



# **Guide to developing a safeguarding and child protection policy**

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For all agencies and organisations providing services for children and young people in Camden

## 1 Introduction

Organisations that provide activities for children out of school need to have a written policy and procedures in place that set out how the organisation will keep children attending the activity safe.

Camden Safeguarding Children Partnership (CSCP) has developed this guidance to help organisations develop their policy, setting out how to go about this task, what should be in the policy and who to contact for further information.

The CSCP can also help organisations develop their safeguarding responses by providing information and advice on policy and safeguarding training for staff and designated officers within organisations tasked with overseeing safeguarding. For more information, please visit the board's website at: <https://cscp.org.uk/>

## 2 Why develop a safeguarding and child protection policy?

Everyone has a duty to safeguard children and any agency or organisation working with children and young people must have arrangements in place to safeguard and protect them. Staff and volunteers working for organisations also have an individual duty to safeguard children they work with.

To meet these duties, organisations should:

- designate a senior member of staff to take responsibility for safeguarding within the organisation (“the designated officer”)
- have a written policy stating how the organisation will safeguard and promote the welfare of the children they work with
- develop safe recruitment and working practices to ensure only suitable people are employed to work with children
- ensure the physical environment is safe for children.

## 3 Who needs to develop a policy?

All organisations providing out of school activities for children in any venue must have a written safeguarding policy. This includes play groups etc where parents are in attendance as staff in these settings will still need to be able to recognise abuse and neglect and make appropriate referrals to Children's Safeguarding and Family Help.

Any group providing child care for under 5s for more than 2 hours must be registered with Ofsted and must follow the Early Years Framework statutory guidance. [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

These organisations will follow the *Model safeguarding policy for nursery providers* that is currently being developed to ensure they are able to ensure the safety and welfare of these vulnerable children in line with statutory requirements.

#### 4 How to develop the policy

Individual organisations will work in different ways with children depending on the service or activity offered by that setting and will therefore have different safeguarding needs and challenges. For this reason, services need to develop a bespoke policy that addresses the various elements of safeguarding that are likely to arise within the setting. For example, sports clubs will need to consider safe practice issues regarding children's dressing rooms and clubs where children have access to the internet need to consider their online safety policy.

Although some organisations work with children and vulnerable adults, children's safeguarding policies **must** be kept separate from the adult safeguarding policy as the two safeguarding systems have different statutory frameworks and working practices.

Organisations should follow the guidance in the Department for Education code of conduct for keeping children safe in out of school settings:

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

Nurseries should follow the CSCP *Model safeguarding policy for nurseries* guidance when it is made available.

Sports organisations should also refer to the following guidance.

<https://www.sportengland.org/how-we-can-help/safeguarding>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/931516/6.6903\\_DFE\\_OOSS\\_Information\\_Leaflet\\_Sports\\_clubs\\_and\\_extra-curricular\\_A5\\_v4NB\\_bw\\_ac.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/931516/6.6903_DFE_OOSS_Information_Leaflet_Sports_clubs_and_extra-curricular_A5_v4NB_bw_ac.pdf)

Policies should also meet the requirements of national, local and Camden safeguarding guidance and legislation (see section 6 for details).

For Camden based organisations that are affiliated to a national organisation or association, for example a sports club, and that will be following a national policy, it will be necessary to complete a local addendum policy shown at appendix 2 to include the local context.

Once the policy is written, the draft should be discussed and agreed by the most appropriate officers within your organisation and the draft policy submitted to the CSCP Development Officer (Roisin Hewitt) at: [roisin.hewitt@camden.gov.uk](mailto:roisin.hewitt@camden.gov.uk).

If you need to discuss the policy prior to submission, please contact the CSCP Development Officer on **020 9794 1276**.

The policy will be sent to the Policy Development Officer for Children's Safeguarding and Family Help for comment and replies will be co-ordinated by the CSCP Development Officer. Services can expect a reply within 4 weeks of submitting the policy.

Where substantial changes have been requested, services may need to amend the policy accordingly and re-submit for ratification. The CSCP Development Officer will advise on this. Smaller changes will not require re-submission.

Once ratification agreement is given the policy can carry the Camden SCP logo. It is advisable for you to set a review date for your policy within your service and disseminate through your internal systems.

## 5 What to include

### General information

- A short description of the setting and what services and activities are offered and the age range of children catered for as this will determine what safeguarding responses are needed.
- An introductory statement setting out the organisation's commitment to safeguarding children, arrangements for making staff aware of the policy and the expectations it places on staff.
- A statement on how the organisation will inform parents and children about the policy, and how parents and children will be encouraged to work in partnership with the organisation to ensure children's safety and welfare.

- A statement on how children’s information will be kept confidential under the Data Protection Act 2018 unless there are safeguarding concerns that need to be shared. Please refer to the government’s advice on information sharing for more information.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_service\\_s.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_service_s.pdf)

- The name of the designated officer who is responsible for safeguarding within the organisation and their deputy. The designated officer should take the lead on developing the policy, ensuring staff are aware of their safeguarding responsibilities, and will be the link with the Camden Children and Families Contact service when making referrals.
- The name and contact details of the designated officer responsible for parents to contact where they have safeguarding concerns (this could be the designated safeguarding officer).

### **Child protection procedures**

This section should set out the procedures for staff to follow when they have concerns that a child is being harmed at home, including:

- information on how staff can identify neglect and abuse – please see Appendix 1 for more information
- how staff should deal with children’s disclosures
- how to deal with referrals (see below).

**• When dealing with disclosures:**

- listen to what is said without displaying shock or disbelief and accept what the child is saying
- allow the child to talk freely
- reassure the child but do not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to the Children and Families Contact service
- reassure the child that what has happened is not their fault and that they were right to tell someone
- do not ask direct questions but allow the child to tell their story
- do not criticise the alleged perpetrator
- explain what will happen next and who has to be told
- make a formal record and pass this on to the designated safeguarding lead.

## Referral procedures

These should clearly set out the actions staff should take when they are worried about the welfare of a child and should include the following:

- Staff should report any concerns, suspicions or direct disclosures immediately to the designated officer who will make a decision on whether or not to make a referral to Camden Children’s Safeguarding and Family Help.
- All referrals should go to the Children and Families Contact Service where there are child protection or safeguarding concerns.
- All referrals should be in writing to the Children and Families Contact Service. Referrals can be faxed on **020 9794 3310** or sent by email on [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk).
- Urgent child protection referrals can be made by telephone on **020 7974 3317** but must be followed up with a written referral within 48 hours.
- If the designated officer is unsure about whether or not to make a referral, they can contact the Children and Families Contact Service and get advice from a social worker on a “no names” basis.
- If there is immediate risk of harm the Police should be contacted on 999.
- Please note that safeguarding and child protection referrals should be made to the local authority where the child ordinarily lives; if your organisation works with children who live in authorities other than Camden this must be stated in the policy.
- Parents should be made aware that a referral is being made and should be asked for their agreement, but it should be made clear that if they do not agree and there are concerns about a child, the organisation has a legal basis under the Children Act 2004 to make the referral.
- Parents should not be approached for consent to a referral if it is thought that this may put the child at further risk of harm or cause undue delay in an emergency.

## Staffing

This section should set out how the organisation will ensure staff and volunteers are able to safeguard children appropriately, and should include the following:

- details of the organisation’s safe recruitment practices, such as the checks to be carried out (including DBS checks) and references to be taken up

- a statement on training to be provided; staff and volunteers should receive suitable safeguarding training that should be refreshed every 2 years; the designated officer should receive specific training which should be refreshed every 2 years; please contact the CSCP for details of training available
- details of how safeguarding practice will be included in the induction of staff and volunteers
- standards of professional behaviour and safe working practices for staff members and volunteers; this needs to be tailored to the activities carried out within the setting and the level of contact individual staff members and volunteers have with children plus any associated safeguarding risks; please see the attached guidance for details of safe working practice that you may wish to consider  
<https://cscp.org.uk/wp-content/uploads/2021/03/Guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-DCSF.pdf>
- details of policies around taking photographs and videos and distribution of images; further guidance is available in the CSCP *Multi-agency online safety policy*  
<https://cscp.org.uk/resources/online-safety-resources/>
- details of how allegations against staff and volunteers will be dealt with; organisations must follow the LADO procedures set out in the CSCP guidance *Managing allegations against staff and volunteers* and the policy should refer to this guidance  
[Introduction](#)
- details of the organisation's complaints procedure and agreed procedures for staff and volunteers to raise concerns under whistleblowing procedures.

## **Health and safety**

This should set out arrangements to ensure the suitability of the environment and how it contributes to the safety of the children attending, including details of risk assessments, arrangements for first aid and key information about children.

## 5 Other safeguarding issues

Some children's situation or circumstances may make them more vulnerable to safeguarding and child protection issues, and some organisations may work with specific groups of children and young people who may be more vulnerable to specific safeguarding risks.

- **Children with special educational needs and disabilities (SEND)** are more vulnerable to neglect and abuse; organisations working with children with SEND can find more information in the CSCP *Safeguarding children with disabilities* guidance

<https://cscp.org.uk/resources/safeguarding-children-with-disabilities/>

- Settings may become concerned by **bullying or abuse of children and young people by their peers**; organisations can refer to the CSCP *Child on Child abuse protocol* for guidance

[Child on Child Abuse - Camden Safeguarding Children Partnership CSCP](#)

- Settings where children have access to the internet must consider online safety policies; please see the CSCP *Multi-agency online safety* guidance for details

<https://cscp.org.uk/resources/online-safety-resources/>

- Settings working with young people should be aware of risks from the community (known as *extra-familial harm*) that young people may face, including radicalisation, child sexual exploitation and criminal exploitation. More details can be found in the following documents

- Radicalisation and extremism: <https://cscp.org.uk/resources/radicalisation-and-extremism-resources/>

- Extra-familial harm and child exploitation: [CSCP-extra-familial-harm-and-child-exploitation-guidance.pdf](#)

Organisations can contact the CSCP to see if there is specific training on these issues that staff and volunteers might wish to attend.

## 6 Relevant guidance

HM Government (2026): 'Working Together to Safeguard Children

[Working together to safeguard children 2026: a guide to multi-agency working to help, protect and promote the welfare of children](#)

HM Government (2015): 'What To Do If You're Worried A Child Is Being Abused', DfES Publications

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

London Safeguarding Children Procedures' (2026)

[London Safeguarding Children Procedures](#)

## Safeguarding and child protection; definitions and indicators

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring 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.

Safeguarding involves a continuum of responses to children's needs, ranging from early help to statutory intervention by children's social care. In Camden, this is Children's Safeguarding and Family Help (CSFH).

Some children receive a social work service from CSFH because they are a **child in need**; that is they need services and support in order to achieve or maintain a reasonable standard of health and development.

Where a child is at risk of **significant harm**, this means the threshold for intervention under **child protection proceedings** has been reached and CSFH has a duty to intervene in the child's life in order to protect them. Significant harm is defined as:

- **Neglect:** failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.
- **Physical abuse:** causing physical harm or injury to a child, including hitting, shaking, throwing, poisoning, burning, scolding, drowning or suffocating.
- **Sexual abuse:** involving children in sexual activity, including non-contact sexual activity such as or forcing them to witness sexual activity, involving children in looking at or the production of pornography, or through sexual exploitation.
- **Emotional abuse:** failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats; the impact of seeing the ill-treatment of another via domestic abuse.

Further information and examples of indicators of abuse and neglect can be found on the [London Safeguarding Children Partnership's thresholds document](#):



## Appendix 2

### Local addendum to national safeguarding policy

*Please complete this pro forma policy if you are a local Camden-based organisation that is affiliated to a national body or association, for example a sports organisation, and will be following the safeguarding policies of that body or organisation.*

**Name of local organisation:**

**Address in Camden:**

**Name of the affiliated national organisation/association:**

**Address of head office:**

**Details of the national organisation/association's safeguarding policies:**

*Please name and describe the policy documents that will be followed and include a digital link to the document.*

**Name and contact details of the local designated officer:**

**Name and contact details of the local deputy designated officer:**

#### **Statement**

We recognise the importance of safeguarding children and will follow the safeguarding policies of the *name of national organisation or association* whilst ensuring that where action needs to be taken to protect a child, appropriate referrals will be made to Camden's children's services.

#### **Local procedures for dealing with concerns**

Staff and volunteers who have concerns about the welfare of a child or have concerns about the behaviour or suitability of another member of staff or volunteer should raise these concerns with the local designated officer or their deputy in the first instance.

In the event that concerns about a child's welfare or concerns about or allegations made against a member of staff or volunteer need to be acted on, the designated officer will notify (*name of person at the national organisation or association headquarters*) in accordance with the national policy.

Where a referral is to be made to the local authority, this will be the responsibility of the local designated person in line with Camden’s safeguarding procedures. Contact details for referral are:

<p>Children and families contact service (concerns about a child’s welfare)</p>	<p><b>Tel:</b> 020 7974 3317 (9am to 5pm)</p> <p><b>Out of Hours Tel:</b> 020 7974 4444</p> <p><b>Email:</b> <a href="mailto:LBCMASHadmin@camden.gov.uk">LBCMASHadmin@camden.gov.uk</a></p>
<p>Camden LADO (to report an allegation or concern about a staff member of volunteer)</p>	<p>Tele: 020 7974 4556 <a href="mailto:LADO@camden.gov.uk">LADO@camden.gov.uk</a></p>

We will follow the following Camden procedures:

London Safeguarding procedures  
[London Safeguarding Children Procedures](#)

Camden Safeguarding Children Partnership *Managing allegations against staff and volunteers*  
<https://cscp.org.uk/professionals/managing-allegations-against-staff-and-volunteers-lado/>