



Brynteg Tigers Out of Hours Club Safeguarding and Child Protection Policy

Policy Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual & Designated Safeguarding Person (DSP): Michelle Firth

Deputy DSP: Lindsey Jones

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to safeguarding and promoting the welfare of every child in our care. We recognise our duty to protect children from harm, abuse, neglect, exploitation, and unsafe practices. We ensure concerns are responded to promptly, professionally, and in partnership with children, families, and safeguarding agencies.

This policy applies to all staff, volunteers, students, contractors, and visitors.

2. Legal & Regulatory Framework

This policy is aligned with current Welsh legislation, statutory guidance, and CIW requirements, including:

- Children Act 1989 & 2004
- Social Services and Well-being (Wales) Act 2014
- Working Together to Safeguard People (Wales)
- Keeping Learners Safe (Welsh Government, updated 2024–2026)
- All Wales Child Protection Procedures (2023, with 2024–2026 digital safeguarding updates)
- The Child Minding and Day Care (Wales) Regulations 2010
- CIW National Minimum Standards for Regulated Childcare
- Prevent Duty Guidance for Wales (updated 2024)
- UK GDPR & Data Protection Act 2018
- United Nations Convention on the Rights of the Child (UNCRC)

3. Scope of Provision

We provide wraparound childcare for children aged 2–11:

- **9:00am – 3:00pm:** 2-year-olds
- **11:30am – 3:00pm:** 3–4-year-olds
- **3:00pm – 5:30pm:** 3–11 years (term time)
- **8:00am – 5:30pm:** school holidays (3–11 years)

Our service operates from **Brynteg CP School, Wrexham.**

4. Roles & Responsibilities

4.1 Designated Safeguarding Person (DSP)

- Leads on all safeguarding and child protection matters.
- Acts as point of contact with Wrexham Social Care, CIW, and police.
- Ensures staff training, record keeping, and policy implementation.
- Oversees low-level concerns, allegations, and Prevent Duty matters.

4.2 Deputy DSP

- Supports and covers DSP duties when required.

4.3 All Staff, Volunteers & Students

- Must read, understand, and follow this policy.
- Must be alert to signs of abuse, neglect, exploitation, or unsafe practice.
- Must report concerns immediately to the DSP.
- Must complete safeguarding induction on Day 1 and refresher training at least every 3 years (best practice annually).
- Must uphold professional boundaries and Position of Trust responsibilities.

4.4 Responsible Individual

- Ensures safeguarding arrangements meet CIW requirements.
- Oversees policy review, safer recruitment, and compliance.

5. Recognising Abuse, Neglect & Safeguarding Risks

Staff are trained to identify the four main categories of abuse:

- **Physical abuse** – hitting, shaking, poisoning, burning.
- **Emotional abuse** – persistent emotional ill-treatment.
- **Sexual abuse** – sexual activity, exploitation, grooming.
- **Neglect** – persistent failure to meet basic needs.

Additional safeguarding risks include:

- Child-on-child abuse (bullying, cyberbullying, harmful sexual behaviour, sexting).
- Online abuse, digital exploitation, AI-generated harmful content.
- Domestic abuse.
- Radicalisation and extremist influences.
- County lines and criminal exploitation.
- Fabricated or induced illness.
- Children going missing from education.
- Unsafe staff conduct or breaches of professional boundaries.

6. Responding to Concerns

6.1 Immediate Danger

- Call **999**.
- Inform the DSP as soon as possible.

6.2 If a Child Makes a Disclosure

- Stay calm and listen carefully.
- Reassure the child; do not promise confidentiality.
- Record the disclosure using the safeguarding log (use the child's own words).
- Pass information to the DSP immediately.

6.3 Reporting to Local Safeguarding Services

The DSP (or Deputy) will contact:

- **Wrexham Children's Social Care (SPOA):** SPOAchildren@wrexham.gov.uk / 01978 292039
- **Out of Hours Emergency Duty Team:** emergency.hours@wrexham.gov.uk / 0345 053 3116
- **Police non-emergency:** 101
- **NSPCC Helpline:** 0808 800 5000 (for advice)

7. Allegations & Low-Level Concerns About Staff

7.1 Allegations

Any allegation that a staff member has:

- harmed a child,
- may pose a risk of harm,
- behaved inappropriately towards a child, must be reported immediately to the DSP or Responsible Individual.

If the concern is about the DSP, report directly to:

- **CIW**
- **Wrexham Children's Social Care (SPOA):** SPOAchildren@wrexham.gov.uk / 01978 292039
- **Out of Hours Emergency Duty Team:** emergency.hours@wrexham.gov.uk / 0345 053 3116

7.2 Low-Level Concerns

Low-level concerns include behaviour that does not meet the threshold for an allegation but is inconsistent with professional conduct (e.g., over-familiarity, boundary concerns).

We:

- Record all low-level concerns.
- Review patterns or repeated issues.
- Escalate if behaviour meets the threshold for harm.

7.3 Position of Trust

Staff must maintain professional boundaries at all times.

8. Safer Recruitment & Training

- Enhanced DBS checks for all staff and volunteers before starting.
- Two references verified.
- Identity and right-to-work checks.
- Day 1 safeguarding induction.
- Annual safeguarding updates.
- Ongoing supervision and performance monitoring.

9. Record Keeping & Data Protection

- All safeguarding records are dated, signed, factual, and stored securely.
- Digital records are password-protected and access-limited.
- Records are retained in line with UK GDPR and CIW requirements.
- Information may be shared with statutory agencies without parental consent if a child is at risk of harm.

10. Safe Environment & Practice

- Secure entry/exit systems; visitors sign in and are supervised.
- Children only released to authorised adults; ID checks as needed.
- Staff follow the Code of Conduct and Positive Behaviour Policy.
- Mobile phones/cameras restricted to designated areas; no personal devices used for photos.
- Regular risk assessments for indoor/outdoor spaces.
- Appropriate supervision ratios maintained at all times.
- Intimate care follows the Intimate Care Policy.

11. Child-on-Child Abuse

We recognise that children can harm other children. This includes:

- Bullying (including online).
- Physical aggression.
- Harmful sexual behaviour (HSB).
- Sharing inappropriate images (sexting).
- Gender-based violence.

All child-on-child abuse is treated as a safeguarding concern, not a behaviour issue.

We:

- Record concerns.
- Inform parents where appropriate.
- Refer to Social Care if needed.
- Follow HSB pathways from All Wales Child Protection Procedures.

12. Working with Parents & Carers

We aim to work in partnership with families while prioritising the child's safety.

Parents are informed of:

- Our safeguarding duty.
- Our responsibility to share information with statutory agencies if a child is at risk.

Consent is not required where there is risk of significant harm.

13. Escalation & Whistleblowing

Staff may escalate safeguarding concerns if they feel the response is insufficient.

Whistleblowing concerns can be raised internally or externally:

- **CIW:** 0300 7900 126
- **NSPCC Whistleblowing Helpline:** 0800 028 0285

Anonymous concerns will be taken seriously.

14. Prevent Duty & Online Safety

Prevent Duty

Staff are alert to signs of radicalisation, extremist influences, or concerning changes in behaviour.

Concerns follow the same reporting pathway as other safeguarding issues.

Online Safety

We:

- Supervise children online.
- Follow Welsh Government digital safeguarding guidance.
- Use school filtering and monitoring systems.
- Teach age-appropriate online safety.
- Recognise risks relating to AI-generated harmful content.

15. Review & Approval

This policy is reviewed at least annually or following any significant safeguarding update.

Key Contacts

DSP – Michelle Firth: 01978 756398 / firthm@hwbcymru.net

Deputy DSP – Lindsey Jones: 01978 756398 / jonesl181@hwbcymru.net

Wrexham Social Services SPA: SPOAchildren@wrexham.gov.uk / 01978 292039

Out of Hours Duty Team: emergency.hours@wrexham.gov.uk / 0345 053 3116

CIW: 0300 7900 126

Police non-emergency: 101

NSPCC Helpline: 0808 800 5000