



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Safeguarding - Child Protection Policy

Xtra time and 1st Touch Coaching believes that every child has the right to feel secure and safe from abuse and harm. We are committed to protecting all the children in our care from harm during their time at Xtra time in line with the underlying principles of 'Helping Every Child Achieve More'.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DFES 2015).

Xtra time and 1st Touch Coaching has written this policy to ensure that best practice and procedures are carried out. This policy complies with Hertfordshire Safeguarding Children's Partnership guidance. www.hertssafeguarding.org.uk Which includes statutory guidance, 'working together to safeguard children' (2018).

We have three nominated Designated Safeguarding Leads (DSL) **George Akhtar**, **Momina Ahmed** and **Rebecca Hazell** who coordinate our child protection policy and procedures at Xtra Time settings.

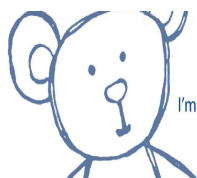
The 1st Touch Coaches will report to the Schools Safeguarding Designated Lead.

Child abuse can manifest itself in a variety of different ways and across all cultures, areas and social-economic groups.

Definitions of Child Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Emotional abuse is the persistent emotional ill-treatment of a child causing severe and persistent adverse effects on the child's emotional development, often by making them feel they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic Abuse - Act 2021 is the abusive behaviour of one person towards another person who is personally connected to one another. The abuse comes in the forms of: Physical or Sexual, Violent or Threatening behaviour, controlling / coercive behaviour, economic, psychological and emotional abuse.

Being exposed to domestic abuse in childhood is child abuse, whether the child experiences it directly or indirectly.

Hearing the abuse from another room.

Seeing someone they care about being injured and/or distressed.

Finding damage to their home environment.

Being hurt from being caught up in or trying to stop the abuse.

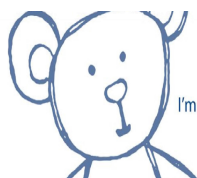
Not getting the care and support they need from their parents or carers as a result of the abuse.

Implementation of Policy

Signs to Monitor

All staff and volunteers should be concerned about a child if:

- The child has any injury which is not typical of those normally associated with children's injuries.



I'm supporting Sands to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| Childcare | Breakfast Clubs | Lunch Clubs | PPA Cover | After School Clubs | Holiday Camps |

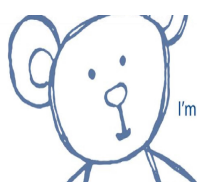
- The child's behaviour has changed significantly
- Regularly has unexplained injuries, bruising, marks or signs of possible abuse.
- There has been deterioration in the child's general well-being.
- Regularly have injuries with explanations given but more than is considered normal.
- Gives confused or conflicting explanations about how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Shows signs of neglect.
- Demonstrates sexual behavior which is inappropriate to the age of the child.
- Discloses an incident in which resulted in the child being significantly harmed.
- Any other cause to believe that a child may be suffering harm.
- The child makes comments which may give cause for concern.

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 talk to them
- Listen to the child but not question them
- Explain that what they have disclosed cannot be kept a secret and that you have to tell the designated person(s) – Coach George, Coach Greg Bishop, Momina Ahmed and Mrs Butt.
- Give reassurance that the staff member will take action
- Record the incident as soon as possible.

For Coaches they are to report to the School DSP.



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

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 **Child Services** directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Logging an incident

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident 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. If recording a disclosure, it is essential to use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's DSP who will decide whether they need to contact Children's Services, or make a referral. If other staff feel that the incident has not been adequately followed up, they may call Social Care themselves.

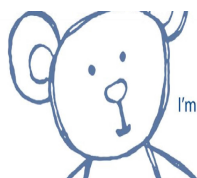
Hertfordshire Safeguarding children partnership - 0300 123 4043

Allegations against staff

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

- The allegation will be recorded in the Incident Book. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon the advice. **(LADO) 01992 555420**
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

Promoting awareness among staff



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

The Club will promote awareness of child abuse issues throughout its staff training. The Club will ensure that:

- Its designated DSP has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all staff
- All staff have a copy of the Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart

Whistleblowing

Employees who make a disclosure are protected by Xtra time Kidz Club and 1st Touch Coaching from being treated badly or from being dismissed. The public interest disclosure act 1998 applies to all employees and volunteers at Xtra time kidz club and 1st Touch Coaching. The covered include but are not limited to child protection, criminal acts, risks to health and safety and failure to comply with legal obligations. For the disclosure to be protected it must be reported to the correct body. For example a child protection issue reported to HSCP is likely to be protected but not if it had been disclosed to the media

Sources of Help and Contact Nos.

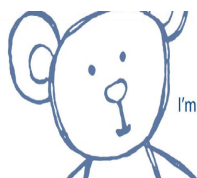
www.hertssafeguarding.org.uk contains more information for staff, Coaches, parents and carers if required and will be used to regularly update this policy.

Children's Services - 0300 123 4043

M.A.S.H – 020 8545 4226 or 020 8545 4227 - Out of hours 020 8770 5000

LADO Local Authority Designated Person for allegations made against staff 01992 555420 (24 hour helpline).

OFSTED whistleblowing hotline – 0300 1233155



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Radicalisation and Extremism Policy

Policy Statement

Xtra time and 1st Touch Coaching is a multinational and multicultural setting with students and staff originating from all parts of the world.

Our Club is fully committed to Safeguarding and promoting the welfare of all its students and staff. Safeguarding against radicalisation and extremism falls under the umbrella of Safeguarding against any other vulnerability. All staff are expected to remain vigilant of any potential threat of radicalisation and to uphold and promote equality, individual liberty, respect for other cultures, faiths and beliefs

Aims

The main aim of this policy statement is to ensure that staff are aware of and fully engaged in being vigilant about radicalisation; that they overcome any professional or personal disbelief that such issues will not happen in the setting.

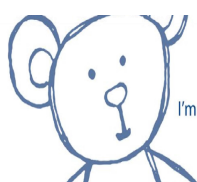
Principle Objectives

All staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant.

All staff will be made aware of what the Clubs policy is on anti-radicalisation and extremism and will follow the Clubs procedure if any issues arise.

Through training opportunities, we will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation and understand how this might be identified early on.

Procedure



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Although no incidents involving radicalisation and extremism have occurred at Xtra Time or 1st Touch Coaching, it is important for all staff to be consistently vigilant and report to their line Manager any instances or suspicions arising from behaviours, conversations or comments made by others, which might indicate a particular leaning or perceived interest in this direction.

If any concerns are raised by a member of staff, the Designated Person will seek advice or report the concerns to **M.A.S.H (Multi Agency Safeguarding Hub)**.

For 1st Touch Coaching, Coaches must report to the schools DSP.

If advised the Designated Person will complete the Channel Referral Form.

Xtra Time and 1st Touch Coaching will continue to promote respect, tolerance and diversity. The Club will continue to promote Personal, Social and Emotional Development.

The children will be encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

M.A.S.H – Customer Service line - 0300 123 4043

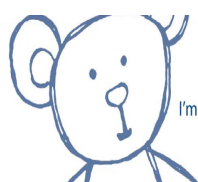
British Values Policy

This policy sets out the ways in which Xtra Time encourages children to develop their understanding of the four key areas defined by DfE as British Values through their play, opportunities and experiences.

The Government set out its definition of British Values in the 2011 Prevent Strategy.

Democracy

- We let children know their views count and encourage them to value each other's opinion and values.
- We help demonstrate democracy in action, for example, by letting children share views on what activity should come next with a show of hands.



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

- We provide activities that involve turn-taking, sharing and collaboration.
- We give children opportunities to develop enquiring minds by creating an atmosphere in our setting where questions are valued.

Rule of Law

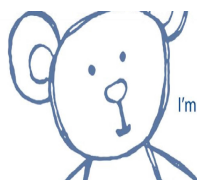
- We help and support the children to understand their own and other's behaviour and its consequences, helping them to distinguish right from wrong.
- We work with children to create the rules and codes of behaviour, such as agreeing the rules about tidying up, and also ensure children understand that the rules apply to everyone.

Individual Liberty

- We provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example, through allowing children to take risks on large equipment and talk about their experiences and learning.
- We encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand that everyone is free to have different opinions.

Mutual respect and Tolerance

- We encourage and explain to the children about the importance of tolerant behaviours, such as sharing and respecting each other's opinions.
- We promote diverse attitudes and challenge stereotypes, for example, by sharing stories that reflect and value the diversity of children's experiences.
- We provide resources and activities that challenge gender, cultural and racial stereotyping.



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

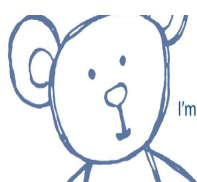
| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

- We create an ethos of inclusivity and tolerance within our setting where views, faiths, cultures and races are valued.
- We encourage children to acquire a tolerance, appreciation and respect for their own and other cultures by discussing with them the similarities and differences between themselves and their friends; and among families, faiths, communities, cultures and traditions.
- We share and discuss practices, celebrations and experiences.



I'm supporting Sands
to save babies' lives



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| WWW.XTRATIME.CO.UK | sportsservices@xtratime.co.uk | Tel: 07746945903 |

Sept 2025 - To be reviewed in Sept 2026