



THE FUNNCLUBB LTD & THE FUNNCLUBB OOS – MANDATORY CHILD PROTECTION PROCEDURES

1. Purpose and Scope

These procedures provide an explicit, step-by-step operational directive for all personnel employed by The FunnClubb LTD and The FunnClubb OOS. Frontline staff must follow these protocols exactly whenever they observe indicators of abuse or receive a disclosure of harm. This document directly implements the requirements of the FunnClubb Safeguarding Policy and strictly complies with Section 3 (Safeguarding and Welfare Requirements) of the Early Years Foundation Stage (EYFS) Statutory Framework, Working Together to Safeguard Children, and Ofsted Childcare Register regulations.

2. Step-by-Step Reporting & Referral Workflow

- **STEP 1: Immediate Internal Reporting (Within 30 Minutes)**

Any staff member who witnesses signs of physical abuse, neglect, emotional trauma, or receives an explicit child disclosure must report the matter verbally to the on-site Deputy DSL (Lead Coach) within 30 minutes. The staff member must not attempt to question the child further, investigate, or confront any family member.

- **STEP 2: Objective Fact Recording (Same-Day Mandate)**

The observing staff member must complete a secure, confidential Safeguarding Incident Form on the exact same day. The record must be completely objective and factual, detailing:

1. The exact date, time, and specific location of the observation or disclosure.

2. The child's exact verbatim words enclosed in quotation marks (do not paraphrase or summarise).

3. A factual description of any visible physical marks or behavioural spikes (do not include personal speculation, guesses, or assumptions of blame).

The form must be physically or digitally signed, dated, and handed directly to the on-site Deputy DSL.

- **STEP 3: Corporate Escalation and MASH Referral (Immediate / Same-Day)**

The Deputy DSL will instantly escalate the record to the Corporate DSL, Reuben Agilinko.

- **Immediate Threshold:** If the child is deemed to be at immediate risk of significant harm, Corporate DSL Reuben Agilinko will call the Hackney Multi-Agency Safeguarding Hub (MASH) on 020 8356 5500 immediately on the exact same day.

- **Written Follow-Up:** A formal multi-agency written referral form will be submitted to Hackney Children's Social Care within 24 hours of the initial phone call.

- **Police Involvement:** If an immediate physical threat or emergency exists on site, staff will dial 999 directly.

3. Procedures for Managing Allegations Against Staff

If an allegation is made that a member of the FunnClubb staff, volunteer, or contractor has harmed a child, or behaves in a manner indicating they are unsuitable to work with children:

1. **Immediate Isolation:** The staff member will be removed from the camp floor instantly and placed on a without-prejudice suspension, barring them from entering any FunnClubb venues or contacting camp participants.

2. **LADO Notification (24-Hour Law):** Corporate DSL Reuben Agilinko will contact the Hackney Local Authority Designated Officer (LADO) on 020 8356 4558 within 24 hours to coordinate an external investigation.

3. **Ofsted Notification (14-Day Law):** In accordance with statutory registration conditions, The FunnClubb LTD and The FunnClubb OOS will formally notify Ofsted via the online secure portal within a maximum of 14 days of the allegation being raised.

4. Whistleblowing Protocols

Frontline staff are legally protected when reporting institutional failures. If a staff member believes that a safeguarding concern has not been properly escalated by the camp management team, or if the allegation involves Corporate DSL Reuben Agilinko, they must bypass internal structures and report directly to external regulators:

- Contact the Hackney LADO directly on 020 8356 4558.

- Call the Ofsted Whistleblowing Helpline on 0300 123 3155.

5. Confidentiality, Secure Storage, and Retention Protocols

- **Total Administrative Isolation:** Child protection records, disclosures, and MASH referral files are highly sensitive. They must be stored entirely separate from general camp registers, attendance sheets, and booking platforms
- **Digital Security Access:** All safeguarding files must be housed in a secure, password-protected corporate directory with digital access restricted exclusively to Corporate DSL Reuben Agilinko. Frontline coaches and venue managers will not have ongoing access to these folders.
- **Legal Retention Timeline:** In compliance with child protection best practices and insurance frameworks, all safeguarding incident files will be securely retained for a minimum period of 25 years from the child's date of birth before authorised digital destruction.

Procedure Review Details

- **Company:** The FunnClubb LTD and The FunnClubb OOS
- **Corporate DSL:** Reuben Agilinko
- **Approved Version:** 1.2
- **Date of Review Approval:** 30th June 2026