



Biggin Hill Holiday Squad Safeguarding & Child Protection Policy

Biggin Hill Holiday Squad is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Squad will respond promptly and appropriately to all incidents or concerns regarding the safety of a child. The Squad's child protection procedures comply with all relevant legislation and with guidance issued by Bromley Safeguarding Children Partnership.

There is a Designated Safeguarding Lead (DSL) available at all times while the Squad is in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (eg Social Care and Ofsted).

The Squad's designated DSL is **Anna Stone**, the Deputy DSL is **Jenny Snelling**. Posters with photos alert staff, parents and children to the Designated Safeguarding Leads.

The procedures within the policy will also cover staff or volunteers who are under the age of 18 years old and of course the children of any staff who attend the Squad.

All staff will have read and signed that they have understood part 1 of *Keeping Children Safe in Education 2025* and will undertake annual safeguarding training which will include how to spot and respond to the signs of abuse, harm and neglect.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to, or may lead to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern

- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out below for responding to child abuse and will make a report to Children's Social Care directly. In addition, for confirmed cases, the person who has been disclosed to must report the matter directly to the police by dialling 101.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed

This policy will be read alongside our anti bullying policy, where deemed appropriate, we will follow the same procedures as set out below for responding to child abuse.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised or being drawn into extremism, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the DSL.

Online Abuse

We have a responsibility to help keep children and young people safe online, whether or not they are using Biggin Hill Holiday Squad's network and devices. We will work in partnership with children, young people, their parents, carers and other agencies in promoting young people's welfare and in helping young people to be responsible in their approach to online safety. Further information can be found on our

 **Online Safety Policy**

Allegations against staff

If it is suspected that an adult working with children has behaved in a way that has harmed a child or may have harmed a child, possibly committed an offence against or related to a child, or if anyone has behaved towards a child that indicates they may pose a risk of harm the following procedure will be followed:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted by the DSL within 24 hours of the incident coming to their attention. The LADO will advise if other agencies (eg police) should be informed within 24 hours, and the Squad will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 24 hours. The LADO procedure can be found here <https://www.bromleysafeguarding.org/articles.php?id=604> the LADO will inform the Squad if this incident will be logged as a referral or consultation.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- Staff and volunteers can find further information on procedures here [A guide for staff and volunteers who work with children and are faced with an allegation](#)
- If appropriate, the DSL will make a referral to the Disclosure and Barring Service, further guidance can be found here <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>
- The DSL will contact the police where a crime may have been committed.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- Speak with the DSL immediately
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Squad is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, special education needs/disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Logging a concern and making referrals to appropriate services

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved

- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the Squad's DSL who will decide on the appropriate course of action.

For concerns about **child abuse and neglect**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. When deciding if a social care referral should be made the DSL will refer to the Bromley Safeguarding Children's Partnerships Threshold of need document which can be found here <https://www.bromleysafeguarding.org/articles.php?id=600>. Referrals will be made using facts rather than assumptions, where professional opinion is cited this will be made clear. Parents or carers will be informed of any next steps taken and consent sought for contacting external agencies, however should this put a child at risk then the DSL shall take advice from children's social care. Once referrals have been made, the local authority should acknowledge the referral in one working day, if this does not happen then the DSL should follow up within 3 working days or sooner if concerns are relating to a section 47 ie a child protection concern.

For minor concerns regarding **radicalisation**, the DSL will contact Bromley MASH. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999. The DSL will make the decision to make a PREVENT referral if deemed necessary, further information about making a PREVENT referral can be found here <https://www.bromleysafeguarding.org/articles.php?id=647>

If any member of staff has disagreements over a safeguarding or child protection issue then they can discuss with the other DSL, they know that if they continue to have concerns then they have a responsibility to follow the above procedures to make a referral to children's social care or relevant agency.

If the DSL disagrees with a decision made by the local authority or other relevant professionals they will follow Bromley's escalation procedure, which can be found here https://media.inzu.net/cms/f0e9b37b8c44e338f64ae38c6d41e267/articles/609/ESCALATIONPOLICY_May_23_v1.8_100523.pdf

Promoting Safeguarding Awareness Among Staff

The Squad promotes awareness of child abuse and the risk of radicalisation through its staff training. The Squad ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings ensuring staff receive at least annual safeguarding updates.
- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding File which is kept on Google Drive
- the Squad's procedures are in line with the guidance in 'Working Together to Safeguard Children (2023)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'
- Parents/carers are asked if their children are known to Early Help or Children's Social Care on the registration form, if they are the DSL will have a conversation with the parent/carer before the child start to see if there is any further support the Squad could offer the child, speak to the lead professional if appropriate and share with Squad members if relevant.

Use of mobile phones, cameras and wearable technology

Photographs will only be taken of children with their parents' permission. Only the Squad camera will be used to take photographs of children at the Squad, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the Squad. For more details see our **Mobile Phone and Wearable Technology Policy**.

Contact numbers

Social Care: 02084617373/7379/7026

Social Care out of hours contact: 0300 303 867

LADO (Local Authority Designated Officer): Gemma Taylor 020 8461 7775 or 07850 921 631 E-mail lado@bromley.gov.uk

[LADO Consultation Form](#)

Bromley Safeguarding Children Partnership - BSCP@bromley.gov.uk <https://www.bromleysafeguarding.org/>

PREVENT- Prevent@bromley.gov.uk and preventreferrals@met.pnn.police.uk

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

DBS: DBS helpline: 03000 200 190 (select option 2 and then press 1)

Instructional videos on making referrals on the online portal:

Two demonstration videos are also available to view:

- How to register for an account on the Children, Young People and Families Portal
<https://youtu.be/nREC8f3c5uU>
- How to submit a referral on the Children, Young People and Families Portal
https://youtu.be/T3_rkbFkyBM

**ALL POLICIES AND FORMS SUCH AS LOGGING A CONCERN FORM OR INCIDENT FORMS CAN
BE FOUND IN THE FILES BY THE REGISTER.
THE SAFEGUARDING POLICY WILL BE DISPLAYED ON THE ENTRANCE DOOR FOR PARENTS
AND STAFF TO SEE.**

This policy was adopted by: Biggin Hill Holiday Squad	Date: January 2026
To be reviewed: January 2027	Signed: Anna Stone

Keeping children safe in education 2025. what to do if you're worried a child is being abused 2015, working together to safeguard children 2023.