light staff.
- Under the Data Protection Act 1998, parental consent must be obtained in order to take photographs and use video recorders. Photographs can be stored on the computer and must always be password protected.
- Photographs will be erased and removed once a child has left the service.
- The digital camera or memory card can be taken off site to print photographs in stores like Boots or similar, by the manager, if they are not able to do this at the centre. The digital



camera or memory card must never be taken home by staff to be printed from personal devices. Pictures have to be removed from the camera's memory.

- When Centre outings occur, the Centre camera can be taken on the day. Only the Centre camera can be used.
- Photographs can sometimes contain other children in the background. Parental permission form will be given to parents when they join the setting.
- At times, we may wish to use photographs of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. However, should this be requested, specific written parental permission from parents will be required.
- Staff mobile phones must be turned off and not be carried around by members of staff as most phones now have cameras inbuilt. Personal phones should be left with personal belongings in lockers provided or staff bags. Visitors are only able to use their phones outside of the building.
- Cameras and phones are strictly forbidden in the toilet.

#### MASH

Multi-agency Safeguarding Hub

Wandsworth Children's Social Care

020 8871 6622 (9am-5pm)

020 8871 6600 (after hours)

MASH@wandsworth.gov.uk

PARENTS/CARERS/FAMILY

#### When to contact MASH:

- There is cause for concern that a child is suffering or in danger of substantial maltreatment caused by a parent, carer or another adult linked to the family.
- The MASH team will decide the next steps needed in order to keep the child safe, with the information provided by Beams of Light and any other information shared.
- This team includes health, social services, probation, police, housing and education.
- All referrals via telephone have to always be followed up with a written referral within 48 hours.
- Parents have to be informed of the referral at the time, except for when notifying the parent can cause added substantial harm.
- In case of a personal emergency, all personal calls should be directed through the centres main telephone line or the centres mobile phone – 07434 765 522
- Staff are asked not to make personal calls during work hours. Nevertheless, in pressing cases, a call can be made or accepted if thought to be essential and by arrangement with the person in charge.
- The centres mobile should be kept in a central location and the camera should not be used.



LADO

Local Authority Designated Officer

Wandsworth Safeguarding Children's Board

020 8871 7208

LADO@wandsworth.gov.uk

### **STAFF AND ADULTS IN ESTABLISHMENT**

When to contact LADO:

- You are worried that an adult is inappropriate with a child/ren attending your establishment.
- This relates to ALL adults including staff, students, volunteers, other visiting professionals, cleaner, cook, etc.
- When there has been a revelation that a child/ren have been targeted for inappropriate contact with an adult, even if it's a rumour.
- Inappropriate interaction/behaviour - private touching, harsh communication, chastisement, private interaction and/or evolving private relationships,
- Staff behaviour - must always be professional. Inappropriate behaviour with a child must be divulged and reported.
- Inappropriate behaviour between staff which demonstrates unfitting interest/contact in children (sexual, language, bullying, controlling, etc.)
- Staff can be disqualified if they are found guilty of hurting a child or have put a child in danger deliberately. Staff are prohibited to have contact with another adult that has been disqualified.

**All staff at Beams of Light must ensure to inform MASH, LADO or POLICE as soon as possible when concerned about a child's safety or wellbeing. Also, inform Ofsted as soon as possible of the allegation being made.**

<b>This policy was reviewed</b>	<b>Date for review</b>
March 2021	March 2022