

Young Engineers Rugby and Daventry LEGO Club

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

Safeguarding and Child Protection Policy

Business: Young Engineers Rugby and Daventry

Policy owner: Persida Daniela Pop / Daniela Pop

Designated Safeguarding Lead (DSL): Daniela P Pop

Contact: Email: rugby.daventry@young-engineers.co.uk /phone: 07783960643

Policy date: April 2026

Review date: April 2027

1. Purpose of this policy

Young Engineers Rugby and Daventry is committed to providing a safe, welcoming and inclusive environment where children can learn, build, explore STEM and have fun.

The safety and wellbeing of every child attending our sessions is our highest priority. We recognise that safeguarding is everyone's responsibility and that children have the right to be protected from abuse, neglect, harm and inappropriate behaviour.

Our club follows relevant Department for Education guidance for providers of out-of-school settings and the principles of *Working Together to Safeguard Children*. The DfE guidance specifically applies to before- and after-school clubs, community activities and other out-of-school settings.

This Safeguarding Policy adheres to the latest safeguarding laws of England, Wales, Northern Ireland, and Scotland, including relevant government guidance. If there is any conflict between this Policy and these laws, Young Engineers Rugby and Daventry will always prioritise upholding the legal requirements.

For questions about this policy, please contact Daniela P Pop in the first instance, via email daniela.p@young-engineers.co.uk or via phone 07783960643

2. Our safeguarding commitment

Young Engineers Rugby and Daventry will:

- Put children's safety and wellbeing first.

Provide a safe and positive learning environment.

Treat every child with dignity and respect.

- Promote equality, inclusion and respect for individual differences.
- Take concerns about a child's welfare seriously.
- Act promptly when a safeguarding concern is identified.
- Ensure staff and volunteers understand their safeguarding responsibilities.
- Maintain appropriate records of safeguarding concerns and incidents.
- Work with parents/carers and relevant professionals when appropriate.
- Follow local safeguarding procedures when a child may be at risk of harm.

Safeguarding responsibilities apply to everyone working with children, and effective safeguarding depends on appropriate cooperation with relevant agencies.

3. Designated Safeguarding Lead

The club will appoint a **Designated Safeguarding Lead (DSL)** who is responsible for safeguarding arrangements.

The DSL will:

- Receive and respond to safeguarding concerns.
- Maintain confidential safeguarding records.
- Make appropriate referrals where necessary.
- Contact the relevant local safeguarding authority or emergency services when required.
- Ensure safeguarding procedures are reviewed regularly.
- Ensure staff and volunteers understand the safeguarding procedure.
- Keep safeguarding training up to date.
- Work with parents/carers and other professionals where appropriate.

DSL:

Name: Daniela P Pop_____

Telephone: 07783960643_____

Email: rugby.daventry@young-engineers.co.uk_____



4.Roles and responsibilities

Safeguarding responsibilities are clearly defined:

The Business/Organisation

- Maintain effective safeguarding arrangements.
- Ensure appropriate policies and procedures are in place.
- Provide suitable training and support.
- Review safeguarding arrangements regularly.

Designated Safeguarding Lead (DSL)

- Receive and respond to safeguarding concerns.
- Maintain appropriate confidential records.
- Seek advice and make referrals where necessary.
- Ensure safeguarding procedures are followed.
- Keep safeguarding knowledge and training up to date.

Session Leader

- Ensure children are appropriately supervised.
- Follow safeguarding procedures.
- Report concerns immediately to the DSL.
- Maintain professional boundaries.
- Promote a safe and respectful environment.

Staff and Volunteers

- Read and follow the safeguarding policy.
- Complete required safeguarding training.
- Report concerns promptly.

- Maintain appropriate professional boundaries.
 - Never investigate safeguarding concerns themselves.
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5. Safeguarding training and induction



Appropriate safeguarding training is provided

All staff and volunteers working with children will receive appropriate safeguarding information and training.

Training covers:

- Recognising abuse and neglect.
- Responding to a child who makes a disclosure.
- Recording and reporting concerns.
- Online safety.
- Professional boundaries.
- Child-on-child abuse and bullying.
- Safeguarding children with SEN and disabilities.
- Whistleblowing.
- Managing allegations against adults.

The DSL and any deputy will undertake appropriate safeguarding training and keep their knowledge and skills up to date.

All staff and volunteers will receive safeguarding updates regularly and at least annually, with additional updates provided when guidance or procedures change.

New staff and volunteers will receive safeguarding information as part of their induction before working with children.

Prioritising child safety by following local safeguarding arrangements. These comprehensive plans, developed by local authorities, police, and healthcare providers, offer valuable leadership and guidance to ensure children's well-being.

Following childcare providers safeguarding requirements, such as:

a. Complying with relevant statutory regulations, such as the Early Years Foundation Stage (EYFS) for childcare providers caring for children from birth to age 5, and The Childcare (General Childcare Register) Regulations 2008, which apply to all registered

childcare providers caring for children under 8 years old.

b. Empowering Staff Members to recognise potential signs of radicalisation in children and follow established procedures to address them, as required by, for example, the 'Prevent' duty imposed by the Counter-Terrorism and Security Act 2015

We create a safe, accessible, fair, and efficient space for all Staff Members to raise safeguarding concerns (colleagues, beneficiaries, or anyone else involved). We expect all staff to listen attentively and professionally. Training will equip Staff Members to support those raising concerns and guide them through Young Engineers Rugby and Daventry's established reporting procedures. All reported concerns will be handled by designated individuals and teams following Young Engineers Rugby and Daventry's relevant procedures (detailed below under 'Procedures: Investigation and Response')

6. Responding to a child who makes a disclosure

If a child tells a member of staff that they have been hurt, abused or feel unsafe, the adult should:

1. Remain calm and listen carefully.
2. Allow the child to speak in their own words.
3. Take the child seriously.
4. Reassure the child that they have done the right thing by speaking to an adult.
5. Avoid promising confidentiality.
6. Avoid asking unnecessary or leading questions.
7. Explain that the information may need to be shared with someone who can help keep them safe.
8. Record the child's words as accurately as possible.
9. Report the concern immediately to the DSL.



The member of staff should not investigate the allegation themselves.

8. Reporting safeguarding concerns

Any safeguarding concern should be reported to the DSL as soon as possible.

The DSL will consider the appropriate action, which may include:

- Monitoring and supporting the child.
- Speaking with the parent/carer where appropriate.
- Seeking advice from the local safeguarding authority.
- Making a referral to children's social care.
- Contacting the police.
- Contacting emergency services where there is an immediate risk of serious harm.

If a child is in immediate danger, **999 should be contacted immediately.**

The club will follow the safeguarding arrangements applicable to the local area.

9. Safe recruitment and DBS checks

Young Engineers Rugby and Daventry will take reasonable steps to ensure that people working with children are suitable for their roles.

This may include:

- Appropriate identity checks.
- References where appropriate.
- Relevant experience and qualifications.
- DBS checks where the role is eligible.
- Enhanced DBS checks where appropriate.
- Checking suitability before allowing someone to work unsupervised with children.

DBS eligibility depends on the specific role and circumstances. The DfE's out-of-school-settings guidance was updated in February 2026 to reflect current DBS advice for self-employed providers and volunteers.



A DBS check is only one part of safer recruitment and does not replace appropriate supervision, safeguarding procedures or professional judgement.

10. Staff behaviour and professional boundaries

Adults working with children must:

- Behave professionally and respectfully.
- Maintain appropriate boundaries.
- Avoid inappropriate physical contact.
- Avoid being alone with a child wherever reasonably possible.
- Never use humiliating, threatening or abusive language.
- Never discriminate against a child.
- Never contact children through personal social media accounts.
- Never exchange personal contact details with children unless specifically authorised and appropriate.
- Never photograph or record children without the appropriate parental/carers consent.

11.Safeguarding procedures and multi-agency working

Clear safeguarding procedures are in place

The policy explain how safeguarding concerns are identified, reported, recorded and acted upon.

The club will:

- Follow current government safeguarding guidance.
- Maintain clear procedures for reporting concerns.
- Contact the appropriate local safeguarding authority when necessary.
- Contact the police or emergency services if a child is in immediate danger.
- Cooperate with children's social care, the police, health professionals and other relevant agencies when required.
- Follow local safeguarding arrangements applicable to the area in which the club operates.
- Ensure that children have an appropriate and accessible way to raise concerns.
- Assess the suitability of visitors, volunteers and other adults attending sessions.
- Ensure visitors are appropriately supervised where necessary.



Recognising abuse and taking action

Clear procedures for reporting concerns are included

All staff and volunteers have a responsibility to report concerns about a child's safety or welfare.

Concerns may relate to:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying
- Online abuse
- Exploitation
- Domestic abuse
- Discrimination
- Child-on-child abuse
- A child going missing
- A significant or unexplained change in behaviour

Staff should:

1. Listen calmly.
2. Take the child seriously.
3. Avoid leading questions.
4. Never promise secrecy.
5. Record the concern accurately.
6. Report it to the DSL as soon as possible.

The DSL will consider whether further action or referral is require

12. Supervision and collection of children

Children attending the club must be signed in and out according to the club's agreed procedure.

Parents/carers must provide:



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- Emergency contact details.
- Information about who is authorised to collect their child.
- Relevant medical or support information.
- Any information necessary to help the child participate safely.

A child will only be released to an authorised adult unless the parent/carer has provided clear alternative arrangements.

If a child has not been collected at the expected time, the club will contact the parent/carer and follow its late collection procedure.

13. Missing child procedure

If a child cannot be located:

1. Remain calm.
2. Check the immediate activity area.
3. Check toilets and other appropriate areas.
4. Ensure the remaining children are safely supervised.
5. Contact the parent/carer.
6. If the child cannot be located quickly or there is concern for their safety, contact the police.
7. Record the incident and actions taken.

The DSL should be informed immediately.

14. Safeguarding children with SEN or disabilities

Young Engineers Rugby and Daventry aims to provide an inclusive environment for children with additional needs.

We recognise that some children may require additional support to communicate concerns or may have difficulties explaining what has happened to them.

The club will:

- Listen carefully to every child.
- Consider individual communication needs.
- Make reasonable adjustments where appropriate.
- Consider sensory needs.



- Use clear and accessible instructions.
- Work with parents/carers to understand individual needs.
- Avoid making assumptions about a child's ability to communicate.
- Consider whether changes in behaviour may indicate that a child is experiencing difficulty or harm.

The Department for E's current guidance for parents/carers specifically includes safeguarding considerations for children with SEN or disabilities.

15. Photography and video

Photographs or videos of children will only be taken and used where appropriate parental/carer consent has been obtained.

The club will:

- Explain how photographs/videos will be used.
- Store images securely.
- Avoid identifying children unnecessarily.
- Never take inappropriate photographs.
- Never share images with third parties without appropriate permission.

Parents/carers will be given the opportunity to withdraw consent.

16. Online safety and social media

Young Engineers Rugby and Daventry will take reasonable steps to protect children from online risks.

Children will not be asked to communicate privately with staff through personal social media accounts.

Any club social media accounts will be managed by authorised adults and used appropriately.

Photographs, videos and information about children will only be shared in accordance with the club's consent and data protection arrangements.

The DfE's guidance for parents/carers includes specific sections on data protection and online safety for out-of-school settings.



17. Behaviour and bullying

Young Engineers Rugby and Daventry promotes positive behaviour based on respect, kindness and cooperation.

Bullying, intimidation, discriminatory behaviour or harassment will not be tolerated.

Children will be encouraged to:

- Respect other children.
- Take turns.
- Share equipment.
- Listen to others.
- Ask for help when needed.
- Respect differences.
- Solve disagreements appropriately.

Behaviour concerns will be addressed in an age-appropriate and supportive manner.

18. Health, safety and risk assessment

Before each session, reasonable steps will be taken to ensure the environment is safe.

Risk assessments will consider:

- The venue.
- LEGO and other equipment.
- Small pieces.
- Trip hazards.
- Furniture and room layout.
- Fire and emergency procedures.
- Toilets and access arrangements.
- Children with additional needs.
- Allergies or medical requirements.
- Collection and arrival arrangements.

Equipment will be checked regularly and damaged items removed.

19. First aid and emergencies



The club will ensure that appropriate first-aid arrangements are in place for the activities and venue.

Parents/carers will be asked to provide relevant medical information and emergency contact details.

In an emergency, emergency services will be contacted where necessary.

Parents/carers will be informed of significant accidents or incidents involving their child.

20. Links to other safeguarding policies and procedures

Related safeguarding policies and procedures are identified

The Child Protection and Safeguarding Policy work alongside other relevant policies, including:

- Safer Recruitment Policy
 - Staff and Volunteer Code of Conduct
 - Managing Allegations Against Adults Policy
 - Low-Level Concerns Procedure
 - Whistleblowing Procedure
 - Health and Safety Policy
 - Risk Assessment Procedures
 - Behaviour and Anti-Bullying Policy
 - First Aid and Emergency Procedures
 - Online Safety and Social Media Policy
 - Data Protection and Confidentiality Policy
 - Complaints Procedure
 - Missing Child Procedure
 - Photography and Video Consent Procedure
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21. Confidentiality and information sharing



Safeguarding information will be treated confidentially and stored securely.

However, confidentiality will not prevent information being shared where it is necessary to protect a child.

Information may be shared with relevant safeguarding professionals where there is a concern about a child's safety or welfare.

Working Together to Safeguard Children provides the national framework for organisations and agencies involved in safeguarding children in England.

22. Allegations against staff or volunteers

Any allegation that an adult working with the club has harmed or behaved inappropriately towards a child will be taken seriously.

The person receiving the allegation must report it immediately to the appropriate safeguarding lead.

The club will not investigate the allegation independently where doing so could interfere with a safeguarding investigation.

Appropriate advice will be sought from the relevant local authority safeguarding service or other appropriate agency.

23. Complaints

Parents/carers can raise concerns or complaints about the club by contacting:

Name: _Daniela P Pop_

Email: _rugby.daventry@young-engineers.co.uk_

Telephone: ___07783960643___

Safeguarding concerns will be treated separately from routine complaints and dealt with according to the seriousness of the concern.

24. Policy review



This policy will be reviewed at least annually and whenever there are significant changes to legislation, government guidance, the club's activities or safeguarding arrangements.

Policy approved by: Daniela P POP

Signature: POP_____

Date: 24 April 2026

Next review date: April 2027

Contact numbers:

call Warwickshire County Council on (01926) 410410.

local children's team on (01926) 886922.

Police: 01926 451111/ 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

LADO: lado@warwickshire.gov.uk