



Safeguarding Children Policy 2025

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

Funtastic Kids will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Funtastic Kid's child protection procedures comply with all relevant legislation and with guidance issued by the Pan Berkshire Safeguarding Children Procedures.

There is a Designated Safeguarding Lead (DSL)-Louise Holloway who is available at all times while the clubs/camps are in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (e.g. Social Care and Ofsted). The Deputy DSLs are Marcus Holloway, Clare Sheppard, Sarah King and Trudy Heronjason.

The Club has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe recruitment policy and all staff responsible for recruitment ensure safe and robust practice is followed at all times.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting the children from maltreatment whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children have the best outcomes

Child abuse, neglect and exploitation

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm-whether that is within or outside the home, including online. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

- **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.
- **Domestic Abuse** can encompass a wide range of behaviours and may be a single or range of incidents. This abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse if they see or hear it and it can have a long term negative impact on children
- **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.

All staff should be aware that abuse, neglect and exploitation and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the club and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations inside and outside their homes/families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence and the risks posed from technology usage).

Our staff exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children may need our help or protection

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This **may involve** an exchange for something the victim wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Staff should also be aware of any changes to a child's behaviour and question the reasons behind the changes.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is



key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken.

Signs of child abuse, neglect and exploitation

Signs of possible abuse and neglect and exploitation 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, e.g. 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 a child may have witnessed 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.

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
- 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 incident straightaway. 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 Funtastic Kids 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 they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers, They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have concerns about a child they will raise these with the Designated Safeguarding Lead without delay.

Child -on child abuse

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

It is important that **when** staff have any concerns about child-on-child abuse they should speak to their DSL.

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-aged children) of any kind, including sexting
- one of the children is significantly more dominant than the other (e.g. much older)
- one of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)



- There has been some use of threats, bribes or coercion to ensure compliancy or secrecy

If child on child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse, and 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 above for responding to child abuse and will make a report to Children's social care directly and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- A girl under 18 that an act of FGM has been carried out on her; or
- Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or purposes connected with labour or birth.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation, to prevent people from becoming terrorists or supporting terrorism and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- 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, they will record any relevant information or observations on a **Logging a concern** form and refer the matter to the DSL.

At **Funtastic Kids** all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our clubs/settings, inside and outside of their homes and whilst online. Our staff exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children may need our help or protection



All staff, but especially the designated safeguarding lead and deputies should consider whether children are at risk or abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse and their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation

Wherever possible staff will support children to develop the skills that form the building blocks of all positive relationships, promote kindness in relationships, encourage children to report concerns and emphasise victims of abuse are never at fault for it

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse each other online (abusive, harassing and misogynistic/misandrist messages, non-consensual sharing of indecent images, especially around chat groups, and the sharing of images and pornography to those who do not want to receive such content). In all cases, if staff are unsure, they always need to speak to the designated safeguarding lead or deputy.

At Funtastic Kids we take the opportunity to help children keep themselves safe including online (taking into account children who may have been the victims of abuse and SEN).

We follow the 4 C's online safety-

1. **Content** (any material posted and risks e.g. fake news).
2. **Contact** (interaction with people online and risks e.g. peer pressure).
3. **Conduct** (how people behave online and risks e.g. bullying)
4. **Commerce** (dangers related to commercial activities e.g. scams)

Logging an incident

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 Funtastic Kid's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact the Pan Berkshire Safeguarding Board or Local Authority Prevent Co-ordinator. 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.

All DSLs will note discussions and decisions made, including the rationale for those decisions, to include instances when referrals were made and were not made

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff, including those staff from outside providers/community groups:



- 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. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate Funtastic Kids will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

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

- the designated DSL has relevant experience and receives appropriate training (**including online safety**) in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Designated person Level 3 training takes place every 2 years with updates throughout this period
- All staff receive a safeguarding training meeting the requirements of EYFS Annex C, which is refreshed every 2 years
- Annual refresher training will take place at one of our annual training face to face events to help maintain basic skills. Staff are supported to implement learning through supervision, mentoring, team meetings and monitoring
- All staff receive basic safeguarding training (Universal safeguarding) to continue to provide them with relevant skills and knowledge to safeguard children effectively
- safe recruitment practices are followed for all new staff-references, conducting identity and qualification checks, recording all vetting information as part of the safer recruitment process are understood and followed by all responsible for recruitment.
- all staff have access to a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation. They are required to sign to acknowledge that they have read the policy.
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- Safeguarding is a permanent agenda item at all staff meetings/training ensuring the whole team/all staff communicates well and are kept up to date
- all staff receive basic safeguarding training (Universal safeguarding) to continue to provide them with relevant skills and knowledge to safeguard children effectively.
- staff are familiar with the Safeguarding File which is kept by Louise Holloway
- Funtastic Kids' procedures are in line with the guidance in 'Working Together to Safeguard Children (2023)' and staff are required to read "What to do if you're worried a child is being abused (2015) and to sign to acknowledge having read and understood this document
- Staff are required to read the "Anti-bullying" and "Behaviour" Policies and sign to acknowledge having read these policies.
- Staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults behaviour or practice
- All staff receive basic prevent duty
- All staff are aware of how to respond in a timely way at the earliest opportunity
- The DSL and DDSL's will provide support, advice and
- guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required
- All staff working directly with children are expected to read at least part 1 of KCSIE (those who don't work directly with children can read the condensed version of part 1, in annex A).



Use of mobile phones and cameras/technology

Photographs will only be taken of children with their parents' permission. Only cameras or I pads belonging to Funtastic Kids will be used to take photographs of children at the holiday camp. Supervisors will be allowed to use their phones for the sole purpose of taking photographs of the activities but these will not include children. Neither playworkers nor children may use their mobile phones to take photographs at the holiday camp.

To protect staff and children, personal mobile phones can only be used by staff during breaks given by the supervisor and away from children. If any staff member has concerns about a child being the victim of online abuse or witnesses inappropriate behaviour linked to online technology, a safeguarding form will need to be completed and DSL informed. We will aim to support children and families about online safety. The supervisor will keep all mobile phones belonging to Young Play leaders (aged 11-15) until they leave the camp. Smart watches which connect to the internet, should also not be worn during sessions where children are present, by either staff or children.

On rare occasions technology may be used with staff supervision to access technology. Filtering and monitoring of technology is a vital part of ensuring children are not accessing harmful or illegal content on our devices (The DSL has chief responsibility for this).

For more information on watches/fit bits etc please refer to our mobile phone and wearable technology policy for staff, children, parents and visitors

Contact numbers

Social Care: Wokingham - 01189746000; West Berkshire - 01635 551111; Reading - 0118 937 3641; Bracknell - 01344 352020

Social Care out of hours contact: [Berkshire](#) -01344 351999 -

LADO (Local Authority Designated Officer):

0118 9746141

<https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=rVtnFfTXfmc>

For Wokingham

01635503153 <https://www.westberks.gov.uk/article/39735/The-Local-Authority-Delegated-Officer-LADO> (West Berkshire);

01189372684 <https://brighterfuturesforchildren.org/for-parents-carers/schools/allegations-against-people-in-a-position-of-trust/> (Reading)

01344 351572 <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/allegations-against-staff-carers-and-volunteers> (Bracknell)

LSCB (Local Safeguarding Children Partnership):

Covering west berks/reading and Wokingham

Now called-Berkshire West Safeguarding Children Partnership (BWSCP).

<https://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=cosJiaxLUXk&familychannel=3>

Bracknell-<https://bracknellforestsafeguarding.org.uk/>

Pan Berkshire Safeguarding Children's procedures

<https://berks.trixonline.co.uk/>

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



Anti-terrorist hotline: 0800 789 321
NSPCC: 0808 800 500
Ofsted: 0300 123 1231

This policy was adopted by: Funtastic Kids Ltd	Date: September 2025
To be reviewed: September 2026	Signed: Marcus Holloway- Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.13-3.19] Safeguarding training [3.30- 3.32].*