



## Technokids clubs Child Protection and Safeguarding Children Policy

This policy was adopted on February 19<sup>th</sup>, 2026  
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## Key Contacts

Role	Name	Contact details
Designated Safeguarding Lead	Bruce Harrison	07973 684585 info@technokids.co.uk
Deputy Designated Safeguarding Lead	In DSL's absence teachers will refer to School safeguarding team	
Local Authority Safeguarding contact	Surrey Children's Single Point of Access (C-SPA)	Phone: 0300 470 9100 (Monday - Friday 9am - 5pm) Out of hours phone: 01483 517898 (emergency duty team) Email: <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>
Police contact details	Esher Police	Elmbridge Civic Centre, High St, Esher, KT10 9SD
Hounslow LADO		0208 583 6600
Surrey LADO		0300 123 1650 07742763145

Technokids is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from harm and/or maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

## **1. Introduction**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes
- providing early help/support as soon as problems emerge
- protecting children from risks both online and offline.

1.1. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play ensuring children and young people are safe from abuse, exploitation and harm. Our organisation is committed to safeguarding children and aims to create a culture of vigilance.

1.2. Our pupils' welfare is our paramount concern. The management team will ensure that our club leaders will safeguard and promote the welfare of pupils and work together with agencies to ensure that our club has adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

1.3. Technokids is part of a community, and all those directly connected - teachers, Licencees, management, parents, families and pupils - have an essential role to play in making it safe and secure for all.

## 2. Our Ethos

- 2.1 We believe that Technokids clubs should provide a caring, positive, safe and stimulating environment that promotes the social, physical, mental and moral development of the individual child; enabling all children to thrive.
- 2.2 We recognise the importance of providing an environment within our club sessions that will help children feel safe and respected. We are aware of the importance of enabling children to talk openly and to feel confident that they will be listened to. We appreciate that both mental and physical health are relevant to safeguarding and the welfare of children.
- 2.3 We recognise that all adults within the organisation, including permanent, supply staff, temporary staff, volunteers, parents and others, have a full and active part to play in protecting our pupils from harm.
- 2.4 We will work with parents and guardians to build a solid understanding of Technokids' responsibilities to promote the welfare of all children, including the need for referrals to other agencies in some situations. This means:
- Protecting children from maltreatment
  - Preventing impairment of children's health or development
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - Taking action to enable all children to have the best outcomes
  - Due regard will be given to issues of race, religion, culture, language, gender, sexual orientation and disability in all eventualities.
- 2.5 Technokids will fulfil its commitment to safeguard and promote the welfare of children by:
- Ensuring there is senior management commitment to safeguarding and child protection
  - Having clear lines of accountability and structures
  - Supporting a culture that enables safeguarding issues and promotion of children's welfare to be addressed, and ensuring that accurate records with regard to actions and decisions are made
  - Ensuring all staff are appropriately trained in safeguarding children.

## 2.6 Technokids aims to:

- Ensure that all club leaders / licensees are aware of the importance of safeguarding & child protection, and of their responsibilities for identifying and reporting actual or suspected abuse.
- Ensure that pupils and parents are aware that the club takes safeguarding & child protection seriously and will follow the appropriate procedures for identifying and reporting abuse, and for dealing with allegations against staff.
- Establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to
- Ensure that children know that there are adults present who they can approach if they are worried or are in difficulty
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- Ensure that we comply with all statutory guidance relating to the Prevent Duty
- Ensure that staff understand their duty to safeguard pupils against Female Genital Mutilation (Working Together to Safeguard Children 2023).

## 3 Scope

3.1 In line with the law, this policy defines a child as anyone under the age of 18 years.

3.2 This policy applies to all members of staff in our organisation, including all permanent, temporary and support staff and licensees.

3.3 This policy applies to all learners attending our clubs.

3.4 This policy should be considered alongside other related club policies. These are:

- Safer recruitment
- Health and Safety
- Code of conduct
- Acceptable use of ICT
- Class Behaviour
- Dismissal procedures

## 5 Working Together

- 5.1 Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. "Everyone who comes into contact with children and families has a role to play" - *Working Together to Safeguard Children 2023*.
- 5.2 All club leaders, including support and cover, are aware of the key staff to speak to in relation to safeguarding concerns. Children know to tell an adult, and relevant information is then written down and passed on to the DSL (Bruce Harrison).
- 5.3 Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the procedures set out in the Surrey Safeguarding Children Partnership guidelines. The Designated Safeguarding Lead (DSL) or Safeguarding Officer will contact the SSCP Referral Team, to discuss the concern and get advice about next steps. In an emergency the DSL will contact the local police.
- 5.4 Where the level of concern does not identify a child protection issue, but where safeguarding concerns are identified, the DSL will contact the Surrey Children's Single Point of Access (C-SPA) for advice on **0300 470 9100**.
- 5.5 Where the level of concern does not identify a safeguarding issue, but could lead to more serious concerns if left, staff must follow the procedures set out in the Team Around the Family (TAF) guidance. This may involve signposting to or involving more appropriate agencies for support and may involve the school in acting as lead agency in a TAF. This is a voluntary process where families agree to work with representatives with relevant agencies to work through their difficulties. These agencies could include: housing, health, probation, and young people's services, as well as education. Good practice would be for the family to be involved in choosing the agency who leads the TAF process.
- 5.6 **Early Help and Prevention** - Identification of the need for early help and support for children and families is vital. All staff are aware they can signpost or refer parents to the Family Support Worker for early help and support with a variety of issues including: housing, finances, relationship issues and managing children's behaviour.
- 5.7 Club leaders are trained to identify children and young people who show signs of needing support with their emotional well-being and/or mental health issues. These concerns would be discussed with parents and, where

appropriate, the child would be referred for school support, or school from an appropriate agency.

- 5.8 Club leaders are required to keep up to date with all changes in safeguarding legislation and procedures. All staff will be updated / engage in regular safeguarding reviews in order to stay up to date with the latest relevant information (at least annually). All staff are aware of possible indicators for different forms of abuse and neglect and the signs and symptoms. Staff are signposted to relevant, up-to-date Safeguarding & Child Protection documents which contain detailed information about these issues.
- 5.9 Technokids will ensure that all club leaders and staff know to consult with the Technokids DSL (Bruce Harrison) or directly with the School DSL where there are safeguarding or child protection concerns.
- 5.10 Parents of children in the club will be informed of the club's duties and responsibilities in relation to Safeguarding and Child Protection procedures by access to the club Safeguarding Policy, which is available at [www.technokids.co.uk](http://www.technokids.co.uk).
- 5.11 **Pupil Information** - We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur:
- Names and contact details of persons with whom the child normally lives
  - Names and contact details of all persons with parental responsibility
  - Emergency contact details
  - Details of any persons authorised to collect the child from school (if different from above)
  - Details of any special and/or medical needs
  - Any other factors which may impact on the safety and welfare of the child.
- 5.12 **Confidentiality** - Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Club leaders will be given relevant information only on a “need to know” basis in order to support the child if that is necessary and appropriate. We are, however, under a duty to share any information which is of a child protection nature.

We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff.

## 6. **Specific Issues and Vulnerabilities**

6.1 Abuse and neglect and exploitation are forms of maltreatment of a child/young person. A child/young person is abused, neglected or exploited when harm is inflicted on them or when there is failure to prevent harm by their carer.

Abuse of a child/young person can occur in the family or in an institution or community setting, by those known to them or, more rarely, by others, e.g. via the internet. They can be abused by an adult or adults, or by a child or children. There are four categories of abuse (Working Together to Safeguard Children, HM Gov 2023).

6.2 **Physical Abuse** - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child/young person. Harm can also occur due to practices linked to faith and culture, e.g. Female Genital Mutilation (FGM).

6.3 **Emotional Abuse** - Emotional abuse is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children/young people frequently to feel frightened or in danger, or the exploitation or

corruption of children/young people. Some level of emotional abuse is involved in all types of maltreatment of a child/young person, though it may occur alone.

- 6.4 **Sexual Abuse** - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetrative (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

- 6.5 **Neglect** - Neglect is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person's development.

Neglect may occur during pregnancy (e.g. as a result of maternal substance abuse, maternal mental ill health or learning difficulties, or a cluster of such issues). Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child/young person from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

This may also include neglect of, or unresponsiveness to, a child/young person's basic emotional needs.

- 6.6 **Additional Information** - Traditionally, the above four categories of child abuse have been recognised in literature; however, more recently, the categories of child abuse have been extended by some experts, for example the NSPCC describes categories of child abuse as:

- **Domestic abuse** - witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships
- **Sexual abuse** - a child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online
- **Neglect** - an ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm
- **Online abuse** - any type of abuse that happens on the Web, whether through social networks, playing online games or using mobile phones
- **Physical abuse** - deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts
- **Emotional abuse** - children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm
- **Child Sexual Exploitation** - a type of sexual abuse in which children are sexually exploited for money, power or status
- **Female Genital Mutilation** - the partial or total removal of external female genitalia for non-medical reasons
- **Bullying and cyberbullying** - bullying can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally
- **Child trafficking** - a type of abuse where children are recruited, moved or transported, and then exploited, forced to work or sold
- **Grooming** - children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional
- **Harmful sexual behaviour** - children and young people who develop harmful sexual behaviour harm themselves and others.
- **Child on Child Abuse** (often referred to as peer-on-peer abuse) defined as any form of physical, sexual, or emotional harm or neglect inflicted by a child or young person upon another child. It includes, but is not limited to, bullying, cyberbullying, sexual violence, harmful sexual behaviour, and coercion, occurring in person or online.

6.7 Working Together to Safeguard Children 2023 states that “safeguarding and promoting the welfare of children” means the process of:

- Protecting children from maltreatment (i.e. abuse or neglect)
- Preventing impairment of children’s health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

- Undertaking that role so as to enable children to have optimum life chances and to enter adulthood successfully.

6.8 “Child Protection” is part of safeguarding and promoting welfare. The term “child protection” refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

## 7 Roles and Responsibilities

7.1 **Technokids Managers/Head Teacher** responsibilities include:

- Communicating clearly the club’s safeguarding policy and procedures to all members of the community by providing link via email/other means.
- Ensuring safer recruitment practice is followed when recruiting for posts
- Ensuring appropriate action is taken when an allegation is made against a member of staff
- Ensuring all appropriate checks are made in relation to all staff, volunteers and visitors, permanent or temporary.
- Ensuring shortlisted candidates are informed that online searches may be done as part of pre-recruitment checks.
- Ensuring that all staff are made aware of their roles and responsibilities in relation to this policy
- Ensuring that all staff have read the policy and are aware of what actions they need to take
- Identifying and providing any additional training and support needs required by staff to enable them to perform their duties as defined in this policy
- Monitoring periodically, staff awareness of their roles in relation to this policy
- Following other appropriate procedures, simultaneously where necessary e.g. disciplinary procedures, complaints and incident reporting
- Ensuring all staff receive adequate safeguarding supervision considering the vulnerabilities and risks for children.
- Maintain strong procedures for managing low-level concerns regarding staff behaviour in order to prevent escalation.

7.2 **Designated Safeguarding Lead** responsibilities include:

- Ensuring all staff are aware of the DSL and school DSL contact details, and acting as a point of contact
- Referring cases of suspected abuse to the local authority children’s social care as required
- Supporting staff who make referrals to local authority children’s social care

- Keeping detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program etc.
- Being familiar with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Referring cases to the Channel programme where there is a radicalisation concern as required
- Supporting staff who make referrals to the Channel programme
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Referring cases where a crime may have been committed to the police as required
- Liaising with the school Headteacher or principal to inform of issues - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaising with the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
- Liaising with school staff (especially pastoral support staff, school nurses, IT technicians, and SENCOs, or the named person with oversight for SEN) on matters of safety and safeguarding (including online and digital safety) and, when deciding whether to make a referral, liaising with relevant agencies
- Acting as a source of support, advice and expertise for all staff
- Understanding the assessment process for providing early help and statutory intervention, including local criteria for action and local children's social care referral arrangements
- Ensuring each member of staff has access to, and understands, the clubs Safeguarding and child protection policy and procedures, especially new and part-time staff
- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Digital Recordkeeping: Ensuring digital recording of any safeguarding/child protection concerns.
- Understanding and overseeing generative AI & online safety, taking lead responsibility for understanding the filtering and monitoring systems and processes in place, and implementing appropriate filtering and monitoring on devices and networks.
- Strengthening policies to include cybersecurity standards to protect children's data and reduce risks of cyber-attacks

### 7.3 Individual responsibilities include:

- All staff should actively safeguard and promote the welfare of children
- All staff need to understand their role in identifying emerging problems and to share information with other professionals to support early identification and assessment
- All staff should know the Designated Safeguarding Lead's name and contact details including telephone numbers and email and the relevant school DSL and Deputy DSL contact details.
- All staff should, in particular, be alert to the potential need for early help for a child who is disabled and has specific additional needs; has special educational needs; is a young carer; is showing signs of engaging in anti-social or criminal behaviour; is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence; has returned home to their family from care; and/or is showing early signs of abuse and/or neglect
- All staff will complete relevant training every 12-24 months and be aware of all their responsibilities in line with Keeping Children Safe in Education.
- Concerns that children are at risk of, or suffering from, child abuse or neglect must be discussed with the DSL or school Safeguarding team.. Reasons for the concern and actions taken should be documented.
- Any decisions taken not to share information with other agencies regarding a child potentially experiencing harm or neglect should be clearly documented.
- All staff should seek safeguarding supervision when they have concerns for vulnerabilities and risks to children
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need (Working Together, 2023)
- What should you do if you are worried about a child? - Do not minimise your concerns or assume someone else will do something. Do discuss your concerns with your DSL or Head Teacher. If necessary, consult a member of the relevant local authority Safeguarding Children Team.

## 8. Early Intervention

### 8.2 Pupil Behaviour

Technokids will always aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy. We are aware that any physical response from a member of staff to a

pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

- No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident.

## **9. Responding to Concerns from a Child**

### **9.1 All staff must:**

- Listen to what the child is saying without interruption and without asking leading questions
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that they have done the right thing in telling
- Explain to the child that, in order to keep them safe from harm, the information that has been shared must be passed on
- Report what has been disclosed to the DSL and the school
- Record, as soon as is practicable, what was said using the child's actual words
- Sign and date the record and record the concern.

### **9.2 The DSL will:**

- Assess any urgent medical needs of the child
- Consider whether the child has suffered, or is likely to suffer, significant harm
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a CPP, or a Child in Need plan
- Confirm whether any previous concerns have been raised by staff
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- Seek advice from Local authority Designated Officer / LSCP if unsure whether a child protection referral should be made.

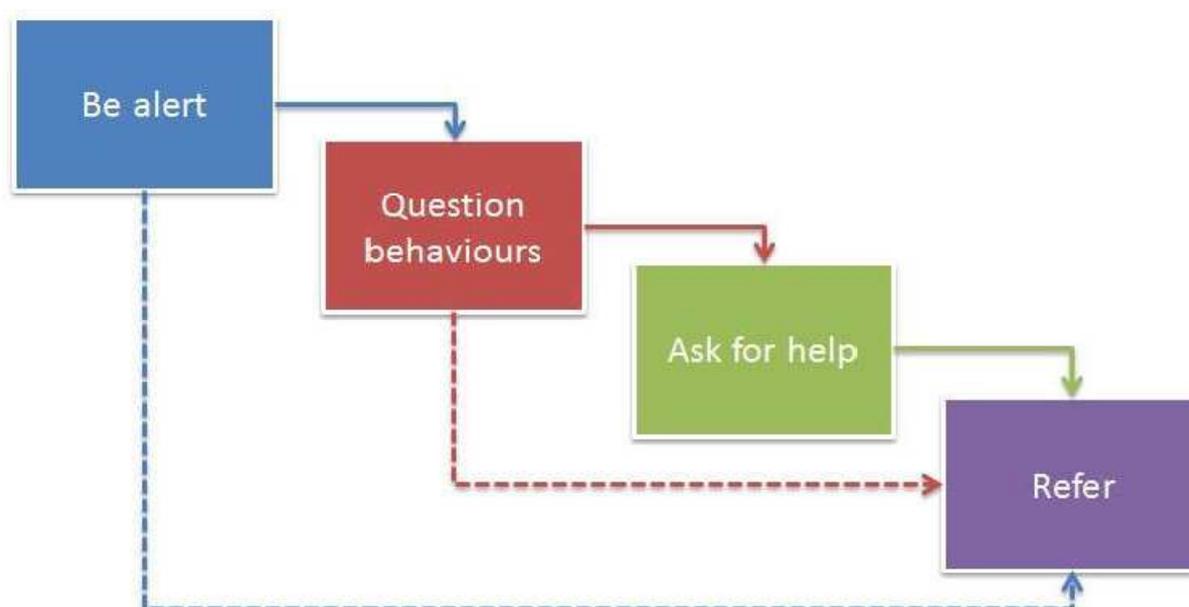
## **10. Allegations Against Members of Staff**

**10.1** Any allegation of abuse made against a member of staff (including supply teachers, support staff etc) in relation to a pupil must immediately be brought to the attention of the DSL and school safeguarding team.

- 10.2 Should the DSL be the subject of the allegation, the DSL will immediately report to the school safeguarding team to establish (as outlined in Keeping Children Safe in Education 2020) “the nature, content and context of the allegation” and agree the appropriate course of action. In some cases, allegations may be so serious that they will require immediate intervention by the police and/or children’s social care services.
- 10.3 If the allegation against a member of staff (including supply teachers, support staff) meets the criteria set out in the local authority Threshold document OR any of the following criteria, the DSL (or other lead person) must report it to the Local Authority Designated Officer (LADO) the same day:
- They have behaved in a way that has harmed a child, or may have harmed a child
  - They possibly committed a criminal offence against or related to a child
  - They have behaved towards a child or children in a way that indicates they may pose a risk of harm to children
  - They’ve behaved towards a child or children in a way that indicates he/she is unsuitable to work with children
- 10.4 For other allegations, DSL/school safeguarding team will decide if further enquiries are required prior to referral to the Local Authority Designated Officer.
- 10.5 Where the DSL considers that a referral may be warranted under Child Protection Procedures and an allegation appears to meet the criteria, the DSL will inform the LADO who can consult the police and children’s social care professionals as appropriate.
- 10.6 The LADO should also be informed of any allegations that are made directly to the police or to children’s social care.
- 10.7 All alleged physical injuries must be investigated by the appropriate external agencies.

## 11. Procedures

11.1 There are four key steps to follow to help all staff identify and respond appropriately to possible abuse and/or neglect.



- If an incident occurs or is suspected, all staff should take personal responsibility for reporting the allegation and not assume that somebody else will take action/share information that might be critical in keeping children safe
- The DSL or deputy DSL must be informed of the allegation, who will report this to the school Head Teacher or, if the allegation is against the Head Teacher, to the Governors
- The DSL will consult local escalation protocol and ensure the allegation is acted on within the school day.
- It may not always be appropriate to go through all four stages sequentially. If a child is in immediate danger or is at risk of harm, staff should refer to children's social care and/or the police and inform the DSL. Before doing so, staff should try to establish the basic facts. However, it will be the role of social workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation
- Staff should record, in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for those decisions.
- Records will include specific details, accurate information, action taken and outcome.
- Referrals will be followed up in writing as soon as possible and within 48 hours.

12. **Monitoring and Reviewing**

12.1 The DSL will continually monitor Technokids' child protection and safeguarding practices.

12.5 The Policy will be reviewed annually.