



Child Protection & Safeguarding Policy

Ramajay Kids is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm, and radicalisation. We act from the viewpoint that safeguarding is everyone's responsibility.

We will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Ramajay Kids' child protection procedures comply with all relevant legislation and with guidance issued by Bromley Safeguarding Children Partnership (BSCP), Keeping Children Safe in Education (KCSIE 2024), and Working Together to Safeguard Children (2023).

There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns, and liaises with external agencies (eg Social Care and Ofsted).

The Club's designated DSL is Tiana Parry.

RAMAJAY KIDS LTD – CHILD PROTECTION & SAFEGUARDING POLICY

1 PURPOSE AND AIMS

1.1 The purpose of Ramajay Kids' safeguarding policy is to ensure **every child** who is registered at the Club **is safe and protected from harm**.

1.2 This policy gives **clear direction** to all staff, including volunteers **about expected behaviour** and our **legal responsibility** to safeguard and promote the welfare of all children at the club.

2 TRAINING AND INDUCTION

2.1 Safe recruitment practices are followed for all new staff at Ramajay Kids and all staff have completed and are up to date with all safeguarding training and basic training in the Prevent Duty.

2.2 This policy is provided to all staff at induction, alongside our *Staff Code of Conduct* and *Behaviour & Electronics Policy*. In addition, all staff are provided with Part One of the statutory guidance from KCSIE 2024 and 'What To Do If You're Worried A Child Is Being Abused (2015)'.

2.3 All staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adult's behaviour or practice.

2.4 All staff are familiar with the Documents Folder and the Safeguarding File and its location at the Club.

3 MANAGING DISCLOSURES & CONCERNS

3.1 Staff working with children are advised to maintain an **attitude of 'it could happen here'** where safeguarding is concerned.

3.2 When concerned about the welfare of a child, staff should **act immediately**, and always act in the **best interests of the child**.

Disclosures

3.3.1 If a child or young person has approached you, you should **listen** and make sure they know they have done the right thing.

3.3.2 **Notify** the child or young person that only the people who need to know will be informed.

3.3.3 The disclosure must be **reported to the DSL** (or a deputy) and **recorded** in writing using the *Logging a Concern* form, which can be found in the Club documents folder.

Concerns

3.4 If staff have a concern, they should **report it to the DSL** (or a deputy) and **record** the concern in writing using the *Logging a Concern* form, which can be found in the Club documents folder.

Allegations Against Staff

3.5.1 If anyone makes an allegation of child abuse against a member of staff, the allegation should be **recorded** in writing using the *Incident Record* form which can be found in the Club documents folder.

3.5.2 Any witnesses to the incident should sign and date the entry to confirm it.

3.5.3 The allegation must be **reported to the LADO** immediately and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and Ramajay Kids will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

4 RECORDS & INFORMATION SHARING

4.1 Any information recorded is kept in the Safeguarding File, in a secure cabinet.

4.2 These files will be the responsibility of the DSL and kept confidential, held securely and comply with the DPA 2018 and UK GDPR.

5 CONTACT INFORMATION

Designated Safeguarding Lead: Tiana Parry | 07397 050838

Bromley

Children's Services: 020 8461 7373 | CandFhub@bromley.gov.uk

Children's Services out of hours contact: 0300 303 8671

Local Authority Designated Officer: Gemma Taylor | LADO@bromley.gov.uk
<https://childrensportallcs.bromley.gov.uk/web/portal/pages/home>

Bromley Safeguarding Children Partnership: 020 8461 7816

Local Authority Prevent Co-ordinator: prevent@bromley.gov.uk

National

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

ACT Early Support Line: 0800 011 3764

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy was adopted by: Ramajay Kids

Signed: Tiana Parry

Last reviewed: May 2025

To be reviewed: May 2026