



# Safeguarding Policy

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## Safeguarding Policy

**Designated Safeguarding Lead** - Amanda Lodge-Stewart

**Designated safeguarding officers** - Vicky Henderson, Danielle Moulson and Claire Baxendale

### Introduction

The Link Training Academy is committed to keep all our learners, staff and volunteers safe from harm and to take direct action to protect, nurture and support them. All members of staff including administration, assessors, sub-contractors and tutors are required to read this policy carefully and conform to it; failure to adhere to it is a disciplinary offence. If in doubt you must put children and vulnerable adults first. We will operate in compliance with the Safeguarding Vulnerable Groups Act 2006, the most recent guidance from Ofsted in Further Education and Skills handbook and current employment law. **This policy should be read in association with Keeping Children Safe in Education Part 1 and documented in CPD records.**

Safeguarding is monitored and evaluated for continuous improvement via our quality assurance cycle, which includes cyclic reviews and meeting updates, observation, CPD, record keeping and feedback.

The Employment Rights Bill will be monitored for updates, especially around whistleblower protections and flexible working rights

We will promote the policy to all employees, learners, stakeholders and visitors, leading by example with open access to our most up to date policy on our website. Engagement with the policy will be checked as part of The Link Training Academy's quality cycle and management will ensure staff awareness and training is planned, effective, timely and consistent.

- Policies & processes that feed into our safeguarding process include
- Bullying
- Complaints
- Data Protection
- Health and Safety
- Equality, Diversity and Inclusion
- Whistleblowing & fraud Prevention
- Modern Slavery Statement
- Malpractice, Plagiarism, Collusion & Cheating

- IT
- Loan Working
- IAG
- Learner accessibility
- Safer recruitment
- Work related stress and anxiety
- Critical incident planning
- Risk assessment
- Child protection
- Staff conduct
- Behavior policy and management for staff and learners
- Personal development and curriculum planning
- Managing allegations against staff
- Transport
- Child protection policy: <https://commonslibrary.parliament.uk/research-briefings/sn06787/>

### The 5 R's of Safeguarding

**Recognise** - Signs of abuse and neglect or changes in behaviour

**Respond** - know how to deal with a concern or disclosure

**Record** - Full record of dates, times, witnesses etc.

**Report** - send report to DSL or Prime

**Refer** - to specialist-social services or police.

### Responsibilities

Safeguarding (Child Protection)	Amanda Lodge-Stewart, Vicky Henderson, Claire Baxendale, Danielle Moulson.
Health & Safety (including transport arrangements)	Amanda Lodge Stewart, Benjamin Lodge, Claire Baxendale
Bullying (including cyber bullying)	Benjamin Lodge
Health Needs of Children with Medical Conditions	Vicky Henderson, Claire Baxendale
Providing First Aid	Vicky Henderson, Claire Baxendale, Ben Lodge, Danielle Moulson, Matthew Smales-Cresswell.
Security	Benjamin Lodge
Drugs & Substance Misuse	Benjamin Lodge, Danielle Moulson, Claire Baxendale

Safeguarding & Promoting the Welfare of Children in Workplace	All staff
Safeguarding & Promoting the Welfare of Children on Visits & Journeys	All staff

### Staff areas of responsibility

- All staff should be aware of The Link Training Academy’s safeguarding policies and procedures and know where to find them if you need to refer to them.
- All staff should read and understand the SAFEGUARDING IN EDUCATION legislation.  
[https://assets.publishing.service.gov.uk/media/686b951610d550c668de3b8f/Keeping\\_children\\_safe\\_in\\_education\\_2025\\_part\\_one .pdf](https://assets.publishing.service.gov.uk/media/686b951610d550c668de3b8f/Keeping_children_safe_in_education_2025_part_one.pdf)
- All staff should be vigilant, act on any concerns and follow reporting procedures.
- All staff should complete required training as set out below.

### The Link Training Academy’s Responsibilities

- Have sufficient safeguarding policies and procedures in place and review these annually as a minimum, keeping up to date with contractual changes and legislation.
- Ensure all staff are aware of the policies and where to access them.
- Appoint at least one safeguarding officer for each subject area.
- Ensure all staff are supported in Prevent & Safeguarding through appropriate training, awareness sessions, teaching and learning materials and resource development.
- Provide a safe and inclusive environment for all learners
- Ensure all workplaces for learners have been vetted accordingly.
- Ensure the monitoring and management of incidents or concerns are completed in the correct manor and are communicated and reported appropriately.
- Ensure British values are adhered to for all staff and learners.
- Ensure referral agencies and support posters/guides are placed in prominent positions for staff & learners.
- Carry out internal investigations where appropriate.
- Ensure Risk assessments for Prevent are carried out and reviewed accordingly.
- Ensure all students receive training at induction and then completing the online modules.
- <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>
- Deal with incidents and/or reports of bullying, harassment or discrimination, quickly, consistently and efficiently following procedures written and enforced by The Link Training Academy.

## **Prevent & British Values**

We are aware that the current threat from violent extremism in the UK is real and severe and can exploit vulnerable people and children to involve them in extremist activity. Safeguarding against this is now a legal requirement. Concerns of this nature will initially be referred to a DSO, then progress to DSL. If in doubt or an emergency will call 999 Or 101 and quote CHANNEL. Escalation to CHANNEL must be reported within one working Day.

To comply with the Prevent Duty we exemplify British Values in the management, teaching practice & general behaviours.

### **British Values are defined as:**

- Rule of law
- Individual liberty
- Mutual respect
- Tolerance of those from other backgrounds, religions, faiths and beliefs
- Democracy
- Compliance with the Equality Act 2010

Tutors understand & embed British Values into the learner delivery journey to ensure learners are aware of them, can evidence and exemplify them and understand what it means to be a successful learner & take part in life & Britain today. Tutors have an open culture which allows freedom of speech and exploration of issues that affect learners locally, nationally & internationally. We will operate a safe place for learners to communicate, but provide challenge where views or discussions become offensive, extreme or upsetting to others.

Learners are required to understand how to keep themselves protected from risks associated with radicalisation, extremism, forms of abuse, grooming, harassment, discrimination, bullying & staying safe online. All learners take part in an induction which includes awareness of safeguarding and the prevent duty. All learners will complete a programme of ongoing modules which includes online learning platforms.

**The Link Training** works with employers to ensure learners are not exposed to risks associated with any of the above and ensure that adequate awareness of Prevent & British Values has taken place with workplace mentors, line managers or HR.

## **Safeguarding in Online Learning Environments**

**Objective:** To ensure the safety and well-being of learners in online learning environments by addressing safeguarding concerns and implementing measures to protect against online risks.

### **1. Safeguarding in Online Learning Environments:**

- **Monitoring and Supervision:** Ensure that all online learning sessions are monitored and supervised by qualified staff to maintain a safe and supportive environment.
- **Training and Awareness:** Provide regular training for staff and learners on online safety, including recognising and responding to online risks.
- **Reporting Mechanisms:** Establish clear procedures for reporting any concerns or incidents related to online safety. Ensure that learners know how to report issues and feel supported in doing so.

## 2. Measures to Protect Learners from Online Risks:

- **Secure Platforms:** Use secure and reputable online learning platforms that offer robust privacy and security features.
- **Digital safety:** Promote digital safety by educating learners on responsible and ethical use of technology, including respecting others online and protecting personal information.

## 3. Ensuring Safe Use of Technology:

- **Parental Involvement:** Encourage parental involvement in online learning by advising on resources and guidance on how to support their children's online safety.
- **Regular Reviews:** Conduct regular reviews of online safety policies and practices to ensure they remain effective and up-to-date with emerging risks and technologies.
- **Collaboration:** Collaborate with external organisations and experts to stay informed about best practices in online safety and incorporate their recommendations into the policy.

## Induction and Training for Staff

All staff are required to complete relevant safeguarding and Prevent training, including Safeguarding Children or Safeguarding in FE, Advancing Equality in FE and Safer recruitment for relevant staff. These training sessions will be discussed during induction, and any additional required training will be identified. Staff will also receive a copy of the safeguarding policy and procedures, with refresher or update training provided reactively and as a minimum annually. Induction is recorded.

All delivery staff must have an enhanced DBS check approved before starting employment, they are all encouraged to sign up for the update service, if not, they must complete a self-declaration annually, confirming that there are no incidents to report that could impact student safety and welfare. Other staff members may also be required to undergo an enhanced DBS check, depending on their role and circumstances. This check will include verification that the individual is not listed as barred from working with children and adults.

## **Training Required**

- Prevent Training Modules- every two years plus annual updates and briefings on current and relevant topics to be then delivered in personal development sessions
- ETF or NHS related modules– Safeguarding Children or Safeguarding in FE & Training: Advancing Equality in FE. Gov.Uk Prevent training. Safer Recruitment where relevant.
- In house staff refreshers annually, recapping on processes and procedures.

The designated safeguarding officers attend further safeguarding training provided by local council and network groups to stay up to date with best practices which will be communicated back to the team at standardisation meetings.

The Link Training Academy maintains a single central record of all staff qualifications, safeguarding/prevent training and DBS checks.

## **Monitoring Apprentices' and Learners:**

There are a number of things we do to monitor and protect our learners:

- We have a system of monitoring attendance and ensure we follow up on any student failing to report absence.
- Staff are vigilant and able to recognise changes in learner's appearance and behaviour which may indicate an issue.
- We keep records of contact details for all learners and parents when appropriate and two emergency contacts.
- We operate an open-door policy so our learners know they can speak to a member of staff about any concerns.
- Referral lines for information, advice and guidance are available for all staff members to support learners when appropriate. Learners can also access these details on their E-portfolios.

## **First Aid**

Key staff members are first aid trained.

## **Internet and IT Safety**

The internet provides learners with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. We partner with an external IT provider. They ensure that we have protection required on all systems, PC's and internet while in the office. At home, staff are expected to use good quality internet security and good safety practices. Current protections include anti-virus, anti-malware, Microsoft antivirus defender – end point, full version. Spam filtering Microsoft 365 and antivirus before

and when it arrives. All PC's are laptops are password protected with double authentication protection. All sensitive data is has additional password protection.

Where staff, learners or visitors find unblocked extremist content when using provided laptops, they must report it to their **DSO** who will in turn take action. We are aware that all learners have access to unfiltered internet when using their mobile phones and staff are alert to the need for vigilance when pupils are using their phones.

The Link Training has achieved the Cyber Essentials Certificate and commits to keeping up to date with changes and legislation.

### **Safer Recruitment**

There are a number of steps we take when appointing new members of staff to ensure safer recruitment:

- Verify their identity
- Obtain enhanced DBS certificate, issued within the last 3 years
- Verify right to work in the UK
- Verify qualifications
- Identify gaps in CV and ask for explanations
- Seek references where relevant

### **Drugs, Alcohol & Substance Abuse**

Substance misuse includes the non-medical use of illegal drugs, prescribed drugs, solvents and alcohol, to effect changes in mood, perception or physical performance.

#### **Signs of a possible problem with drugs or alcohol**

Alcohol or substance misuse may be suspected, if one of the following signs becomes evident. It should be noted that these signs are not exhaustive, nor on their own would they indicate alcohol or substance misuse as they may be caused by other conditions including stress or an underlying medical condition.

- **Absenteeism** – an increase in unauthorised leave, patterns of absence (e.g. after weekends), recurring reasons for absence, lateness in a morning or after lunch.
- **Appearance** - Flushed face or 'bleary eyed, smell of alcohol, hand tremors, deterioration of personal appearance
- **Work Performance** – tasks take longer to perform, missing deadlines, mistakes due to inattention or poor judgement, complaints from others, inability to remember instructions and reliability, confusion.
- **Conduct/Behaviour** – withdrawal, depression, anxiety, mood changes, uncharacteristic behaviour, accidents alcohol on breath, dishonesty, theft

If a member of staff believes a learner is showing signs of substance abuse, they should report this to the DSL (or DSO) following the safeguarding procedure detailed at the end of the policy.

### **County Lines and Exploitation of young and vulnerable people**

What is this and looking out for signs that a learner or young person has been groomed. See the link below:

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines/criminal-exploitation-of-children-and-vulnerable-adults-county-lines#:~:text=While%20county%20lines%20victims%20are,described%20as%20child%20criminal%20exploitation.>

As we have seen in child sexual exploitation, children often don't see themselves as victims or realise they have been groomed to get involved in criminality. So it's important that we all play our part to understand county lines and speak out if we have concerns. The best advice is to trust your instincts. Even if someone isn't involved in county lines drug dealing, they may be being exploited in some other way, so it's always worth speaking out.

**Addiction, Gaming and Gambling If you are worried of for information on gaming and gambling please visit –**

<https://ygam.org/>

<https://bigdeal.org.uk/>

staff are encouraged to complete the training to support safeguarding.

### **Visitors and Visiting Speakers**

The DSL has responsibility for ensuring that all visitors and visiting speakers, whether invited by staff or learners, are suitable and appropriately supervised. Where appropriate the DSL will make enquiries of the agency/person who introduced the individual to the Academy.

On the rare occasion that a visitor or visiting speaker will have unsupervised access to learners they will need to hold a recent DBS check.

### **Voyeurism and Sexual Harassment between students**

<https://www.legislation.gov.uk/ukpga/2019/2>

The Voyeurism (Offences) Act 2019 creates 2 new offences criminalising someone who operates equipment or records an image under another person's clothing i.e. Up skirting (without that person's consent or a reasonable belief in their consent) with the intention of viewing, or enabling another person to view, their genitals or buttocks (with or without underwear), where the purpose is to obtain sexual gratification or to cause humiliation, distress or alarm. The offences will be triable either way and will carry a maximum 2 year prison sentence.

The provisions come into effect on 12 April 2019 and will not be retrospective. The new offences will apply in England and Wales. Any reports of up skirting will be reported to the DSL. The DSL will report the offence immediately to the Police.

**Sexual Harassment between students:** The Link Training Academy adheres to a strict policy of mutual respect between peers, learners, visitors and all staff. We lead by example and will not tolerate any behaviour that makes a person feel afraid, uncomfortable, insignificant or undermined by another person. We expect vigilance from all staff, students and visitors and make any incidents easy to identify and report to the skills tutor or safeguarding officer.

If an incident is brought to the attention of a staff member by any means, the incident will be investigated, taking notes from witnesses and all persons involved. It may be that we involve external agencies for additional guidance or support such as police, social workers and local safeguarding teams.

**Keeping Children Safe in Education:**

[https://assets.publishing.service.gov.uk/media/686b951610d550c668de3b8f/Keeping\\_children\\_safe\\_in\\_education\\_2025\\_part\\_one\\_.pdf](https://assets.publishing.service.gov.uk/media/686b951610d550c668de3b8f/Keeping_children_safe_in_education_2025_part_one_.pdf)

also acknowledges the following as specific safeguarding issues to which all staff should be alert:

**Female genital mutilation (FGM):** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject Staff should activate local safeguarding procedures.

Other, so-called '**honour-based' violence (HBV):** this refers to incidents or crimes committed to protect or defend the honour of a family and/or community, which may include FGM, forced marriage, or practices such as breast ironing. Staff must be aware of the possibility that children may be at risk of such practices, and mindful of the complexity of these risks. HBV can involve a wide network of family and community pressures, as well as multiple perpetrators. Actions taken in response to concerns of this nature must therefore be carefully considered, informed by and in line with guidance from the appropriate external agencies and authorities.

**Peer on peer abuse**

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying);

- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and ☐ Initiation-type violence and rituals.

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include learners being sexually touched/assaulted or being subject to initiation-type violence.

Occasionally, allegations may be made against learners by others, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation.

All allegations of Peer on peer abuse should be reported **immediately** to a DSO. The DSL will consider the need for agency involvement which may include Police and or Social care depending on the allegation.

## **Safeguarding Procedures;**

The following sets out the procedure that should be followed by all members of staff if a learner discloses any information/ or displays certain behaviour to you that raises any safeguarding concerns;

### **LISTEN**

- Listen carefully to what is being said without judgement
- Make sure you are in a suitable, quiet environment to listen with your full attention
- If you cannot listen there and then, you must make time to speak to the person as soon as possible
- Do not interrupt, prompt or ask leading questions
- Do not investigate yourself
- Do not accuse or react shocked or surprised
- Never promise confidentiality: See Children Act 2004  
<https://www.legislation.gov.uk/ukpga/2004/31/section/11>
- Write down (using standard reporting form if possible) or inform a DSO of exactly what was said using the persons own words
- Do not include your own judgements or opinions
- Include the date, time and any other important information

You may have concerns that a learner is experiencing abuse because of their behaviour or changes in their presentation or that they are missing from sessions. Signs and symptoms which may indicate abuse or harm are described earlier in this document. Contact a DSO to discuss your concerns.

### **Dealing with aggressive learners**

- Alert someone as soon as possible
- Get another member of staff into the classroom as soon as possible for support.
- Tutor must back down and be non-threatening by stepping back and moving away.
- File an incident report and let DSO know as soon as possible.

### **Designated Safeguarding Officer**

Once a concern has been passed to the DSO they will follow the procedure detailed below.

- The DSO will make a judgement as to whether they believe the learner or tutor to be in any immediate danger.
- The DSO or DSL will follow the referral procedure set out in **Keeping Children Safe in Education Part One**. A referral will be made to the relevant organisation or the police if necessary.
- Check for consent for anyone over 18 before referral unless we see them as vulnerable.

If the DSO does not consider the learner to be in any immediate danger the following steps will take place:

- DSO will arrange to have a meeting with the learner as soon as possible in a private room out of earshot and somewhere interruptions won't take place. The learner will be approached sensitively and encouraged to talk. Accusations will at this stage not be made just a discussion about facts and evidence.

**If drugs, alcohol or substance misuse is suspected:** If no reasonable explanations are offered, the Director may ask if drugs or alcohol are a factor. If this is the case the learner will be encouraged and supported to seek further help and support at the earliest opportunity and to confide in their doctors and parents especially for the learner who are under 18. At this stage the DSO may point out to the learner the dangers of both working and attending training whilst under the influence of substances/alcohol and the possible consequences of losing their place on the course and their jobs if it continues.

It may be appropriate to offer the learner a period of time off from training.

The meeting will be recorded confidentially in the Safeguarding file recording advice and help given, all follow meetings and outcomes.

The DSO may call the local Prevent Hub if they have any concerns about extremism or terrorism.

## Procedures for Handling Allegations against staff and volunteers:

### 1. Introduction

These procedures apply to all staff and volunteers, regardless of their position or role within the organisation. The aim is to ensure that children and adults at risk are protected and supported following an allegation of abuse by an adult working for or on behalf of the organisation.

### 2. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Responsible for managing allegations and ensuring they are handled in accordance with statutory guidance.
- **Local Authority Designated Officer (LADO):** Must be contacted immediately when an allegation is made. The LADO will provide advice and guidance on how to proceed.

### 3. What Constitutes an Allegation?

An allegation may indicate that a member of staff or volunteer has:

- Behaved in a way that has harmed, or may have harmed a child or learner
- Possibly committed a criminal offense against or related to a child or learner
- Behaved towards a child or children in a way that indicates they would pose a risk of harm if they worked regularly or closely with children or vulnerable adults

### 4. Initial Response to an Allegation

- **Take the Matter Seriously:** Keep an open mind and do not investigate.
- **Do Not Promise Confidentiality:** Inform the person making the allegation that the information will be shared with DSL and relevant authorities.
- **Record the Allegation:** Make a written record using the informant's words, including the time, date, and place of the alleged incident, what was said, and anyone else present. Sign and date the record.

### 5. Reporting the Allegation

- **Contact the LADO:** The DSL must immediately contact the LADO. Decisions must not be made without a discussion with the LADO.
- **Inform Relevant Authorities:** If the allegation involves a criminal offense, inform the police.
- **Notify Senior Management:** Inform the organisation's senior management team about the allegation.

### 6. Initial Considerations

- **Risk Assessment:** Conduct an initial assessment to determine if the individual poses a risk to children or vulnerable adults.
- **Suspension:** Consider whether the individual should be suspended pending further investigation. Suspension is a neutral act and does not imply guilt.
- **Support for the Individual:** Ensure the individual subject to the allegation is informed of the process and provided with appropriate support.

## 7. Investigation Process

- **Internal Investigation:** Conduct an internal investigation if the LADO advises that it is appropriate. This should be done by a senior member of staff who is not involved in the allegation.
- **External Investigation:** If the allegation is serious, the LADO may advise that an external investigation is conducted by the police or social services.

## 8. Action Following Investigation

- **Outcome of Investigation:** Based on the findings, decide on the appropriate action, which may include disciplinary action, dismissal, or referral to professional bodies.
- **Informing the Individual:** Communicate the outcome of the investigation to the individual subject to the allegation.
- **Learning Lessons:** Review the case to identify any lessons learned and make necessary changes to policies and procedures.

## 9. Unfounded or Malicious Allegations

- **Support for the Individual:** If an allegation is found to be unfounded or malicious, provide support to the individual subject to the allegation.
- **Disciplinary Action:** Consider disciplinary action against the person who made the malicious allegation.

## 10. Record Keeping

- **Maintain Records:** Keep detailed records of all allegations, investigations, and outcomes. These records should be stored securely and only shared with relevant authorities.
- **Retention Period:** Retain records in accordance with statutory requirements and organisational policies.

## 11. Referral to Professional Bodies

- **Referral to DBS:** If the individual is dismissed or resigns due to the allegation, or leaves while an investigation is ongoing, refer them to the Disclosure and Barring Service (DBS) for consideration of barring.
- **Referral to Professional Bodies:** If the individual is a member of a professional body, consider referring them to the relevant body for further action.

## 12. Support for Affected Parties

- **Support for the Victim:** Provide appropriate support and counselling to the victim and their family.
- **Support for Staff:** Offer support to staff members who may be affected by the allegation and investigation process.

**Remember the three 'C'; Conduct, Content, Contact**

## **Safeguarding Considerations on Staff Exit (KCSIE)**

Where a member of staff, contractor or volunteer leaves the organisation for any reason, including resignation, dismissal, redundancy, or end of contract, safeguarding considerations will form part of the exit process.

Where the individual has worked with learners under the age of 18 and/or vulnerable adults, the Designated Safeguarding Lead (DSL), in conjunction with HR, will consider whether:

- There are any current or historical safeguarding concerns or allegations
- An investigation was ongoing at the point of exit
- The role involved regulated activity

In line with *Keeping Children Safe in Education* and the *Safeguarding Vulnerable Groups Act 2006*, a referral to the Disclosure and Barring Service (DBS) **must be made** where an individual:

- Is dismissed or removed from regulated activity due to safeguarding concerns, or
- Resigns, retires, is made redundant, or otherwise leaves employment while under investigation for safeguarding concerns

The duty to refer applies **even where the individual leaves before the conclusion of an investigation**.

All decisions relating to DBS referrals will be recorded and retained securely.

**Record Keeping:** A safeguarding log is kept which contains basic information about any cause for concerns. This log is used for reference and is stored securely in our share point cloud. If the DSO believes a cause needs further investigation, a safeguarding case will be opened and a full and detailed report will be completed. The DSO monitors the case and will add to the report until the case is closed. These reports are stored and sent securely.

### **Guiding Principles to Record Retention Periods**

Child protection files should be passed on to any training provider or college a learner attends (Information and Records Management Society (IRMS), 2016; Department of Education, 2016; Department for Education (DfES), 2018). The file should be kept until the child is 25 (this is seven years after they reach the school leaving age)

(Information and Records Management Society (IRMS), 2016).

We hope that all members of staff would feel they were able to report any concerns about another member or staff who may pose a risk of harm to students to the DSL. However, if you do not feel you are able to do this, or your concern is about the DSL you can report allegations to the DSO at the local authority.

### **Emergency contact numbers:**

- Amanda Lodge-Stewart DSL 07901871913
- Vicky Henderson DSO 01484 705762
- Claire Baxendale 07534 826659
- Danielle Moulson 01484 705762

### **Local Authority Designated Officer (LADO)–**

- Kirklees 01484 221126; 01484 225850:
- Calderdale – 01422 394074
- North Yorkshire 01609 533080 [lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk)
- <https://safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/>
- Leeds 01133789687 – [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk)
- Bradford 01274 435600 – [lado@bradford.gov.uk](mailto:lado@bradford.gov.uk)
- Blackpool 01253 477541 – [Lado@blackpool.gov.uk](mailto:Lado@blackpool.gov.uk)
- <https://blackpoolsafeguardingpartnerships.org.uk/p/safeguarding-children/people-in-positions-of-trust-blackpool-lado-1>
- <https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx>
- LADO.cases@kirklees.gov.uk, DutyAdvice.Admin@kirklees.gov.uk
- ESFA (Education, Skills Funding Agency) – 0370 2670001  
[https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- Ofsted: enquiries@ofsted.gov.uk
- Police 101 – non-emergency, 999 emergency

### **Local Safeguarding contact numbers:**

- For professionals; 01484 414960 / 01609 533080
- For members of the public: 01484 456848
- Outside office hours number: 01484 414933
- Child requiring advice: 01484 456848
- Child line: 08001111
- NSPCC helpline: 0808 8005000
- Kirklees Safeguarding Children’s board: 01484 225450
- Kirklees Prevent Hub: 01924 483747
- Police anti-terrorist hotline: 0800 789321
- Urgent police: 999
- Non urgent police: 101

- NHS helpline: 0800 224488
- Sexual Health: 0303 3309981
- Confidential emotional support: 01709 765200
- Drugs and alcohol helpline – 0800 0448267
- MIND-for better mental health 0300123 3393
- Haven- mental health support 01484 431945
- Papyrus-Suicide prevention under 30s 0800 068 4141
- GamCare Helpline free on 0808 8020 133 (8am to midnight)
- Young people and adults can contact the NSPCC helpline, Report Abuse in Education on 0800 136 663 or email help@nspcc.org.uk

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**Owner:** Amanda Lodge-Stewart: **Effective Date:** 26/08/2025

**Review Date:** August 2026

**Document reference:** SGV125-26

**This policy is updated in line with Ofsted updates, legislation and reactive changes after review as required.**

Version control	Substantive change narrative	Author of substantive change	Date of substantive change
1	First draft for consultation	Amanda Lodge-Stewart	11/04/2020
	Updated annually and reactively in line with Ofsted updates	Amanda Lodge-Stewart	1 <sup>st</sup> Aug annually
SP24-25V2	<p>Summary of changes:</p> <p><b>Introduction</b> – recognise Ofsted requirements and statutory guidance</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Clarified the roles of the Designated Safeguarding Lead (DSL) and deputies, ensuring they are trained to the appropriate level and have sufficient time and resources to fulfil their duties.</li> <li>• Included a section on the responsibilities of all staff in safeguarding, emphasizing the</li> </ul>	Amanda Lodge-Stewart	10/03/2025

	<p>importance of vigilance and reporting concerns.</p> <p><b>Training and Induction:</b></p> <ul style="list-style-type: none"> <li>Updated the training requirements to ensure all staff receive regular safeguarding training, including updates on new legislation and best practices.</li> </ul> <p><b>Safer Recruitment:</b></p> <p>Ensured the procedures include handling allegations against staff and volunteers.</p> <p><b>Prevent Duty and British Values:</b></p> <ul style="list-style-type: none"> <li>Reinforced the commitment to the Prevent Duty, including training for staff and awareness-raising among learners.</li> </ul> <p><b>Online Safety:</b></p> <ul style="list-style-type: none"> <li>Expanded the section on online safety to include measures for protecting learners from online abuse and exploitation.</li> <li>Included guidelines for staff on maintaining professional boundaries during online interactions.</li> </ul> <p><b>Record Keeping and Confidentiality:</b></p> <ul style="list-style-type: none"> <li>Emphasised the importance of accurate and timely record-keeping for all safeguarding concerns.</li> </ul> <p><b>Monitoring and Review:</b></p> <ul style="list-style-type: none"> <li>Included a section on the regular review and monitoring of the safeguarding procedures to ensure they remain up-to-date and effective.</li> <li>Specified that the procedures will be reviewed annually or in response to significant changes in legislation or guidance.</li> </ul> <p><b>Updated Contact Details:</b></p>		
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	<ul style="list-style-type: none"> <li>Added the updated contact details for Local Authority Designated Officers (LADO) and other relevant contacts.</li> </ul>		
SGV125-26	Updated in line with current compliance with Ofsted, keeping Children Safe in Education, Funding rules and employment law	Amanda Stewart	Lodge- 26/08/2025
SGV225-26	Safeguarding considerations on staff exit PG14	ALS	20-01-26