

Safeguarding and Child Protection Policy

Approved by:	Vicky Lunt	Date:	April 2026
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In2Sport Therapeutic Mentoring and In2Play Therapy fully recognises its responsibilities for safeguarding and child protection.

Policy agreed (date):	April 2026
Policy published	Can be made available upon request
Next review (date):	March 2027

Key Safeguarding Personnel			
Role	Name	Tel.	email
Director & designated safeguarding lead (DSL)	Vicky Lunt	07968 778732	in2playtherapy@outlook.com
Designated Safeguarding Lead (DSL)	Natasha Perry	07799 268115	natasha@in2sportcoaching.co.uk
Designated Safeguarding Lead (DSL)	Rich Dawley	07545 139537	rich@in2sportcoaching.co.uk
Deputy DSL (DDSL)	Daniel Tanner	077745 57900	dan@in2sportcoaching.co.uk
Deputy DSL (DDSL)	Jessica Tyler-Boorer	07500 865040	natasha@in2sportcoaching.co.uk

Introduction

In2Sport Coaching Ltd, including our subsidiary service In2Play Therapeutic Services and all its service provision herein is committed to safeguarding and promoting the welfare of our learners. The organisation is committed to fostering a culture of openness, transparency, and accountability in which safeguarding concerns are raised, recorded, and acted upon promptly. All staff understand that safeguarding is everyone's responsibility. We will fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (DfE, September 2025)
- After-school clubs, community activities and tuition: safeguarding guidance (DfE)
- The procedures of the Safeguarding Vulnerable People Partnership (SVPP)
- Information sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers (DfE, 2018)

This policy aims to ensure:

- all our learners are safe and protected from harm.
- safeguarding procedures are in place to help learners to feel safe and learn to stay safe.
- adults in the organisation's community are aware of the expected behaviours and the organisation's legal responsibilities with safeguarding and child protection.

Scope

The organisation provides therapeutic alternative provision, mentoring and intervention services commissioned by schools, local authorities and families.

Safeguarding children is defined as:

- ensuring that children grow up with the provision of safe and effective care
- acting to enable all children to have the best life chances
- preventing impairment of children's mental or physical health or development and
- protecting children from maltreatment.

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Safeguarding covers a range of measures that includes child protection procedures. It encompasses a preventative approach to keeping children and vulnerable adults' safe that incorporates learner health and safety; behaviour management and preventing bullying; supporting learners with medical conditions; personal, health, social-economic education; providing first aid and site security.

Consequently, this policy is consistent with all other policies adopted by the Directors and should be read alongside the following policies relevant to the safety and welfare of our learners:

- Behaviour policy
- Staff Behaviour Policy
- Health and Safety
- Equality policy
- Whistleblowing policy
- SEND statement

This policy applies to **all staff, contractors, associates and volunteers** working for or on behalf of the organisation.

For the purposes of this policy:

- **Staff** refers to all those working for or on behalf of the organisation full time or part-time, in a paid or regular voluntary capacity.
- **A volunteer** is a person who performs an activity that involves spending time, unpaid with our organisation (except for approved expenses).
- **Parent** refers to birth parents and other adults who are in a parenting role, for example, step-parents, foster carers and adoptive parents.

- **Child** refers to all children attending our provision and any child under the age of 18 who encounters our organisation. This includes unborn babies.

Any safeguarding concerns or disclosures of abuse relating to a learner at our provision or outside of operating hours are within the scope of this policy.

Expectations

All staff are:

- familiar with this safeguarding policy and have an opportunity to contribute to its review.
- alert to signs and indicators of possible abuse.
- able to record and report concerns as set out in this policy.
- able to deal with a disclosure of abuse from a learner.
- involved in the implementation of individual education programmes, integrated support plans, a child in need plans, interagency child protection plans as required.

In addition,

- all staff have read and understood **Part 1 of the current version of Keeping Children Safe in Education (September 2025)**.
- staff working directly with children have also read **Annex A of KCSIE (September 2025)**.

Governance

- The Directors retain ultimate responsibility for ensuring that safeguarding arrangements are effective. Safeguarding is a standing agenda item at Director meetings, and the Directors receive regular reports from the Designated Safeguarding Lead (DSL) regarding safeguarding practice, concerns, trends, training compliance, and policy effectiveness.

The Board reviews this safeguarding policy annually to ensure ongoing compliance with statutory guidance and best practice.

- As key strategic decision-makers and vision setters for the organisation, the Directors will make sure that our policies and procedures are in line with national and local safeguarding requirements. Proprietor/trustees will work with the senior leaders to make sure the following safeguarding essentials are in place:

Training/Teaching	Policy/Procedures	Staffing
Staff Behaviour Policy (for safer working practice) D/DSL training KCSiE Part 1 Looked After Children (LAC) Online safety training for staff Preventing Radicalisation Staff training Whistleblowing	Children Missing out on education and Children Missing Education (CME) Concerns about staff conduct Dealing with a learner at immediate risk Early help Female Genital Mutilation (FGM) Honour based abuse Peer on Peer abuse Reporting abuse /SVPP procedures SEND and safeguarding Safeguarding policy review	Designated Safeguarding Lead (DSL) Deputy Designated Safeguarding Lead (DDSL) Designated LAC staff member (even if there are no LAC on roll)

Allegations management

Our Co Director Natasha Perry is responsible for liaising with the local authority Designated Officer for Allegations (DOFA) and other partner agencies in the event of an allegation of abuse being made against the Director Vicky Lunt.

See also Managing allegations against adults

Safer recruitment

All staff are subject to safer recruitment processes and checks in line with **Part 3 of Keeping Children Safe in Education (September 2025)**.

At In2Sport Coaching Ltd, we scrutinise all applications for paid or voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We maintain a **Single Central Record (SCR)** of all required recruitment and vetting checks carried out, in line with KCSIE. The SCR applies to:

- all staff and regular volunteers working on behalf of the organisation

See also Training.

Staff Behaviour Policy (for safer working practice)

In2Sport Coaching Ltd is committed to positive academic, social and emotional outcomes for our learners underpinned by a strong safeguarding ethos. We are equally committed to the protection and welfare of our staff, who are expected to adhere to the highest standards of professional behaviour.

The Staff Behaviour Policy sets out staff behaviours that should be avoided, as well as those that constitute safe practice, and supports our commitment to safeguarding children.

Teaching staff are additionally expected to act within the guidance of the 'personal and professional conduct' section of the Teachers' Standards.

Visitors

All visitors complete a signing in/out form, wear an ID badge and are provided with key safeguarding information including the contact details of safeguarding personnel in the organisation.

Scheduled visitors in a professional role (eg fire officer) are asked to provide evidence of their role and employment details (usually an identity badge) upon arrival at a/the setting.

If the visit is unscheduled and the visitor is unknown to the setting, we will contact the relevant organisation to verify the individual's identity, if necessary.

Visitors who have had their DBS status confirmed will be asked to wear a green lanyard. Visitors, such as new parents will be issued with a black lanyard and will be accompanied at all times by a member of SLT.

Curriculum – teaching about safeguarding

Our learners access a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of life. Activities are kinaesthetic and use children's strengths to find success.

We are aware of children's barriers to learning and we work very closely with each child to promote self-worth and to value their achievements.

We provide opportunities for learners to develop skills, concepts, attitudes and knowledge that promote safety and well-being. The Therapeutic Mentoring and Thrive curriculum specifically includes the following objectives:

- Developing learner self-esteem and communication skills
- Developing strategies for self-protection
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and within peer relationships (positive relationships and consent)

Early help

Decisions regarding early help, safeguarding referrals, and escalation are made in line with the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) Threshold Guidance and relevant statutory frameworks.

At In2Sport Coaching, all our staff can identify children who may benefit from early help as a problem emerges and discuss this with the D/DSL.

The D/DSL uses:

- The Digital Assessment and Referral Tool (DART) is appropriate as part of a holistic assessment of a child's needs.
- The Multi-Agency Thresholds for Safeguarding Children on the SVPP website about suitable action to take when a child has been identified as making inadequate progress or having an unmet need.

Identifying the signs

All staff know how to recognise and are alert to the signs of neglect and abuse. Definitions of abuse set out in 'What to do if you're worried a child is being abused - Advice for practitioners' (2015) and 'Keeping Children Safe in Education' (new from Sept 2025) along with notes from Safeguarding training, are important reference documents for all staff. Every member of staff is provided with a copy of Part 1 of KCSiE which they are required to read, and which also includes supporting guidance about several specific safeguarding issues.

Responding to concerns/disclosures of abuse

Flowcharts provided by the SVPP that set out the required procedure for staff to follow when they have a safeguarding concern about a child are displayed in all adult school toilets and also in staff personal work files and in school office for easy reference.

Staff adhere to the organisation's safeguarding training requirements when concerned about abuse or when responding to a disclosure of abuse. Staff understand that they must NOT:

- take photographs of any injuries.
- postpone or delay the opportunity for the learner to talk.
- take notes while the learner is speaking or ask the learner to write an account.
- try to investigate the allegation.
- promise confidentiality eg to say they will keep 'the secret'.
- approach or inform the alleged abuser.

All staff record any concern about or disclosure by a child of abuse or neglect and report this to the D/DSL using the standard form. It is the responsibility of each adult in the setting/s to ensure that the D/DSL receives the record of concern without delay. In the absence of the D/DSL, staff members know to speak directly to the MASH. In some circumstances, the D/DSL or member of staff seeks advice by ringing the MASH for advice.

Low-Level Concerns

All staff are expected to report **low-level concerns** about colleagues that may not meet the harm threshold but could indicate behaviour inconsistent with the organisation's values or safeguarding expectations. Low-level concerns are recorded, reviewed and monitored by the DSL and Director in line with KCSiE guidance.

The DSL and the DDSL are always available during set hours for staff to discuss any safeguarding concerns.

The voice of the learner is central to our safeguarding practice and learners are encouraged to express and have their views given due weight in all matters affecting them.

Missing children and children missing education

Staff report immediately to the D/DSL, if they know of any child who may be:

- Missing – whereabouts unknown or
- Missing education – (compulsory school age (5-16) with no registered education place and not electively home educated.

The designated safeguarding lead and director, (Vicky Lunt) for LAC and care leavers discusses any unauthorised/ of Looked After Children with Virtual School when required.

The DSL shares any unauthorised/unexplained absence of children who have an allocated social worker within 24 hours.

Children who do not attend education regularly can be at increased risk of abuse and neglect. Where there is unauthorised/unexplained absence, and:

- after reasonable attempts have been made to contact the family without success, the DSL follows the SVPP procedure and consults/refers to the MASH team as appropriate.
- there are no known welfare concerns about a child, we follow our procedures for unauthorised absence and report concerns to the child's main registered school base/Education Welfare Service.

Learners with Special Education Needs and Disabilities (SEND)

Learners with additional needs face an increased risk of abuse and neglect. Staff take extra care to interpret correctly apparent signs of abuse or neglect. We never assume that behaviour, mood or injury relates to the learner's additional needs without further exploration.

Staff understand that additional challenges can exist when recognising abuse and neglect in learners with SEND, including communication barriers. Staff recognise that learners with SEND are also at a higher risk of peer group isolation and can be disproportionately affected by bullying.

To address those additional challenges, pastoral support is provided as appropriate for learners with SEND and they are also encouraged to discuss their concerns.

The DSL's work with **ALL STAFF** to identify learners with additional communication needs (*in addition to those mentioned in EHCP*) and whenever possible, these learners are given the chance to express themselves to a member of staff with appropriate communication skills.

Female Genital Mutilation (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Staff will inform the D/DSL immediately if they suspect a girl is at risk of FGM. We will report to police any 'known' cases of FGM the police as required by law.

Child on Child abuse

All children have a right to attend education provision and learn in a safe environment. All child on child abuse is unacceptable and will be taken seriously. Staff recognise that while both boys and girls can abuse their peers, it is more likely that girls will be victims and boys instigators of such abuse. Child on child abuse is not tolerated, passed off as "banter" or seen as "part of growing up". It is likely to include, but is not limited to:

- bullying (including cyberbullying)
- gender-based violence/sexual assaults
- sharing of sexual images (including online abuse)
- 'upskirting' or any picture was taken under a person's clothing without them knowing to obtain sexual gratification or cause humiliation or distress.
- initiation/hazing type violence and rituals.

Consequently, child on child abuse is dealt with as a safeguarding issue, recorded as such and not managed through the systems set out in the organisation's behaviour policy.

Any children who may have been victimised and/or displayed such harmful behaviours, along with any other learner affected by child on child abuse, will be supported through the organisation's pastoral system and the support will be regularly reviewed.

We minimise the risk of child on child abuse by providing:

- an individualised session, that helps children to develop their understanding of acceptable behaviours, healthy relationships and keeping themselves safe. The pinned activities are updated to reflect changes in legislation.
- Established systems for children to raise concerns with staff, knowing they will be listened to, supported and valued, and that the issues they raise will be taken seriously.

The DSL's liaise with other professionals to develop robust risk assessments and appropriate specialist targeted work for children who are identified as posing a potential risk to other children. For learners under 18 years, this is done using a Contextual Safeguarding approach to ensure assessments consider risks posed by any wider environmental factors present in a child's life.

Domestic abuse

Staff understand that domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional harm.

The DSL liaises with partner agencies as part of Operation Encompass in Wiltshire. When police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the DSL ensures the organisation receives up to date relevant information about the child's circumstances and will ensure key staff provide emotional and practical support to the child according to their needs.

Mental health

All staff are aware that mental health problems can be an indicator that a learner has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff understand that:

- abuse and neglect, or other potentially traumatic adverse childhood experiences can have a lasting impact on learners' mental health, behaviour and education throughout childhood, adolescence and into adulthood.
- they have to observe learners day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, they will report this concern using the agreed reporting mechanisms.

Preventing radicalisation

Protecting learners from the risk of radicalisation is part of the organisation's wider safeguarding duties and is similar to protecting learners from other forms of harm and abuse.

Staff use their judgement in identifying learners who might be at risk of radicalisation and speak to the D/DSL if they are concerned about a child. The D/DSL will always act proportionately, and this may include making a referral to the Channel programme or the MASH.

Online Safety and Filtering

We recognise our responsibility to safeguard learners in their use of technology. Staff understand online safety risks, including those arising from artificial intelligence, social media, online grooming, misinformation and harmful online influences.

Where technology is accessed through partner schools or settings, filtering and monitoring systems are managed through the host organisation's safeguarding systems. Staff remain vigilant to online safety risks during all sessions.

Learners are taught how to use technology safely and respectfully, including keeping personal information private and understanding how to seek help if they feel unsafe or concerned online.

Staff understand emerging safeguarding risks associated with artificial intelligence tools, including unsafe content, manipulation, misinformation and inappropriate use of online platforms.

Serious violence

We are committed to success in therapeutic support & learning for all our children as one of the most powerful indicators in the prevention of youth crime.

Our sessions include developing conflict resolution skills and understanding risky situations to help our learners develop the social and emotional skills they need to thrive.

Staff are trained to recognise both the early warning signs that children may be at risk of getting involved in gangs as well as indicators that a child is involved in serious violent crime. They are also aware of the associated risks and know the measures put in place to minimise such risks.

Off-site visits

We carry out a risk assessment before any off-site visit and designate the specific roles and responsibilities of each adult, whether employed or volunteers.

Where there are safeguarding concerns or allegations that happen offsite, staff will follow the procedures described above and in the SVPP flowcharts as appropriate. A copy of the flowcharts is taken on off-site visits for reference.

Exceptional operating circumstances

If the organisation is required to change the way we offer our provision to children due to unforeseen circumstances eg during a pandemic lockdown, staff responsibilities to remain alert to the signs and risks of abuse to children will continue to apply. In such circumstances:

The DSL's will:

- work closely with social care and partner agencies to support learners in these circumstances and to identify children and vulnerable adults who may be at risk for the first time and/or benefit from additional support
- use specific local and national guidance about safeguarding in such circumstances to inform practice and will ensure staff, learners, and families are provided with written:
 - amended DSL arrangements as required (names, location and contact details)
 - temporary changes to procedures for working with learners eg online or face-to-face offsite.
 - amended procedures for reporting concerns
 - safeguarding training arrangements
 - timescales for such changes so that all learners, families and staff understand when such arrangements will end, and arrangements revert to those in place before the events leading to the need for the temporary changes.

We will ensure the sessions we offer during such circumstances, continues to promote childrens' spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of life, as they may have changed as a result of the national/international events as they evolve.

Record keeping and information sharing

The safeguarding recording system enables accurate, time-stamped recording of concerns, professional discussions, decisions made, and the rationale for those decisions. Records are securely stored with an auditable trail to ensure accountability and compliance with statutory guidance.

The organisation:

- liaises with partner organisations (schools, Wiltshire Council) to ensure any safeguarding records for learners are shared on transition:
 - by the setting/organisation previously attended by the learner.
 - by the DSL's when the learner leaves our organisation.

For any learner dual-registered with another school/setting/organisation, the DSL's liaise regularly with the DSL at that base, to ensure information is shared in the best interests of the child. This includes contextual safeguarding information about relationships that young people form in their neighbourhoods, schools and online to enable assessment and intervention to happen within these extra-familial contexts. Where safeguarding concerns arise during delivery within a partner school or setting, staff will follow the host organisation's safeguarding and reporting procedures alongside informing the organisation's DSL. In2Sport Coaching Ltd maintains an internal safeguarding record of concerns, actions taken and referrals made to ensure accountability and appropriate oversight, while avoiding unnecessary duplication of the host setting's safeguarding

processes.

- keeps clear written records of all learner safeguarding and any child protection concerns using a standard recording form, with a body map, including actions taken and outcomes as appropriate.
- ensures all learner safeguarding and child protection records are kept securely on our online portal and is password protected.
- ensures the records incorporate the wishes and views of the child.

The D/DSL acts by Information Sharing – Department for Education (DfE) (2018) and is in line with the Wiltshire Council Record-Keeping Guidance which includes details about file retention. Information about learners at risk of harm is shared with members of staff in keeping with the seven golden rules to sharing information in the DfE guidance.

We are committed to working in partnership with parents and carers of children (as appropriate). In most situations, we will discuss initial concerns with them. However, the D/DSL will not share information where there are concerns that if so doing would:

- place a child at increased risk of significant harm
- place any adult at increased risk of serious harm
- prejudice the prevention, detection or prosecution of a serious crime
- lead to an unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

When we become aware that a child is being privately fostered, we remind the carer/parent of their legal duty to notify Wiltshire Children's Social Care. We follow this up by contacting Children's Social Care directly.

Escalation of concerns

Effective working together depends on an open approach and honest relationships between colleagues and between agencies.

Staff must be confident and able to professionally disagree and challenge decision-making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Staff are encouraged to press for reconsideration if they believe a decision to act/not act in response to a concern raised about a child is wrong. In such cases, the SVPP Case Resolution Protocol is used if necessary.

If we are on the receiving end of a professional challenge, we see this as an opportunity to reflect on our decision making.

Whistleblowing

All staff can raise concerns about poor or unsafe practices and potential failures in the organisation's safeguarding regime. Our whistleblowing procedures, which are reflected in staff training and our Code of Conduct, are in place for such concerns to be raised with Rich Dawley (DSL), Vicky Lunt (DSL) or Lauren Parks (DDSL).

If a staff member feels unable to raise an issue with the staff members mentioned above or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline

Staff can call 0800 028 0285 from 08:00 to 20:00, Monday to Friday, or email help@nspcc.org.uk.

- DOFA (previously known as LADO): 01225 713945 or email dofaservice@wiltshire.gov.uk
- MASH: 0300 456 0108 – Out of hours: 0845 607 0888

Managing allegations against adults

All staff follow the current safeguarding procedures and flowcharts published by the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) when responding to safeguarding concerns, disclosures, or allegations. Copies of these up to date forms are displayed in their everyday work folders.

Where anyone in the organisation has a concern about the behaviour of an adult who works or volunteers at the setting, they must immediately consult Vicky Lunt who will refer to the Designated Officer for Allegations (DOFA).

Any concern or allegation against the Director will be reported to the Co Director without informing the Head Teacher.

All staff must remember that the welfare of a child is paramount and must not delay raising concerns by fear that any such reporting could jeopardise their colleague's career.

Any allegation of abuse will be dealt with fairly and consistently that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

All members of staff and volunteers have read and signed to confirm they have understood the organisation's Staff Behaviour Policy (for safer working practice).

Training

Induction

The welfare of all our children is of paramount importance. All staff including proprietor/governors and regular volunteers are informed of our safeguarding policy and procedures including online safety, at induction.

Our induction for staff also includes:

- Plan of support for individuals appropriate to the role for which they have been contracted
- Confirmation of the conduct expected of staff within the organisation – our Staff Behaviour Policy
- Opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- Confirmation of the line management/mentor process whereby any general concerns or issues about the person's ability or suitability will be addressed.

Safeguarding training

This training is for all staff and is updated at least annually to ensure staff understand their role in safeguarding. Any member of staff not present at this whole team session will undertake this training requirement on their return.

In addition, all staff members receive safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as necessary and at least annually. All staff also receive training in online safety and this is updated as necessary.

Advanced training

The D/DSL has additional multi-agency training which is updated every two years as a minimum. The D/DSL also attend multi-agency courses relevant to the organisation's needs. Their knowledge and skills are refreshed at least annually eg via e-bulletins or safeguarding networking events with other D/DSLs. The D/DSL attend a Wiltshire MASH tour.

Safer Recruitment

At least one person on any appointment panel has undertaken Safer Recruitment Training. This training is updated every five years as a minimum.

Preventing Radicalisation

All staff undertake Prevent awareness training.

Staff support

Due to the demanding, often distressing nature of child protection work, we support staff by providing an opportunity to talk through the challenges of this aspect of their role with a senior leader and to seek further support as appropriate.

Monitoring and review

The Director ensures that safeguarding is an agenda item for every staff meeting.

The Directors monitor safeguarding effectiveness through regular review of training compliance, incident trends, safeguarding audits, and feedback from the Designated Safeguarding Lead. Any identified improvements are implemented promptly.

This policy is reviewed annually or earlier as required by changes to legislation or statutory guidance.

The nominated advisor meets the DSL every term (six times a year) to monitor the effectiveness of this policy.

Appendix 1

Related legislation and key documents

Children Act 1989 (and 2004 update): The Children Act 1989 gives every child the right to protection from abuse and exploitation and the right to have enquires made to safeguard his or her welfare. The Act place duties on several agencies, including s, to assist Social Services departments acting on behalf of children and young people in need (s17) or enquiring into allegations of child abuse (s47).

Education Act 2002 - This requires organisations to make arrangements to safeguard and promote the welfare of children and to have regard to guidance issued by the Secretary of State for Education.

Sexual Offences Act 2003 - This act sets out an offence of 'abuse of trust' - a sexual or otherwise inappropriate relationship between an adult who is responsible for young people and a young person in his/her care.

Information Sharing – Department for Education (DfE) Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018 This advice is for all frontline practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case by case basis.

Counter-Terrorism and Security Act 2015 (the CTSA 2015), section 26 requires all organisations, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

Mental health and behaviour in schools (2018) advice to help schools to support pupils whose mental health problems manifest themselves in behaviour. It is also intended to be helpful to staff in alternative provision settings, although some of the legislation mentioned will only apply to those alternative provision settings that are legally classified as schools.

The Teachers’ Standards (2013) set a clear baseline of expectations for the professional practice and conduct of teachers and define the minimum level of practice expected of teachers in England.

Children Missing Education (2016) Statutory guidance for local authorities and advice for other groups on helping children who are missing education get back into it.

Sexual violence and sexual harassment between children in schools and colleges (2017) Advice for schools and colleges on how to prevent and respond to reports of sexual violence and harassment between children.

What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings



Be alert to signs of abuse and question unusual behaviour
If you have concerns about a child's welfare...

Where a child also discloses abuse or neglect:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report concerns to the Designated/Named Safeguarding Lead or their deputy:

NAME: Vicky Lunt, Natasha Perry, Richard Dawley or Daniel Tanner TEL: 07968778732 / 0799 268115 / 07507143282

The Designated/Named Safeguarding Lead will:

- consider further actions required, including consultation with MASH (number below)
- record in writing the discussions, decisions and reasons for decisions.

In exceptional circumstances or in the absence of a Safeguarding Lead you may contact MASH directly.

If a referral is not required:

The Designated Safeguarding Lead will oversee relevant action, eg pastoral support, and/or early help assessment and monitor locally.

If concerns continue

The Designated/Named Safeguarding Lead (or staff) will contact MASH to make a referral

Additional/unmet needs – the Designated Safeguarding Lead will consult with relevant agencies and undertake an Early Help CAF and Team around the Child meetings.

- **Multi-Agency Safeguarding Hub (MASH): 0300 456 0108**
- **Out of Hours Emergency Duty Service: 0300 456 0100** (5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)
- If the child is in **immediate risk**, dial **999** and ask for police assistance

MASH will:

1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment/CAF recommended; referral to other agency for service provision).

This flowchart is intended for use as a brief guide. Refer to the DfE Guidance [What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).

ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN- GUIDANCE FLOWCHART



If you become aware that a member of staff/volunteer may have:

- 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 or
- behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report immediately to your /a senior manager/safeguarding lead

Unless there is clear evidence to prove that the allegation is incorrect the manager /safeguarding lead **must**:

Report the allegation within one working day to the Designated Officer for Allegations (formerly known as LADO):

Designated Officer (direct line): 01225 713945

Multi-agency Safeguarding Hub (MASH): 0300 456 0108

Out of Hours Emergency Duty Service (5.30pm to 9.00am): 0845 607 0888

The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is NOT met, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

NB: This document is intended for use as a brief guide only. For more detailed guidance refer to The WSCB Allegations Management Policy at www.wiltshirelscb.org

ALLEGATIONS AGAINST ADULTS - Risk of harm to children

GUIDANCE FLOWCHART

If you become aware that a member of staff/volunteer may have:

- 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 or
- Behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

**Report immediately to your Headteacher / Company Director/
Any concern or allegation against the Headteacher / Company Director
reported to the Chair of Governors**

Unless there is clear evidence to prove that the allegation is incorrect, the Headteacher /
Principal **must:**

**Report the allegation within one working day to the Designated Officer for Allegations
(formerly known as LADO):**

Designated Officer (direct line): 01225 713945

Multi-agency Safeguarding Hub (MASH): 0300 456 0108

Out of Hours Emergency Duty Service (5.30pm to 9.00am): 0845 6070 888

The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is NOT met, the Designated Officer will agree with you an appropriate response (*e.g. for the agency to undertake further enquiries or undertake and internal investigation*)

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/ safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

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