



Safeguarding Children Policy

Cognition Creative Learning CIC





Change Log and Review Tracker

DATE OF REVIEW	CHANGES MADE	SIGNED BY
28/01/2021	<ul style="list-style-type: none"> Acknowledge use of Google Meet for teaching and working with children. Acknowledge online gaming sessions and how we supervise. Acknowledge how we would address a safeguarding concern arising from being 'virtually' in a child's home 	S Calienda L Ageneau B Cole
29/04/2021	<ul style="list-style-type: none"> Reviewed. Changed to say that parents can take photographs of their own child during sessions. 	S Calienda L Ageneau B Cole
23/07/2021	<ul style="list-style-type: none"> Policy reviewed and agreed in the Board meeting 23rd July 2021. No changes made. 	S Calienda B Cole L Ageneau
8/03/2022	<ul style="list-style-type: none"> Changed to refer to adapting to a school or educational setting's Safeguarding Policy. (page 7) Policy reviewed and agreed on 8th March in Board meeting. 	S Calienda B Cole L Ageneau
16/04/2023	<ul style="list-style-type: none"> Reviewed and agreed Briony Cole added as DSL Peer on Peer abuse changed to Child on Child abuse as per KCSIE 2022 update 	B Cole S Calienda



Safeguarding Children Policy

Policy statement

At Cognition Creative Learning we are committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Cognition Creative Learning will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Cognition Creative Learning child protection procedures comply with all relevant legislation.

Cognition Creative Learning's Designated Safeguarding Lead (DSL) is **Sophie Calienda**. Deputy Safeguarding Lead is **Briony Cole**. The DSL coordinates child protection issues and liaises with external agencies.

Cognition Creative Learning's staff will always act in accordance with school safeguarding policies. The below applies to any Cognition hosted classes that take place outside of a school setting. With pupils enrolled in a school where Cognition Creative Learning have been employed all safeguarding concerns will follow the procedures outlined by the school or Trust.

Child Abuse and Neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved or inadequate. Some



level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Domestic abuse** Domestic abuse has been added to the list of safeguarding issues that all staff should be aware of. Domestic abuse:
 - can be psychological, physical, sexual, financial, or emotional
 - can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships

Signs of Child Abuse and Neglect

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour
- Deterioration in a child's general well-being
- Unexplained bruising or marks
- Comments made by a child which give cause for concern
- Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed



When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will act on the disclosure
- Record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the incident straightaway.

If a third-party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Cognition Creative Learning is obliged to and the incident will be logged accordingly.

Child on Child Abuse

Children are vulnerable to abuse by other children. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child on child abuse:

- Sexual activity (in primary school aged children) of any kind, including sexting, upskirting
- One of the children is significantly more dominant than the other(s) (e.g. much older)
- One of the children is significantly more vulnerable than the other(s) (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child on child abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.

Extremism and Radicalisation



All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- Suffering from mental health issues such as depression
- Desire for adventure or wanting to be part of a larger cause
- Associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive
- Claiming that terrorist attacks and violence are justified
- Viewing violent extremist material online
- Possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any information or observations on a **logging a concern form**, and refer the matter to DSL.

Child Sexual Exploitation (CSE)

Occurs where an individual or a group takes advantage of an imbalance of power to coerce, manipulate or deceive a child (under 18) into sexual activity in exchange for

- Something the victim wants/needs
- For financial advantage or increased status of the perpetrator

Child Sexual Exploitation does not always involve physical contact; it can also occur using technology.

CSE may occur in conjunction with criminal activity. Indicators can include the child being in possession of unexplained 'gifts', problematic or inappropriate sexual behaviour for their age.



If a member of staff suspects that a child's behaviour indicates CSE, they will record any relevant information or observations on a **Logging a concern form**, and refer the matter to the DSL.

Honour Based Violence (HBV)

Honour Based Violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community. HBV includes:

- Forced marriage
- Female Genital Mutilation (FGM)
- Procedures such as 'Breast Ironing'
- Honour Killings

All forms of HBV are abuse (regardless of the motivation) and should be handled within child protection procedures.

Logging a Concern

All information about the suspected abuse or child on child abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a Concern form** as soon as possible after the event. The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened (use the child's own words if recording a disclosure)
- Name, signature and job title of the person making the record.

The record will be given to the Designated Safeguarding Lead who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.



For minor concerns regarding **radicalisation**, the DSL will contact the Cornwall and Isles of Scilly Safeguarding Children Partnership. For more serious concerns the DSL will contact the police on the non-emergency number or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the police on 999.

When working in a school setting or other educational environment, Cognition Creative Learning staff will defer to the school's (or setting's) safeguarding policy and refer any concerns directly to their DSL.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record form**. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the DSL. The DSL will advise if other agencies (e.g. police) should be informed, and Cognition Creative Learning will act upon their advice. Any telephone records will be followed up in writing within 48 hours.
- Following advice, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Directors will make a referral to the Disclosure and Barring Service.

Promoting Awareness Amongst Staff

Cognition Creative Learning promotes awareness of child abuse and the risk of radicalisation through its staff training. Cognition Creative Learning ensures that:

- The DSL and deputy DSL have relevant experience and receive appropriate training in safeguarding and the Prevent Duty.
- Designated Safeguarding Lead training is refreshed every two to three years
- Safer recruitment practices are followed for all new staff
- All staff have a copy of this **Safeguarding Children Policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation



- All staff are aware of their statutory duties regarding the disclosure or discovery of child abuse, and concerns about radicalisation
- All staff receive basic safeguarding training and safeguarding is on the agenda at all staff meetings
- All staff receive basic training in the Prevent Duty
- Cognition Creative Learning's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with the guidance in 'What To Do If You're Worried A Child Is Being Abused (2015)'.

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission. Mobile phones are only to be used to contact other staff members between rooms while children are on site. Mobile phones are not to be used to take photographs of children who do not have photo consent. Visitors, including parents and guardians are encouraged not to use their mobile phones while on the premises. Parents who attend the sessions with their children may take images of their own child during the session with permission from **the session leader**.

Photographs or video footage of pupils should only be taken when an employee has been given direct permission to do so by the Directors and school setting. Any such use should always be transparent and only occur where parental and institutional consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the Cognition Creative Learning procedures.

Online Teaching and Classes

Throughout the National Lockdown and COVID-19 pandemic we have adjusted our provision to include online tutoring and 'virtual after-school clubs'. Children who are online are just as vulnerable to abuse and as staff we may bear witness to abuse or raise concerns over a child's wellbeing. Using Video Calling also places us in a vulnerable position with regard to allegations. All Cognition Learning staff adhere to the following guidelines:

- Children who receive 1:1 tutoring are in the presence (door open) of their parents or other responsible adult.



- Cognition Learning staff will always dress appropriately and ensure that their background is clear and professional.
- When hosting group sessions children’s online behaviour will be monitored by a member of Cognition Learning and our behaviour policy will be followed.
- Parents will be kept informed of the online services rendered, content of sessions and any inappropriate behaviour or concerns
- Any Safeguarding Concerns arising from online sessions will be dealt with as normal, as per our Safeguarding Policy.

Contact Numbers

Children’s Services: 0300 1234 101

Prevent Team: 01392 225130

Police (non emergency contact) 101 or 999 (emergency)

Anti terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

This policy was adopted by	Cognition Creative Learning	(name of provider)
On	25th July 2020	(date)
Date to be reviewed	July 2023	(date)
Signed on behalf of the provider	Sophie Calienda	
Name of signatory	Sophie Calienda	
Role of signatory (e.g. chair, director or owner)	Director	