



**Armthorpe
Parish
Council**

LOST/FOUND/NOT COLLECTED CHILD POLICY FOR EVENTS/SESSIONS

INTRODUCTION

The Council has a responsibility to take all reasonable steps to ensure the protection of children attending its events (including Youth Club and Holiday Clubs). We have given full consideration as to how children will be protected during our events and to the safe management of 'lost' 'found' herein addressed as 'lost' children.

POLICY

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. Unfortunately, not all adults have good intentions towards children and could seek to harm children who become separated. The following procedure has been adopted to help the Council best manage lost children situations safely, it is also advisable that these procedures are adopted for the dealing with lost vulnerable adults.

Guidance upon noticing a Missing Child

In the unlikely event of a child being lost at the Holiday Programme or any of the Community Projects, the following procedure should be followed:-

1. A member of staff noticing a child missing from the programme should search carefully all the areas used since the child was last seen to eliminate misunderstanding.
2. Staff should inform the Sports and Recreation Officer to organise a search of the programme's facilities and outside area.
3. If the child is not found, the Clerk to the Council – **Sarah Youngman** – DSL Carl Hughes and Deputy DSL Sarah Youngman and the child's parents should be alerted.
4. If at an offsite session, Caretakers of the School facilities can be given a description of the child and photo if available.
5. Information can be sought from other children in the programme according to age.
6. A member of staff may be detailed to search outside the building if there is any information to suggest the child's possible whereabouts or direction of travel.
7. The Sports and Recreation Officer, Clerk to the Council and parents will liaise regarding calling the Police.

8. If the child is not found after **10 minutes** the Police will be called.

When parents/responsible adult reports a child lost

1. Where parents are reporting a lost child, the police should be notified if the child has not been found after fifteen minutes.
2. If a parent/guardian approaches you about their lost child, act calmly. Inform your Lost Child Point personnel, via mobile or ask another officer to do this for you.

Ask for a detailed description of the child and where and when the child was last seen. Personnel in your vicinity will be notified immediately to support a rapid search of the immediate area. The search will continue until the child has been found.

3. Where parents are reporting a lost child, the event organiser/Council staff must be made aware. The events organiser will ensure that an announcement with description of child is given over the PA system. Parents reporting a child lost should remain at the Lost Child Point. The event stewards/Council staff will be placed on alert, supplied with a description/photo of the missing child. The event stewards/Council staff will be contactable throughout the event by mobile phone.
4. In the event of a Lost Child being reluctant to be handed over to an adult, you should request police support
5. At no time should a child be escorted to the lost child point by only one member of staff

Guidance for keeping lost children safe.

1. All staff/steward/volunteers/organisers should be informed where children are to be taken (Small Caretakers Office) in the event of them becoming separated from their parents or the responsible adult. This is known as the Lost Child Point.
2. Location of lost children point should be put in the events schedules or programme.
3. The 'lost' child should be in the presence of at least **two** nominated adults at all times, within the specified area.
4. Find out the child's name and age where possible.
5. Make a public announcement over the PA system stating only that a lost child has been found and where they can be collected. Do not give the name or a description of the child.
6. If a child is claimed by their parent/responsible adult within 5 minutes, you should escort them to the Lost Child Point to fill out the appropriate forms. If the parent/responsible adult is not willing to go to the Lost Child Point, you should inform event/Council staff of the situation and pass the child's details onto the Lost Child Point.
7. If the child is found and a responsible adult hasn't come forward, two members of staff must remain in a safe place, close to the location where the child was found, for up to 5 minutes to allow for immediate recovery by parents/guardians. Make your position easily visible to aid

parents/guardians in finding their child.

8. When a responsible adult ¹ comes to collect the child make sure you are satisfied as to their identity. You must ask for identification and receive satisfactory identification before handing over the responsibility of the child. If not at the Lost Child Point, you should escort them there to fill out the appropriate forms.
9. If an individual case presents with circumstances, which may lead to a child being a high risk case and where any doubt exists, the Police should be contacted immediately.
10. If at any time the child is in obvious distress, the Police should be contacted immediately.
11. The police should be contacted if the responsible adult fails to appear within thirty minutes after the first announcement.

A Child is Not Collected

Sometimes lateness to pick up children from an event/session is unavoidable. If a parent has not made contact with the Community Centre by telephone to explain that they will be late, or if a lost child has not been collected then the following steps will be taken:

1. A member of staff will phone the parents contact numbers. If necessary, the emergency contact number will be called.
2. The child will be supervised always, and staff will be sensitive to the feelings of the child who may be distressed about why they have not been collected.
3. If the parent or carer is not contactable on either telephone number, then the child will be occupied and cared for within the setting.
4. If no contact is received from the parent/carer within 30 minutes of repeated attempts to contact the parent/carer/emergency contact, then the duty social worker at City of Doncaster Council will be contacted for advice/action.
5. Incidents of non-collection will be noted as a safeguarding concern.
6. The child will remain in the care of Armthorpe Parish Council until they are collected by the parent/carer/emergency contact or placed into the care of the relevant child protection agency as recommended by City of Doncaster Council.

Logging Details

1. When the child is reunited, if the child is not reunited quickly, or if any doubt exists, a log should be made which includes:
 - i. The name and description of the child.
 - ii. The name and description of the responsible adult collecting the child.
 - iii. A brief description of time and location found and of any concerns. This should be signed by both nominated adults and passed to the Police if required.

¹ A responsible adult is a person over 14 years of age, whom the event organisers/Council staff feel the child is comfortable with and is responsible enough to take care of the child

WHEN A CHILD IS SUCCESSFULLY REUNITED WITH THE RESPONSIBLE ADULT, DON'T FORGET TO TELL ALL THOSE ORIGINALLY INVOLVED IN THE SEARCH, INCLUDING THE POLICE AS APPROPRIATE.

FOR THE PURPOSE OF THE FIREWORK EVENT, THE NOMINATED COLLECTION POINT IS THE PARISH COUNCIL INFORMATION POINT.

Dated: 20th November 2025

Approved: 22nd June 2026

Review Date: April 2028



**Armthorpe
Parish
Council**

Prevent Duty Policy

The Prevent Duty requires all education providers 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation.

Most importantly, providers should consider the needs of children, young people and vulnerable adults at each stage of the safeguarding process. Providers should consider radicalisation concerns in line with their existing safeguarding processes, skills and experience.

Managing radicalisation and extremism safeguarding concerns

Safeguarding learners who are susceptible to radicalisation into terrorism depends on effective partnership.

To comply with the Prevent duty Armthorpe Parish Council will demonstrate:

- productive co-operation, in particular with local Prevent staff, the police and local authorities
- co-ordination through existing multi-agency forums

Each local authority has its own referral routes for safeguarding children and young people from radicalisation and extremism. Effective partnerships ensure that the organisation understands and follows the correct local processes.

Immediate steps to take

Be aware of the Prevent referral process within the local authority.

Maintain appropriate contact with:

- local authority Prevent lead
- local authority Prevent education officer
- DfE regional Prevent coordinator
- local authority children or adult services
- safeguarding children partnership
- local policing team.

Staff responsibilities in relation to the Prevent duty

All staff, volunteers and sessional workers should be alert to concerning changes in behaviour in children and young people attending the centre and report concerns to the Designated Safeguarding Lead (DSL), Carl Hughes.

Behaviours that might cause concern

Any concerning changes in behaviour may indicate a safeguarding concern. These changes may be emotional, verbal or physical.

A child or young person may be vulnerable in certain ways that could make them more susceptible to harm, including exploitation, extremism and radicalisation, or serious violence.

How to raise concerns

If staff or volunteers have any concerns about the welfare of a child or young person, they must speak to the DSL immediately and follow the organisation's safeguarding procedures.

How to report extremism

If concerns relate to extremism involving an adult working or volunteering within the community centre, staff should:

- contact the Local Authority Designated Officer (LADO) via the local safeguarding partnership or local authority
- follow any additional guidance provided by the local authority or police

Dated: 3rd March 2026

Approved: 22nd June 2026

Reviewed: Annually



**Armthorpe
Parish
Council**

CHILD PROTECTION AND SAFEGUARDING OF VULNERABLE ADULTS POLICY

Armthorpe Parish Council fully recognises its responsibilities for child protection for children under the age of 18 and safeguarding of vulnerable adults. Such policy is pertinent to the Council's role as an owner and operator of children's play areas and operating the Youth Club. This policy applies to all staff, Councillors, contractors and volunteers. There are five main elements to the policy:

1. Ensuring the Council practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable adults.
2. The Council will have all members of staff that are in contact with children and vulnerable adults CRB checked.
3. The Council will raise awareness of child protection and safeguarding of vulnerable adults with staff, Councillors, contractors and volunteers. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. The Council will support children and vulnerable adults who have been abused.
5. The Council will establish a safe environment for children and vulnerable adults in which children can play and feel safe.

Aims

The Council's ethos is to promote a positive, supportive and secure environment and gives children and vulnerable adults a sense of being valued.

Community activities involving children

- Holiday Club is an activity scheme for 7-12 year olds, primarily for Armthorpe children, during the school holidays between 10 am until 3.30 pm
- Youth Club is an activity scheme for 7-16 year olds, primarily for Armthorpe children, on a Monday and Thursday between 4.30pm and 7pm.
- They consist of the following activities:-
 - Sports** - Football, Woggles, Dodgeball, Basketball, Benchball
 - Inflatable Fun** - Bouncy Castle, Gladiator Duel, Slide, Bungee Run, Obstacle Course, Tug-of-War
 - Art and Crafts** - Art and Crafts delivered from a class room
- Both sessions are run by Armthorpe Parish Council's Sports and Recreation Officer.

- Activities are provided at the Armthorpe Community Centre, Armthorpe Academy and Armthorpe Leisure Centre.

Responsibilities & Procedures

- The Sports and Recreation Officer is the nominated Child Protection Officer and Safeguarding Officer, the Clerk is the Deputy Child Protection Officer and Safeguarding Officer.
- The Clerk will ensure every member of staff, volunteers and the Council knows the name of the designated Councillor responsible for child protection and safeguarding of vulnerable adults.
- The Council will ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Councillor responsible for child protection and safeguarding of vulnerable adults
- The Council will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection and safeguarding matters.
- The Council will keep written records of concerns about children and vulnerable adults, even where there is no need to refer the matter immediately.
- The Council will ensure all records are kept securely.
- Ensure that before any Parish Council organised event with children or vulnerable persons, participants are briefed appropriately.
- Ensure that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- A minimum of two adults present when supervising children.
- Not to play physical contact games.
- Adults to wear appropriate clothing at all times
- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.
- Playground facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents, and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.
- Ensure that whilst not all Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- The Council will ensure safe recruitment practices are always followed.
- Ensure that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether any person should have a DBS check will be made by the Council or the Chairman after consultation with the Clerk following risk assessment. All new councillors are to be provided with a copy of the child protection policy and are required to

acknowledge they will abide by it.

Good practice towards children

To meet and maintain its responsibilities towards children, Armthorpe Parish Council's holiday and Community Projects will adhere to the following standards of good practice:

- to treat all children with respect.
- to set a good example of conducting ourselves appropriately.
- to ensure the staff are positive role models to children and other members of the team and never engage in rough, physical or sexually provocative games.
- to involve children in decision-making which affects them (taking age and development of children into account).
- to encourage positive and safe behaviour among children.
- to be alert to changes in a child's behaviour.
- to recognise that challenging behaviour may be an indicator of abuse.
- to read and understand all of the Splash Programme and Community Projects safeguarding and guidance documents on wider safeguarding issues, for example physical contact and information-sharing.
- to ask the child's permission before doing anything for him/her (taking age and development of the child into account) which is of a physical nature, such as assisting with dressing or administering first aid.
- to maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualized and derogatory language.
- to be aware that the personal and family circumstances and lifestyle of some children lead to an increased risk of neglect and or abuse.
- to raise awareness of child protection issues and equip children with the skills to keep themselves safe.
- to provide any form of manual or physical support required, as a last resort and to do so openly and appropriately, and to always consult the children and gain their agreement (taking age and development of children into account).
- to establish a safe environment in which children can enjoy activities.

Cameras and videoing

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images so Armthorpe Parish Council must ensure that it has safeguards in place. To protect children on Armthorpe Parish Council's Splash and Community Projects it will:

- obtain parents' and carers' consent in writing for photographs to be taken or published (for example, on our website or in newspapers or publications).
- use only the child's first name with an image.
- ensure that children are appropriately dressed.
- ensure that only designated cameras are used.
- ensure parents, carers, volunteers and support staff are not permitted to take photographs of children at the Splash Programme and Community Projects.
- ensure children do not take pictures or video other children.

Recognising concerns, signs and indicators of abuse

To recognise that children are protected from harm, Armthorpe Parish Council understand what types of behaviour constitute abuse and neglect. Armthorpe Parish Council will ensure all staff understand their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the Sports and Recreation Officer.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. These categories overlap and an abused child does frequently suffer more than one type of abuse.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual abuse

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

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect

may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Suspicion of Abuse/Disclosure

If through conversation or other contact with a child, a staff member has reason to suspect or is told physical, sexual, or emotional abuse or neglect, they should do the following:

- Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child, except to clarify what he/she is saying.
- Record the facts of the conversation in writing immediately afterwards using the exact words spoken not implied. (Use the Armthorpe Parish Council concerns form). If there are signs of physical abuse the Body Map must also be used, indicating where the marks are on the body. Sign and date as it may be required as evidence.
- Do not make assumptions about what the allegations might concern. If a member of staff is involved, appropriate steps must be taken to ensure the safety of the child and other children.
- Reassure the child that they have done the right thing
- Do not make promises that you may not be able to keep and explain you will have to tell someone to make sure they get the help they need.
- Report the suspicion to Doncaster Social Services and Armthorpe Parish Council's Clerk to the Council, for the appropriate action to be taken.

Abuse referral pathway

If it is suspected that abuse or poor practice is taking place there is a clear obligation to report such matters to the proper authority, the decision for such action will be taken by the Clerk of Armthorpe Parish Council (under delegated powers) following consultation with the Chairman. The Corporate response of the council in such cases will be communicated to **City of Doncaster Children's Services: 01302 737777 - <https://dscp.org.uk/report-a-concern/>**

Safeguarding confidentiality – Data Protection Act 2018

All staff understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence. Staff should only discuss concerns with Armthorpe Parish Council's Sports and Recreation Officer who will then decide who else needs to have the information.

Safeguarding concerns and incident record keeping

Well kept records are essential to good Safeguarding Practice. Armthorpe Parish Council is clear about the need to record any concerns held about a child or children within the Splash and Community Projects, the status of such records and when those records should be passed over to other agencies. Any records regarding safeguarding and child protection are kept securely at Armthorpe Community Centre in line with the Data Protection Act 2018.

Children behaviour

Armthorpe Parish Council will not tolerate bullying, hitting or other violent behaviour. Parents or guardians will be informed of inappropriate behaviour and contacted to discuss corrective solutions. Armthorpe Parish Council's Sports and Recreation Officer reserves the right to immediately dismiss a child from the programme due to violent or abusive behaviour.

Repeated or consistently disruptive behaviour - "Three strikes" policy:

First instance - The child will be given a 5 minute time out

Second instance - The child will receive a 10 minute time out and the parent or guardian will be notified at the end of the day.

Third instance - A parent or guardian will be asked to pick the child up and has the option to work on a corrective solution or withdraw their child from the programme.

Anti-bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through social media, the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the programme sessions.

At the Splash Programme and Community Projects, bullying is inexcusable, and Armthorpe Parish Council has a firm policy against all types of bullying. Armthorpe Parish Council's programme philosophy is based on its Armthorpe Parish Council behaviour policy (12.1) which ensures that every participant will acquire skills, friendships and sporting experiences.

Procedure for managing allegation against staff

These procedures must be followed in any case in which it is alleged that a member of staff has:-

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved in a way that indicates s/he is unsuitable to work with children

Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- Sexual includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.

A safeguarding complaint that meets the above criteria must be reported to the Clerk to the Council immediately. For all concerns, the Clerk to the Council should carry out an urgent initial consideration/fact find in order to establish whether there is substance to the allegation. The Clerk will investigate both parties involved and present items to the Council.

Declaration

Armthorpe Parish Council is fully committed to safeguarding the well-being of children and vulnerable people by protecting them from physical, sexual, emotional harm and neglect.

All members of Armthorpe Parish Council should read the Council's Child Protection and Vulnerable Person Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

If you have any concern that a child/vulnerable adult might be being subject to abuse or poor practice by a member of the Council staff, a Councillor, Sub Contractor, Volunteer or accompanying adult.	Record what you saw and heard. Report the incident to the Sports and Recreation Officer, Clerk and Chairman. Due to the sensitive/confidential nature of the incident you should not discuss the matter with anyone else.
What Armthorpe Parish Council will do	Take the report from whoever reported the matter and complete the Child Protection form.
If it appears to be a case of POOR PRACTICE	It appears to be a case of ABUSE
Interview the reported person immediately	Interview the reported person immediately
Record details on the Child Protection Form	Record details on the Child Protection Form
If not an employee of the Council or Councillor, a sub contractor being used by the Council or a volunteer. The Council will report to the organisation concerned verbally and also in writing.	The Clerk will contact the City of Doncaster Council Children's Services to discuss the incident. LADO@doncaster.gov.uk
Identify the poor practice.	Deal with internally or refer to external agencies.
Treat as misconduct issue. Identify areas for improvement.	If not an employee of the Council or Councillor, a sub contractor being used by the Council or a volunteer. The Council will report to the organisation concerned verbally and also in writing.
Record details for future reference on the Child Protection Form.	If internal, treat as a disciplinary matter. Record details on the Child Protection Form
Monitor the situation.	If referred externally, suspend employees

	pending investigation. Inform City of Doncaster Council's Children's Services and co-operate with them and/or the Police during the enquiry, keep the Chairman informed of investigation and outcomes, complying with the inquiry findings.
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Please refer to the Safeguarding Reporting Flowchart Procedure attached to this Policy.

Dated: 18th December 2025

Approved: 22nd June 2026

Review: April 2028

**Armthorpe Parish Council Child and Vulnerable Adult
Protection Form**

Attach all relevant information to this form.

Date:

Person completing this report:

Name and address of the person reporting poor practice or potential abuse.

Notes of incident:

Poor Practice

Notes of preliminary investigation:

State what action is to be taken:

Suspend Employee in writing pending investigation:

Date of suspension:

Time of suspension:

Attach copy of letter

Potential Abuse

Contact Chairman and explain the situation.

Brief notes of this discussion:

If agreed contact: **City of Doncaster Children's Services: 01302 737777**

Suspend employee in writing pending investigation.

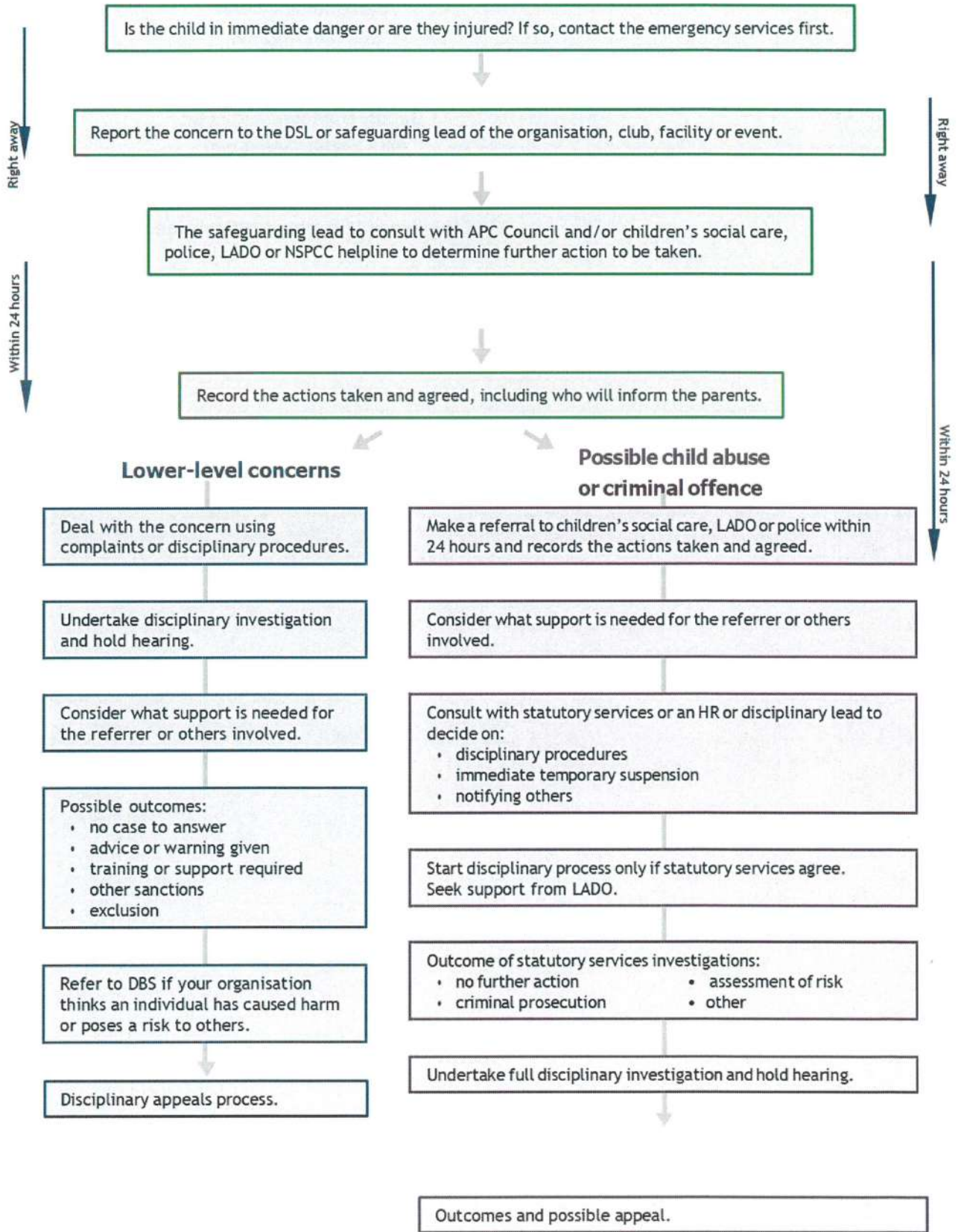
Date of suspension:

Time of suspension:

Attach copy of letter

Remarks

Safeguarding reporting procedure for concerns



ARMTHORPE PARISH COUNCIL

Safeguarding Lead
Mr Carl Hughes
07526791188

Deputy Safeguarding Lead
Mrs Sarah Youngman
01302 830543

Carl Hughes will be attending every session.



**Armthorpe
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LADO Procedure

The role of the LADO is set out in the HM Government guidance Working Together to Safeguard Children (2018).

The Armthorpe Children and Safeguarding Partnership has procedures for managing allegations against people who work with children (for example, those in a position of trust).

The role applies to allegations about paid, unpaid, volunteer, casual, agency and self-employed workers in any setting. For example, schools, youth clubs and holiday camps.

Criteria

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

1. Behaved in a way that has harmed, or may have harmed, a child.
2. Possibly committed a criminal offence against children or related to a child.
3. Behaved towards a child in a way that may indicate they may pose a risk of harm.
4. Behaved towards a child in a way that indicates they are unsuitable to work with children.

Allegation's procedures may also be used where concerns arise about:

1. A person's behaviour in their personal life which may impact on the safety of children who they are responsible for;
2. A person's behaviour regarding their own children;
3. The behaviour in the private or community life of a partner, member of the family or other household member.

Referrals

To make a referral to the Armthorpe Parish Council LADO please use this referral form. Information should not be disclosed to the person the allegations are about until discussions have taken place with the LADO, the police and/or LA children's social care as this may hinder investigations.

Please do not email LADO information to the named individuals that fulfill this role. Using the LADO mailbox helps to ensure information can be responded to in a timely manner.

LADO role

The LADO will provide advice, guidance and help to anyone who has concerns about someone who works with children, to determine what action needs to be taken.

The LADO co-ordinates information-sharing with the right people and will also monitor and track any investigations, with the aim of resolving it as quickly as possible. Dealing with allegations involving people who work with children.

The function of LADO allegation meetings

Allegation meetings relate to the allegations about an adult who works with children and young people.

The meeting/discussion take place to:

1. Identify why the alleged or acknowledged behaviour raises concerns about suitability to work with children and young people; If relevant, review any previous concerns or allegations regarding the conduct of the person the allegation relates to;
2. Ensure that arrangements are in place to protect the child/ren involved and any other children affected;
3. Consider what support should be provided to the person the allegation relates to and others who might have been affected;
4. Consider what support should be provided to all children who may have been affected directly and indirectly;

Review the four criteria points;

1. Make recommendations where appropriate regarding suspension, or alternatives to suspension;
2. Determine what information can be shared, with whom and when;
3. Agree arrangements to inform the child's' parents, and consider how to provide them with support and information during any enquiries;
4. Ensure where necessary there has been a Child Protection Enquiry and/or police investigation and consider the implications;
5. Ensure that investigations will be sufficiently independent;
6. Consider the need to share the statements and evidence with the employer.

Reporting

The LADO allegation is to be reported to the Designated Safeguarding Lead – Carl Hughes and Deputy Safeguarding Lead – Sarah Youngman. If the allegation is against

either one or the other, then another reputable person – Armthorpe Parish Council Chairperson – Christine Broadhurst-Brown is to be informed.

LADO LEAD

Doncaster Council Officer

LADO DEPUTY LEAD

Doncaster Council Officer

Local Authority Designated Officer - City of Doncaster Council

Useful information and contact details

Tel: 01302 737332

Email: LADO@doncaster.gov.uk

Doncaster Safeguarding Children Board (DSCB) Procedure for Allegations Against Staff, Carers and Volunteers can be found at: https://doncasterscb.proceduresonline.com/p_alleg_against_staff.html

Urgent child protection concerns

If you are worried about a child that might be at immediate risk of harm or if the situation is an emergency do not wait to contact the LADO and contact either Children’s Services and/or the Police straight away.
The LADO can then be contacted after the child is safe.

Children’s Services:

Referral and Response Team

Office hours: 01302 737777

Out of hours: 01302 796000

Police:

Phone 101 or in an emergency 999.

Dated: 19th February 2026

Approved: 22nd June 2026

Review: Annually



Administration of Medication Policy and Procedures

Armthorpe Parish Council is committed to safeguarding the welfare of all children attending Youth Club, Holiday Club, and any other sessions organised by the Parish Council.

Armthorpe Parish Council staff do **NOT** administer medication to children under any circumstances, with the sole exception of emergency adrenaline auto-injectors (EpiPens). An EpiPen may only be administered if:

- It has been prescribed for the child;
- Clear, written instructions have been provided by the parent/guardian detailing when and how it should be used;
- Staff have received appropriate awareness training.

All EpiPens must be clearly labelled with the child's name and stored in an easily accessible but secure location.

If a child requires any medication (prescribed or non-prescribed) to be given during a session, a parent, guardian, or other responsible adult must attend the session and administer the medication themselves. Under no circumstances will Parish Council staff administer routine, short-term, or long-term medication.

Armthorpe Parish Council will ensure that:

- Parents and guardians are informed of this policy prior to sessions;
- Emergency procedures are followed in the event of an allergic reaction or medical emergency;
- Staff understand their duty of care and the limits of their responsibility in relation to medication.

No medication will be stored or kept by Armthorpe Parish Council, with the exception of emergency EpiPens provided for individual children but these will return home with the child following each session.

This policy applies to all children attending Youth Club, Holiday Club, or any other sessions organised by Armthorpe Parish Council.

EPIPEN PROCEDURE

In the event of a suspected anaphylactic reaction, staff may administer an EpiPen only where clear written consent and instructions have been provided by the parent or guardian.

Staff must follow the instructions supplied with the EpiPen and any guidance provided by the parent/guardian.

Emergency services (999) must be contacted immediately after administration, and the

parent/guardian informed as soon as possible.

The incident must be recorded in line with Armthorpe Parish Council accident and incident reporting procedures.

STAFF DISCLAIMER

Armthorpe Parish Council staff act in good faith and within the limits of their training and this policy. Staff are not medically qualified (First Aid at Work Training has been carried out and a qualified First Aider will attend each session to administer EpiPens) and cannot be held responsible for adverse outcomes arising from the administration or non-administration of medication, provided they have followed this policy and the instructions supplied by parents/guardians.

The ultimate responsibility for ensuring that a child's medication needs are met rests with the parent or guardian

Dated: 19th February 2026

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