



SAFEGUARDING & CHILD PROTECTION POLICY

Applies to:

All children attending before and after school provision
All staff, volunteers, contractors and visitors
All provision delivered on school or non-school premises

POLICY STATEMENT

360 Wrap Around is fully committed to safeguarding and promoting the welfare of all children in our care. Safeguarding is everyone's responsibility, and the welfare of the child is paramount in all decisions and actions.

We recognise that children may disclose concerns to any member of staff, and therefore all staff are appropriately trained to identify concerns, respond to disclosures, and act in the best interests of the child at all times.

We adopt a child-centred approach, ensuring children feel safe, listened to, respected and supported. Safeguarding underpins all aspects of our provision, culture, policies and daily practice.

This policy should be read in conjunction with 360 Wrap Around's other safeguarding policies and procedures.

Including and not limited to:

Behavioural Policy

Medicine Administration

Prevent Duty

British Values

Complaints procedure

Late collection Policy

Food Safety Policy

Safeguarding Culture and Early Help

All staff have a responsibility to:

- Provide a safe and nurturing environment
- Remain vigilant
- Identify children who may benefit from early help
- Act promptly on concerns

Staff understand that safeguarding concerns may arise gradually or suddenly and that early intervention can prevent escalation.

Children may choose any trusted adult to disclose to. Staff are trained to respond calmly, appropriately and professionally.

Important Contact Numbers

Royal Borough of Windsor and Maidenhead (our Local Authority)

Single Point of Access (SPA) and MASH E: mash@achievingforchildren.org.uk T: 01628 683150

Monday to Thursday, 8.45am to 5.15pm Friday, 8.45am to 4.45pm

At all other times contact the Emergency Duty Team: T: 01344 351999

<https://rbwmsafeguardingpartnership.org.uk/>

LADO / Local Authority Designated Officer: E: lado@achievingforchildren.org.uk T: 01628 683202

Thames Valley Police

T: 999 Emergency T: 101 Non-Emergency Number [thamesvalley.police.uk](https://www.thamesvalley.police.uk) (online contact form)

Police Support for families experiencing Domestic Abuse - <https://www.operationencompass.org>

National Information Centre on children of Offenders - <https://www.nicco.org.uk>

National Cyber Security Centre - NCSC.GOV.UK.

DfE helpline for non-emergency advice on extremism- T: 02073 407264

E: counter.extremism@education.gsi.gov.uk

NSPCC T: 0808 800 500 If a member of staff feels unable to raise an issue about another member of staff or that their concerns are not being addressed, the NSPCC whistleblowing helpline also offers support and advice: T: 0800 028 0285 E: help@nspcc.org.uk

DBS disclosure service E: customerservices@dbb.gov.uk DBS helpline: T: 03000 200 190

The Forced Marriage Unit T: 020 7008 0151 E: fm@fco.gov.uk

Childline T: 0800 1111

Children's Commissioner (www.childrenscommissioner.gov.uk)

T: 0800 5280731

Prevent: RBWM Andy.Aldridge@rbwm.gov.uk National phoneline 0800 011 3764 or Safeguarding.Partnership@rbwm.gov.uk

This policy is written using the following documents as sources of advice:

<https://rbwmsafeguardingpartnership.org.uk>

DfE Working together to Safeguard Children July 2023

DfE Keeping Children Safe in Education September 2025

DfE What to do if you are worried a child is being abused 2015

GovUK Prevent Duty Guidance: for England and Wales July March 2024

DfE Non-statutory advice - The Prevent duty: Departmental advice for Schools and childcare Providers June 2023

DfE Draft guidance Gender questioning children

DfE SEND Code of Practice 0-25

DfE Supporting Pupils at School with Medical Conditions

Special Educational Needs and Disability Windsor and Maidenhead <https://www.ias-rbwm.info/>

DfE The use of social media for online radicalisation July 2015

DfE Information sharing advice for safeguarding practitioners July 2024

DfE National Minimum Standards for Boarding Schools 2022

DfE Screening, Searching and Confiscation July 2022

Farrer and Co Developing and implementing a low-level concerns policy 2024

DfE Mental Health and Behaviour in Schools 2018

GovUK Equality Act 2010

Equality and Human Rights Commission

GovUK- Safeguarding for Charities and trustees

Cyber security standards for schools and colleges GOV.UK

This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage

[Bit.ly/csamguide](https://bit.ly/csamguide)

DfE Generative AI advice

Safeguarding Leadership and Accountability

- **Designated Safeguarding Lead (DSL):** Jemma Davis
jemma@360v.online / safe@360v.online , 07492 710744
- **Deputy Designated Safeguarding Lead (DDSL):** Cadie Lewis
safe@360v.online, 07714 405568

Overall safeguarding responsibility rests with the DSL. However, to promote a strong safeguarding culture, the DSL and Deputy DSL work collaboratively, sharing and discussing safeguarding matters so that there is a clear understanding of the safeguarding picture across all 360 Wrap Around provisions.

Availability and Cover

360 Wrap Around ensures that:

- A DSL or Deputy DSL is available during wraparound operating hours
- Appropriate cover arrangements are in place for:
 - Out-of-hours activities
 - Holiday provision

All staff know how to escalate concerns if the DSL is unavailable.

Online Safety Oversight

The DSL holds responsibility for overseeing online safety arrangements within 360 Wrap Around Wraparound. Generally the child has no access to online content presently, and we aim to remain a screen free setting.

This includes:

- Monitoring emerging online safeguarding risks
- Reviewing trends and patterns
- Ensuring appropriate filtering, monitoring and supervision of digital activity
- Educating the child around online safety at home and elsewhere through posters and lessons.

Online safety is addressed proportionately within wraparound provision and reinforced through staff training and supervision.

Use of Premises and External Providers/Persons on site

Where 360 Wrap Around:

- Operates on school premises, or
- Uses external venues, or
- Works alongside third-party providers

Safeguarding arrangements are clarified in advance.

If an allegation relates to an incident occurring while another organisation was using the premises, 360 Wrap Around will follow its safeguarding procedures, including consultation with the Local Authority Designated Officer (LADO) where required.

Safer recruitment and staff conduct

360 Wrap Around follows Safer Recruitment procedures, including:

- Enhanced DBS checks
- Pre employment checks (Including screener interview and appropriate wording in job description to enforce safeguarding as a priority and deter those not suitable.
- Identity and reference checks
- Safeguarding induction and ongoing training

All staff are expected to adhere to the Staff Code of Conduct and Low-Level Concerns Policy.

Staff are encouraged to:

- Speak to the DSL/DDSL about any concern, however small
- Raise concerns in good faith without fear of reprisal
- Self-report situations that could be misinterpreted

A culture of transparency, trust and professionalism is actively promoted.

Staff Behaviour And Professional Boundaries

Staff must:

- Never communicate with children via personal social media
- Avoid unnecessary physical contact
- Never compromise professional boundaries
- Use only setting-approved devices for photographs
- Ensure parental consent is in place for images
- Never use personal mobile phones around EYFS children
- Challenge inappropriate behaviour and raise concerns to team lead, manager or DSL where appropriate.

Visitors must adhere to safeguarding and device-use rules. Smart glasses are not permitted.

Recording And Information Management

Safeguarding Records

- All concerns are recorded promptly and accurately
- Records are stored securely in line with data protection and GDPR policy and legislation.

- Access is restricted to the DSL team

From January 2026, all safeguarding concerns will be recorded on CPOMS.

Until then, records are kept in hard copy in a locked cabinet.

Safeguarding information is treated as special category personal data and may be shared without consent where:

- It is not possible to gain consent
- Seeking consent may place a child at risk
- A child is at risk of significant harm

Managing Referrals

The DSL is responsible for:

- Referring concerns to RBWM Children's Social Care (SPA/MASH)
- Support staff who make referrals to Channel where radicalisation is a concern
- Referring to the DBS where required
- Referring to Police where a crime may have been committed

All decisions, actions and rationales (including decisions not to refer) are recorded.

If a child is in immediate danger, staff must contact emergency services and/or make a referral directly.

Undertaking Training

As well as formal training, which is updated every two years, all of the safeguarding team refresh their knowledge at regular intervals in order to keep up with any developments relevant to their role, so they:

- Understand the assessment process and have knowledge of how RBWM conducts a child protection case and can contribute effectively, as and when required.
- Are alert to the specific needs of those with SEND in relation to safeguarding.
- Are able to keep detailed, accurate records of concerns and referrals.
- Encourage a culture of listening to children and taking account of their wishes.

The Head of Safeguarding and managers should ensure the Wrap Around's policies are known and used appropriately

- Ensure the Wrap Around Safeguarding and Child Protection Policy is reviewed annually, and the procedures and implementation are updated and reviewed regularly
- Ensure the Safeguarding and Child Protection Policy is publicly available, and parent(s) are aware of our duty to refer in stance of neglect or abuse.
- Contribute to RBWM SPA/MASH meetings if required.
- Establish links with the RBWM SPA/MASH to make sure staff are aware of training and the latest local policies on safeguarding. SPA/MASH is made up of the Local Authority, Police, Health and other relevant agencies.

Staff Awareness

- All staff receive safeguarding training at least every two years
- Regular updates and briefings are provided
- New staff receive safeguarding induction including:
 - This policy
 - Staff Code of Conduct
 - Low-Level Concerns Policy
 - Part 1 KCSIE (adapted for childcare)
 - Prevent training
 - Safeguarding Level 1 / Introduction to safeguarding within 6 weeks.

Staff sign annually to confirm understanding of our requirements

Early Help

Any child may benefit from early help. Staff are particularly alert to children who:

- Have SEND or disabilities
- Are LGBTQ+ or gender questioning
- Have mental health needs
- Are young carers
- Experience domestic abuse
- Are at risk of exploitation, radicalisation or serious violence
- Have family members in custody
- Are missing or frequently absent

Early help is coordinated through discussion with the DSL and, where appropriate, RBWM SPA/Early Help Hub.

Responding to disclosures

When a child discloses abuse:

- Listen carefully and remain calm
- Do not promise confidentiality
- Reassure the child they have done the right thing
- Avoid leading questions
- Record verbatim where possible
- Report immediately to the DSL

Staff must never confront an alleged abuser.

Child-on-child abuse

360 Wrap Around recognises that children can abuse other children.

This includes:

- Bullying (including cyberbullying)
- Sexual violence or harassment

- Physical abuse
- Sharing indecent images
- Hazing or initiation rituals

All incidents are taken seriously, recorded, risk assessed and managed through safeguarding procedures. Victims and alleged instigators are both supported.

Downplaying behaviours as “banter” is not acceptable.

Use of reasonable force

There are times when it is appropriate for staff to use reasonable force to safeguard a child or others. E.g where a child is at immediate risk of hurting themselves, another child, or causing serious damage.

‘Reasonable force’ means the minimum physical contact necessary to prevent harm. Any decision to use reasonable force will be based on the staff member’s professional judgement, the immediate circumstances, and will always aim to de-escalate first.

The Manager and Designated Safeguarding Lead (DSL) will monitor any use of restraint, take action to prevent inappropriate practice, and ensure staff have appropriate support and training to reduce the need for physical intervention (manual handling training). Where a child has SEND and/or recurring behaviours that present risk, we look to their individual support (Access Support Plans) or behaviour plans, agreed with parents where appropriate, to minimise escalation and the need for physical intervention.

Any incident involving reasonable force must be reported to the Manager/DSL as soon as able, recorded in writing, and parents/carers will be informed as soon as possible.

Low level concerns

Any concern about adult behaviour must be reported to the DSL. Low-level concerns:

- Are recorded asap professionally and fully with all the details required on the incident forms provided onsite.
- Are handled proportionately with escalation where necessary but, logged nonetheless to ensure that patterns can be monitored and acted upon.
- May identify patterns that will be overseen by DSL and discussed with Manager and team lead at weekly meetings to ensure that all children are safe and continuous LLC are spotted and can prevent escalation of harm.
- Help prevent harm by following the above and ensuring diligence around LLC that provides a holistic picture of the safety of the children attending 360.

Self-reporting is encouraged and seen as a positive safeguarding action.

Missing Or Uncollected Children

Parents must collect children promptly by 6:00pm.

Where collection is late:

- Parents and emergency contacts are contacted
- The DSL is informed after one hour

- Further action follows Local Authority guidance

A late collection charge of £5 may apply at management discretion.

Children are never released to an unknown adult without parental consent or verification.

Where a child absconds from the setting or has not attended for a number of days we follow the missing child protocol.

Review and Monitoring

This policy is reviewed:

- Annually
- Following changes to guidance
- Following safeguarding incidents

Any deficiencies are remedied without delay. Safeguarding learning is shared across all 360 Wrap Around settings.

Last Review December 2025

Amendments December 2025 Jemma Davis DSL

(Modify child protection and safeguarding to one document)

Next Review January 2026

(Multi team review and amendments to be made based on outcomes of review).

APPENDIX A

Signs of Abuse, Neglect and Exploitation

All staff must be aware that abuse may occur inside or outside the home, inside or outside the setting, and online. Abuse may be perpetrated by adults or other children.

Physical Abuse

Possible indicators include:

- Unexplained bruising or injuries
- Injuries in unusual locations
- Frequent injuries at different stages of healing
- Fear of adults or going home
- Flinching or frozen watchfulness

Sexual Abuse

Possible indicators include:

- Sexualised behaviour inappropriate for age
- Pain, itching or bleeding in genital area
- Difficulty walking or sitting
- Self-harm or eating disorders
- Withdrawal or anxiety

Emotional Abuse

Possible Indicators Include:

- Excessive Withdrawal Or Aggression
- Low Self-Esteem
- Developmental Delay
- Running Away
- Persistent Anxiety

Neglect

Possible Indicators Include:

- Poor Hygiene Or Inappropriate Clothing
- Hunger Or Stealing Food
- Untreated Medical Needs
- Frequent Lateness Or Non-Collection
- Fatigue

Abuse Often Occurs In Combination. Any concerns must be reported to the DSL immediately.

APPENDIX B

Signs of Radicalisation

Radicalisation is the process by which a person comes to support extremist ideology or terrorism.

Possible indicators:

- Isolation from peers
- Fixation on extremist ideology
- Changes in language or behaviour
- Possession of extremist material
- Hostility towards different groups

Concerns must be discussed with the DSL and may result in a Prevent / Channel referral.

APPENDIX C

Female Genital Mutilation (FGM)

FGM is a criminal offence.

Possible indicators FGM may occur:

- Planned travel to high-risk countries
- References to “special ceremonies”
- Withdrawal from education

Indicators FGM may have occurred:

- Pain or difficulty walking
- Frequent toilet use
- Long absences with behavioural change

Mandatory reporting duty applies.

APPENDIX D

Online Safety – Parent & Carer Resources

- <https://www.childnet.com>
- <https://www.internetmatters.org>
- <https://www.nspcc.org.uk/online-safety>
- <https://www.ceop.police.uk>
- <https://parentzone.org.uk>

APPENDIX E

Reporting Flowcharts

CONCERN ABOUT A CHILD

Concern noticed or disclosure made



Record concern factually (date, time, child, what was said)



Report IMMEDIATELY to DSL or Deputy DSL



DSL decides next steps:

- Early Help /
- Referral to RBWM SPA/MASH /
- Police / Emergency services



Record decision and rationale

CHILD IN IMMEDIATE DANGER

Child at immediate risk?



YES



Call 999 / Police



Contact RBWM SPA/MASH



Inform DSL ASAP



Record actions taken

Low-Level Concern About An Adult

Concern about adult behaviour



Report to DSL (or Manager)



Record concern



DSL decides:

- Advice / guidance
- Monitoring
- LADO consultation



Outcome recorded

APPENDIX F

Harmful Sexual Behaviour Continuum

(Adapted from Hackett, 2010)

Appropriate	Inappropriate	Problematic	Abusive	Violent
Age-appropriate curiosity	Single inappropriate behaviour	Repeated concerning behaviour	Coercive or exploitative	Sexual violence
Mutual	Consent unclear	Power imbalance	Victimised child	Serious harm

All behaviours on this continuum must be reported to the DSL.