Safeguarding Policy

STAY WILD Holiday Club

Policy Date: April 2026

Policy Renewal Due: April 2027

Written By: Leanne Bagott

Approved By: Catherine Smith

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Policy Statement

STAY WILD Holiday Club is committed to safeguarding and promoting the welfare of all children and young people in our care. We recognise that safeguarding is everyone's responsibility and that the best outcomes for children are achieved when all adults work together to identify concerns early and take appropriate action.

We believe every child has the right to feel safe, valued and respected, and to be protected from harm and abuse.

This policy is informed by and aligns with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Children Act 1989 and 2004
- The Scout Association Safeguarding Policy and POR (where applicable)

All staff and volunteers are expected to read, understand and follow this policy at all times.

Aims of this policy

- To safeguard and promote the welfare of all children attending the club.
- To ensure all staff and volunteers understand their safeguarding responsibilities.
- To provide clear procedures for recognising and reporting concerns.
- To ensure appropriate recruitment, training and supervision of staff and volunteers.
- To create an open and supportive environment where children feel safe to speak.

Definitions

Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring children grow up in safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of safeguarding and refers to action taken to protect children who are suffering, or are likely to suffer, significant harm.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is:

Name: Alice Chapman

Qualification: Designated Safeguarding Lead (Level 3)

Role: STAY WILD Club Manager

Contact:

The Deputy Safeguarding Lead (DDSL) is:

Name: Sarah Haigh

Qualification: NCFE Cache Level 2 Certificate in Understanding Safeguarding & Prevent

Role: STAY WILD Club Manager
Contact:

The DSL is responsible for:

- Managing safeguarding concerns and referrals
- Liaising with external agencies
- Providing advice and support to staff
- Ensuring safeguarding records are maintained

Safer Recruitment

We follow safer recruitment practices in line with KCSIE and relevant guidance.

All staff and volunteers will:

- Complete an application and interview process
- Provide appropriate references where required
- Undergo an enhanced DBS check
- Complete safeguarding training before working with children

No adult will be left unsupervised with children unless appropriate checks and training have been completed.

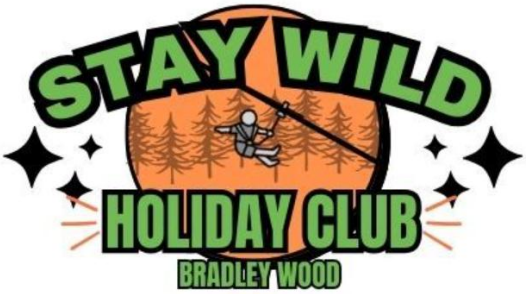
Training and Supervision

All staff and volunteers will:

- Receive safeguarding training appropriate to their role
- Be aware of the signs and indicators of abuse
- Understand how to respond to disclosures
- Know how to report concerns

Safeguarding will be:

- Included in induction
- Reviewed regularly in team meetings
- A key part of supervision and ongoing support



Code of Conduct

All adults working with children are expected to:

- Put the welfare of the child first.
- Always maintain appropriate boundaries.
- Avoid being alone with a child wherever possible.
- Use appropriate language and behaviour.
- Not engage in any form of bullying, discrimination or inappropriate conduct.
- Report any concerns, including low-level concerns, without delay.

Recognising Abuse and Vulnerability

Staff and volunteers will be aware that abuse can take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

In line with KCSIE, staff will also understand that safeguarding includes:

- Child-on-child abuse
- Online safety risks
- Mental health concerns
- Exploitation

Staff will remain alert to changes in behaviour, presentation or circumstances that may indicate a child is at risk.

Reporting Concerns

If a child is in immediate danger, call 999.

All concerns must be reported to the DSL as soon as possible.

Staff must:

- Listen carefully and reassure the child
- Not promise confidentiality
- Record exactly what was said or observed
- Report concerns promptly

Staff must not investigate concerns themselves.

The DSL will:

- Assess the concern
- Decide on appropriate action
- Refer to external agencies where necessary

This may include:

- Children's Services (Calderdale MAST – 01422 393336 / MASTadmin@calderdale.gov.uk)
- Local Authority Designated Officer (LADO) – Calderdale (lado@calderdale.gov.uk / 01422 393336)
- Police

Parents will normally be informed unless doing so would place the child at further risk.

Allegations Against Staff or Volunteers

Any concerns or allegations about staff or volunteers must be reported immediately to the DSL.

If the concern meets the threshold, it will be referred to the Local Authority Designated Officer (LADO).

Appropriate action will be taken, which may include:

- Suspension
- Referral to external agencies

Support will be provided to all individuals involved.

Record Keeping

All safeguarding concerns will be:

- Recorded clearly and accurately
- Stored securely and confidentially
- Shared only on a need-to-know basis

Records will be retained in line with GDPR and data protection legislation.

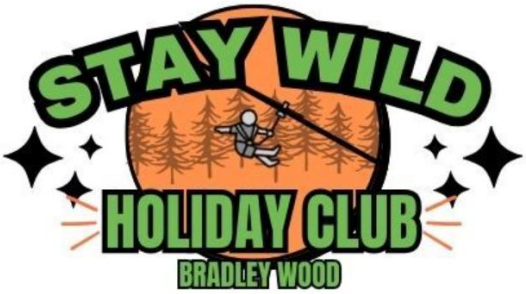
Working in Partnership

We recognise that safeguarding is most effective when working together.

We will work with:

- Parents and carers
- Local safeguarding partners
- Schools and other professionals

Information will be shared appropriately and lawfully where it is necessary to protect a child.



Important Contacts

Multi-Agency Screening Team (MAST) - Calderdale Council

Telephone

01422 393336

E-mail

MASTadmin@calderdale.gov.uk

Website

MAST

Calderdale LADO

Telephone

01422 288000

E-mail
ladoadmin@calderdale.gov.uk

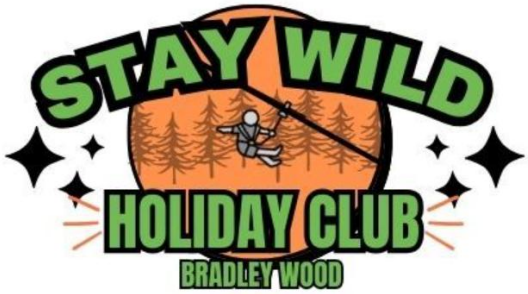
Website

Report concerns – Safeguarding Calderdale

NSPCC

Telephone

0808 800 5000
E-mail
help@NSPCC.org.uk
Website
www.nspcc.org.uk



Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with changes to legislation or guidance
- Reviewed following any safeguarding incident

Policy Last Reviewed: April 2026
Next Review Due: April 2027
Approved by: Catherine Smith