



## Simply Fun Childcare Limited Safeguarding Document

### The purpose and scope of this policy statement

Simply Fun Childcare Limited works with children and families as part of its activities. These include: Holiday camps and afterschool clubs and PE delivery for children aged 4-11. Safeguarding the children we care for is of paramount importance to everyone that represents our company.

### The purpose of this statement is:

- To protect children and young people who receive Simply Fun Childcare Limited's services. This included the children and adults who use our services.
- Clearly outline roles and responsibilities and explain our procedures for preventing, responding, reporting and managing safeguarding matters.
- To provide children parents and staff with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Simply Fun Childcare Limited.

### We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and work in a way that protects them.

### We recognise that:

- The welfare of children is paramount alongside children's adults who look after them. We understand families trust us and as a result may disclose sensitive information to us regarding safeguarding issues such as domestic violence for example.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carer's and other agencies is essential in promoting young people's welfare
- People may try to infiltrate our organisation to commit acts against children and we need to vet each member of staff/volunteer. Everyone who works for us must have an enhanced DBS check carried out and contact made with a previous employer/representative to establish a back round before interview stages commence. Our interview process involves our company director and DSL (Oliver Kanner) having a telephone interview, a face to face interview and then if successful a trial session at one of our schools.
- New staff members will have an enhanced DBS undertaken with us and then registered with the update service. For Staff that join with an existing DBS we will renew within a 3 year period, if not registered with the update service.



### **We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Appointing a nominated child protection safeguarding lead (Oliver Kanner)
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our “Reporting safeguarding checklist” document to share concerns and relevant information with agencies or local authorities who need to be made aware of safeguarding concerns or incidents involving children, parents, families and carer’s
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Sharing information about child protection and safeguarding best practice with children, their families, staff via leaflets, posters and one to one discussions if needed
- Recruiting staff safely, ensuring all necessary checks are made (enhanced DBS checks for all staff)
- Providing effective management for staff through supervision, support, training and quality assurance measures
- Implementing a code of conduct for staff
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe environment for our children, and staff, by applying health and safety measures in accordance with law and regulatory guidance
- Recording and storing information professionally and securely

### **Roles and Responsibilities of DSL (Oliver Kanner) and Deputy DSL (Scarlett Kelly)**

- To ensure children and staff are safe when in our care.
- To ensure staff know how to report a safeguarding concern.
- To provide information and documentation to make it easy for staff to report safeguarding issues and concerns.
- Be someone that children, staff and adults trust.
- Ensure child protection files are up to date.

### **Procedures for responding to concerns about a child or young persons wellbeing**

- If this happens during a PE lesson or after – school club at one of our schools we work in our member of staff will report his/her concern to the designated DSL at the school and have the incident logged on CPOMS if required. The incident will also be reported to Oliver Kanner/Scarlett Kelly (DSL and deputy DSL) and one of our recording safeguarding concerns forms will be completed. If required we also make contact with the relevant point of contact with the local authority/parent/carer and report/discuss in more detail.
- If this happens during one of our holiday camps, the member of staff will report it to the site manger immediately who will then contact Oliver Kanner/Scarlett Kelly for further



action. A safeguarding concerns form will be filled out and local authority/parent/carer will be informed.

- If we feel a child is in immediate danger will notify the police, authority and parent/carer immediately.

### **Dealing with allegations of abuse against a child or young person**

- Staff will inform our site manager and Oliver Kanner/Scarlett Kelly immediately.
- DSL will then find out local authority to contact based on child/young persons address and make contact for further advise along with informing police if in immediate danger.

### **Day – Day pro active behavior**

- During our holiday camps all staff have 2 mandatory and compulsory daily meetings. The first is in the morning which includes discussions around the children we have on site that day and how best we can support and safeguard them. If we have notes from a child's registration pack that are relevant to uphold our safeguarding standards we will share and use. For example if we have a child who has a social worker we can pay extra attention to them as their individual needs may be higher than others. If sensitive information is provided to us by a school or HAF representative we will also use this and share this amongst staff. Afternoon meetings are in place to discuss any safeguarding issues/concerns that have arisen from the day.

### **Related policies**

This policy should be read alongside our organisational policies and procedures including:

- Procedures for responding to concerns about a child or young persons wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff
- Safer recruitment policy and procedures
- Adult to child supervision ratios
- Code of conduct for staff
- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Child protection records retention and storage policies

### **Contact details**

- DSL (Oliver Kanner)



07946007937 [info@simplyfunchildcare.com](mailto:info@simplyfunchildcare.com)

- Deputy DSL (Scarlett Kelly)  
07847315655

### **Borough of Wandsworth**

Telephone: 020 8871 7899 Telephone outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000 [mash@wandsworth.gov.uk](mailto:mash@wandsworth.gov.uk)

<https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concern-about-a-child/>

### **Borough of Richmond and Kingston**

Concerned about a child in Kingston or Richmond?

If you have any safeguarding concerns please make a referral to our Single Point of Access through using the following link [SPA referral form](#) or contact SPA on 020 8547 5008 or 020 8770 5000 (out of hours)

If you think a child is in immediate danger you should call 999.

If you would like to contact the Kingston and Richmond Safeguarding Children Partnership you can do so via:

Tel: 07834 386459

Email: [lscb-support@kingrichlscb.org.uk](mailto:lscb-support@kingrichlscb.org.uk)

### **Surrey County Council**

If you are a child or young person being abused or neglected, or an adult who is concerned about a child or young person's safety and wellbeing, you can contact the Children's Services 'Single Point of Access' between 9am to 5pm on Monday to Friday.

- **Phone:** 0300 470 9100
- **Email:** [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

For people with hearing or speech impairments:

- **Text line:** 07527 182861
- [Sign Language Video Relay Service](#)

During evenings, weekends and bank holidays, the [Emergency Duty Team](#) is available:

- **Phone:** 01483 517898
- **Email:** [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

For people with hearing or speech impairments:



- **Text line:** 07800 000388
- **Text relay** (a speech-to-text translation service): 18001 01483 517898

### **Merton Safeguarding Children Partnership**

Requests should be made by completing the [Children and Family Hub Request for Service form](#) and emailing to [candfhub@merton.gov.uk](mailto:candfhub@merton.gov.uk)

If you would like to discuss a possible referral or seek advice and guidance you can contact the Children and Families Hub for consultation on:

**Tel: 020 8545 4226 or 020 8545 4227 (out of hours: 020 8770 5000)**

**Fax: 020 8545 4204**

You do not have to give your name and your conversation will be treated confidentially.

In an emergency contact the police by telephone on 999

Children and Families Hub  
Children, Schools and Families Department  
12th Floor, Merton Civic Centre  
London Road  
Morden  
SM4 5DX

### **Southwark Safeguarding Children Partnership**

You'll find a variety of information on the official [Southwark Safeguarding Children Board \(SSCB\)](#) website.

If you have any questions about the work of the safeguarding partnership, [visit our website](#).

MASH

If you're concerned about a child who may be suffering harm, contact the Multi-Agency Safeguarding Hub (MASH) to make a referral on **020 7525 1921**. For an out of hours social worker, phone **020 7525 5000**.

### **NSPCC information on types or abuse and managing allegations**

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-made-against-a-child#skip-to-content>



## **Kensington & Chelsea**

If you have concerns about the safety and welfare of a child who lives in Kensington and Chelsea, contact us at Social Services Line.

Social Services Line provides a single point of contact for professionals and members of the public who want to seek support or raise concerns about a child and pass on your concerns to the correct social work team who will listen, assess your concerns, and can take action if a child is at risk:

**telephone: 020 7361 3013 Monday to Friday, 9am to 5pm**

**outside of office hours: Emergency Duty Team 020 7373 2227**

This policy was last updated on January 6th 2025 and will be reviewed on a yearly basis or in line with the necessary regulations, legislation or guidance that is relevant/applicable to this policy. This policy will be reviewed by and signed off by Oliver Kanner.