

CHILD PROTECTION - SAFEGUARDING POLICY AND PROCEDURE

September 2024

Date approved:	September 2024
Approved by:	Head of Centre
Frequency of review:	Annually
Next review due:	September 2025

Birkenhead

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Ellesmere Port

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Winsford

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Working in partnership with...



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Director of Children's Services	Elizabeth Hartley	0151 606 2000
Integrated Front Door (Wirral)	Mon-Fri, 9am – 5pm Outside of these hours	Tel: 0151 606 2008 ifd@wirral.gov.uk Tel: 0151 677 6557

IART (Cheshire)	Mon–Thu, 8.30am- 5pm Fri - 8.30am – 4.30pm Outside of these hours	Tel: 0300 123 7047 i-ART@cheshirewestandchester.gov.uk Emergency Duty Team 01244 977277. Alternatively call Cheshire Police: 0845 458 0000/ 01244 350000 (999 in an emergency)
Police	In an emergency For non-emergency but possible crime	999 101

Centre Record of Safeguarding Training:

Type of Training:	Date completed:	Next due date:
Whole Centre Safeguarding Training (Due every three years)	August 2024	August 2027
Senior Designated Safeguarding Lead (DSL) (Due every 2 years)	Jayne Jones - April 2023 Jo Smith - October 2022 Holly Cottrell - Dec 2022	April 2025 October 2024 December 2024
Deputy Designated Safeguarding Lead (DSL) Bridge Court (Due every 2 years)	Kelly Roberts - March 2024 Stuart Green – Nov 2022	March 2026 Nov 2024
Deputy Designated Safeguarding Lead (DSL) Ellesmere Port (Due every 2 years)	Ben Hinks - October 2022	October 2024
Senior Designated Safeguarding Lead (DSL) Winsford (Due every 2 years)	Daniella Phillips – June 2023	June 2025
Whole Centre Staff Refresher/updates (Annual)	September 2024	September 2025
Safer Recruitment Training (Due every 5 years)	Holly Cottrell November 2023	November 2028
Safer Recruitment Training (Due every 5 years)	Jayne Jones February 2023	February 2028
Safer Recruitment Training (Due every 5 years)	Joanna Smith February 2023	February 2028
Annual DSL Prevent Training Update (for DSLs to disseminate to ALL staff)	Holly Cottrell / All Staff September 2021	September 2026

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Safeguarding Policy:

INTRODUCTION:

- 1.1. It is essential that **everybody** working in a centre or college understands their safeguarding responsibilities. Everyone who comes into contact with children and families has a role to play ensuring children and young people are safe from abuse, neglect exploitation and harm. Our centre is committed to safeguarding children and aims to create a culture of vigilance. All staff should make sure that any decisions made are **in the best interests of the child**.
- 1.2. Our learners' welfare is our paramount concern. The governing body will ensure that our school will safeguard and promote the welfare of learners and work together with agencies to ensure that our school has adequate arrangements to identify, assess and support those children who are suffering or where significant harm is suggested. For Wirral: <https://www.wirralsafeguarding.co.uk/procedures/1-2-recognition-significant-harm/> and for Cheshire: <https://www.cheshirewestscps.co.uk/wp-content/uploads/2020/04/Safeguarding-Induction-Booklet-4.pdf>
- 1.3. Our school is a community and all those directly connected, staff members, proprietary board, parents, families and learners, have an essential role to play in making it safe and secure for all.
- 1.4. This procedure document provides the basis for good practice within the school for Safeguarding work. It should be read in conjunction with the Wirral Safeguarding Partnership Child Protection - Safeguarding Policies and Procedures (<https://www.wirralsafeguarding.co.uk/procedures/>), plus the Child Protection - Safeguarding appendix document. These are in keeping with relevant national procedures and reflect what the partnership considers to be safe and professional practice in this context. For Cheshire the link is: <https://www.proceduresonline.com/pancheshire/>.

2 OUR ETHOS:

- 2.1 We believe that this centre should provide a caring, positive, safe and stimulating environment that promotes the social, physical, spiritual and moral development of the individual child; enabling all children to thrive.
- 2.2 We recognise the importance of providing an environment within our centre that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to. We recognise that both mental and physical health are relevant to safeguarding and the welfare of children. Staff must be aware of the specific risks pertinent to pupils of this school such as the risk of CSE due various factors including exclusion from school, SEND, a history of poor attendance and prolonged absence and associations with peers from other authorities.
- 2.3 We recognise that all adults within the centre, including permanent, supply staff, temporary staff, volunteers, parents and proprietary board, have a full and active part to play in protecting our learners from harm.
- 2.4 We will work pro-actively with parents to build a solid understanding of the centre's responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

3 SCOPE

- 3.1 In line with the law, this policy defines a child as anyone under the age of 18 years but in the case of SEN it is up to 25 years of age.
- 3.2 This policy applies to all members of staff in our centre, including all permanent, temporary and support staff, proprietary board, volunteers, contractors and external service or activity providers.

4 THE LEGAL FRAMEWORK

- 4.1 Section 175 of the Education Act 2002 places a duty on governing bodies of maintained centres and further education institutions (including sixth-form colleges) to make the necessary arrangements for ensuring that their functions relating to the conduct of the centre are exercised with a view to safeguarding and promoting the welfare of children who are learners at the centre. Section 157 of the same Act places a similar duty on non-maintained and independent centres, including free centres and academies.
- 4.2 Under section 10 of the Children Act 2004, all maintained centres, further education colleges and independent centres, including free centres and academies, are required to co-operate with the local authority to improve the well-being of children in the local authority area.
- 4.3 Under section 14B of the Children Act 2004, the Local Safeguarding Children Board can require a centre or further education institution to supply information in order to perform its functions. This must be complied with.
- 4.4 This policy and the accompanying procedure have been developed in accordance with the following statutory guidance and local safeguarding procedures:

Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2018: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education: Statutory Guidance for Centres and Colleges, September 2024

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

All procedures can be found on the Wirral Safeguarding Children Partnership website:

<https://www.wirralsafeguarding.co.uk/procedures/>

and on Cheshire West Safeguarding website:

<https://www.proceduresonline.com/pancheshire/>

5 ROLES AND RESPONSIBILITIES

- 5.1 Our governing body recognises the need to ensure that it complies with its duties under legislation, and this policy has regard to statutory guidance; [Keeping Children Safe in Education](#) (2024), Working Together to Safeguard Children (2018), Key statutory and non-statutory guidance and any locally agreed inter-agency procedures.

- 5.2 The centre's Designated Safeguarding Lead (DSL) with overall designated responsibility for safeguarding is Jayne Jones. We have a deputy designated safeguarding lead, Hayley Cottrell to ensure there is always appropriate cover for this role. **The responsibilities of all Designated Safeguarding Lead are described in detail Appendix A.**

The Designated Safeguarding Lead will be on our centre's leadership team and their role of Designated Safeguarding Lead (and the deputy) will be **explicit in their job description**. This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and Safeguarding matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

The Designated Safeguarding Lead will be on our school's leadership team. The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place- KCSIE 2024 140-146). This will be **explicit in their job description**. This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and Safeguarding matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

Also on the schools policy we need to add in (and move all subsequent numbering down)

- 5.3 The centre has a **nominated governor**, Holly Cottrell, responsible for safeguarding to champion good practice, to liaise with the head teacher and to provide information and reports to the governing body.
- 5.3 The **case manager for dealing with allegations** of abuse made against centre staff members is Jayne Jones (Head of Centre). The case manager for dealing with allegations against the Head of Centre is the chair. If the allegation is relating to the Head of Centre, the Secondary Designated Person should be contacted and, failing that, the Company's Board of Directors: These can be contacted through the Business Manager: jo@impactnorthwest.org.uk. **The procedure for managing allegations is detailed in Appendix Document**
- 5.4 The **head of centre** or proprietor will ensure that the policies and procedures adopted by the governing body are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities. All staff and other adults are clear about procedures where they are concerned about the safety of a child, including if children go [missing from education](#), including children who are 'absent' from education, particularly on repeat occasions and/or for prolonged periods. . Refer KCSIE 2024, para 175 and DFE guidance "Working together to improve school attendance".
- 5.5 The **governing body** is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the centre's ethos and reflected in the centre's day-to-day practice. All staff should be aware of Wirral and Cheshire early help process and understand their role in it. All staff should understand the process for making referrals to Wirral and Cheshire social

care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral along with the role they might be expected to play in such assessments.

5.6 **All staff members, proprietary board, volunteers and external providers** know how to recognise signs and symptoms of abuse, how to respond to learners who disclose abuse and what to do if they are concerned about a child. They are aware that behaviours and physical signs linked to behaviours that put children in danger. All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child. Safeguarding issues can manifest themselves via child-on-child abuse. This may include, but not limited to: bullying (including cyber bullying), gender based violence/sexual harassment, sexual violence and assaults, harmful sexual behaviour and sexting. Staff should recognise that children are capable of abusing their peers. ([7 minute briefing peer sexual abuse](#))

5.7 Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing. DfE guidance situates sexual violence, sexual harassment and harmful sexual behaviour in the context of developing a whole-centre safeguarding culture, where sexual misconduct is seen as unacceptable, and not 'banter' or an inevitable part of growing up. Advice about tackling and reporting sexual harassment in centres, colleges and educational settings <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

It should be recognised that these issues are likely to occur, and so centres should have procedures in place to deal with them. Groups at particular risk include girls, learners who identify as Lesbian, Gay, Bisexual, Transgender+ (LGBT+), or are perceived by peers to be LGBT+, and learners with SEND. We recognise that these children can be targeted by other children, so it is vital your centre provide a safe space for these children to speak out and share their concerns with members of staff. Learners are protected from upskirting, bullying (+ cyber), homophobic, biphobic and transphobic behaviour, racism, sexism, and all other forms of discrimination.

Staff have familiarity with the [Equality Act 2010 and the Public Sector Equality Duty](#) (PSED), the Human Rights Act 1998 and recent reforms to the Act and how they apply to safeguarding

<https://www.gov.uk/government/publications/bill-of-rights-bill-documents>

Our centre acknowledges the need to treat everyone equally, with fairness, dignity and respect. Any discriminatory behaviours are challenged, and children are supported to understand how to treat others with respect. We also have a statutory duty to report and record any of the above incidents.

The appropriate safeguarding lead person should be familiar with the full guidance from the UK Council for Internet Safety (UKCIS), Sharing nudes and semi-nudes: advice for education settings working with children and young people

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

It is important that centres record incidents across the whole spectrum of sexual violence, sexual harassment, and harmful sexualised behaviours so that they can understand the scale of the problem in their own centres and make appropriate plans to reduce it.

The guidance covers: It covers what sexual violence and harassment is, centres' and colleges' legal responsibilities, a whole centre or college approach to safeguarding and child protection and how to respond to reports of sexual violence and sexual harassment

Children may not feel ready to, or know how to tell someone they are being abused, exploited or neglected, but this shouldn't stop staff from having a '[professional curiosity](#)' and speaking to the DSL. [Professional Curiosity](#)

Incidents should be immediately reported to the Designated Safeguarding Lead (DSL) or equivalent and managed in line with your child protection and safeguarding policies. Where there is a safeguarding concern, governing bodies, proprietors and centre or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.

A bespoke helpline for children and young people who've experienced abuse at centre, and for worried adults and professionals that need support and guidance. If you are concerned about something, you can contact the NSPCC helpline Report Abuse in Education on 0800 136 663 or email help@nspcc.org.uk.

- 5.8 There is a Digital Safety policy, which covers the use of mobile phones, cameras and other digital recording devices e.g., i-Pads. For online safety, there is within the policy support about children accessing the internet whilst they're at centre using data on their phones (3G or 4G networks). The policy reinforces the importance of online safety, including making parents aware of what your centre ask children to do online (e.g. sites they need to visit or who they'll be interacting with online)

Governing bodies and proprietors are doing all that they reasonably can to limit children's exposure to the risks from the centre's or college's IT system and ensure the centre or college has appropriate filters and monitoring systems in place and regularly review their effectiveness.

The leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified.

The policy for remote learning that demonstrates an understanding of how to follow safeguarding procedures when planning remote education strategies and teaching remotely. The centre maintains the capability to provide remote education when it is not possible for some or all of their learners to attend in person. All IT policies, including Filtering and Monitoring are located on the google Drive. Refer KCSIE 2024, para 140

<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-centres>

6 SUPPORTING CHILDREN

- 6.1 We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. We also recognise children who witness domestic abuse are victims, that witnessing domestic abuse can have a lasting impact on children, and that children can be victims in their own relationships too.

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help> They may feel helpless, humiliated and some sense of blame. Our centre may be the only stable, secure and predictable element in their lives. [What is domestic abuse information](#)

6.2 We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

6.3 **Our centre will support all learners by:**

- ensuring the content of the curriculum includes social and emotional aspects of learning; Through PSHE, RHSE and other curriculum contexts, learners are encouraged to talk about feelings and deal assertively with pressures, are listened to, and know to whom they can turn to for help and advice;
- providing learners with a range of appropriate adults to approach if they are in difficulties; and ensuring that learners are taught about safeguarding so that they 'recognise when they are at risk and how to get help when they need it'
- supporting the child's development in ways that will foster security, confidence and independence and encourage the development of self-esteem and self-assertiveness while not condoning aggression or bullying; (The anti-bullying policy is located on the Google Drive).
- ensuring a comprehensive curriculum response to online safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly; plus Relationship and Sexual Health Education (RSHE) requirements.
- liaising and working together with other support services and those agencies involved in safeguarding children; including domestic abuse <https://www.gov.uk/government/consultations/domestic-abuse-act-statutory-guidance>
- ensuring that the curriculum will help children stay safe, recognise when they do not feel safe and identify who they might or can talk to and will support young people to become more resilient to inappropriate behaviours towards them, risk taking behaviours and behaviours that children may be coerced into including, sexual harassment, child-on-child abuse, 'sexting' and the displaying of 'Harmful Sexualised Behaviour'; <https://www.csacentre.org.uk/resources/key-messages/harmful-sexual-behaviour/>
- Wirral's HSB identification toolkit can be found here: <https://www.wirralsafeguarding.co.uk/harmful-sexual-behaviour/> . Cheshire's can be found here: <https://www.cheshirewestscp.co.uk/professionals/sexually-harmful-behaviour/>
- The school will consider intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment (KCSIE 2024).
- having a behaviour policy that is aimed at supporting vulnerable learners in the centre. The centre will ensure that each learner knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred; (The behaviour policy is located on the Google Drive as is the Child on Child Abuse Policy).
- The behaviour policy outlines measures to prevent bullying, including cyber-bullying, prejudice-based and discriminatory bullying.
- Clear procedures are in place for addressing and minimising the risk of child-on-child abuse, including harmful sexual behaviours, sexual violence and sexual harassment - these procedures are easily understood and easily accessible. Children who have experienced sexual violence can display a wide range of responses, so the centre will remain alert to the possible challenges of detecting those signs and show sensitivity to their needs

- playing a crucial role in preventative education and preparing learners for life in modern Britain. There is a culture of zero tolerance to sexism, misogyny/misandry, homophobia, biphobic and sexual violence/harassment. This will be underpinned by the centre's behaviour policy, pastoral support system and a planned programme of RSHE delivered regularly, tackling issues such as: boundaries; consent; body confidence; stereotyping; and sexual harassment
- acknowledging the importance of 'contextual safeguarding', <https://contextualsafeguarding.org.uk/> which considers wider environmental factors in a learner's life that may be a threat to their safety and/or welfare. ([Working together to safeguard children July 2018](#) and [KCSIE September 2024](#)).
- liaising with a range of [Early Help](#) agencies that support the learner such as Health Services, Wirral Social Care, Child and Adolescent Mental Health Services, Education Welfare Services, Special Educational Support Services, Youth Services and the Educational Psychology Service. <https://www.gov.uk/government/publications/promoting-children-and-young-peoples-emotional-health-and-wellbeing>
- ensuring that, when a learner who is the subject of a Child Protection (CP) Plan leaves, their information is transferred to the new centre within two weeks and that the child's Social Worker is informed that the child has moved;
- alert the authority if it is aware of any child being looked after under a [Private Fostering](#) arrangement. On admission to centre, and at other times, the centre will be vigilant in identifying any private fostering arrangement.
- acknowledging that a child that is looked after (CLA) or has been previously looked after by the Local Authority potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep CLA and previously looked after children safe. It is important that all agencies work together, and prompt action is taken on concerns to safeguard these children, who are a particularly vulnerable group;
- applying disciplinary measures such as restraint or isolation in response to incidents involving children with special educational needs and disabilities (SEND), by considering the risks carefully, given the additional vulnerability of the group;
- recognising that to safeguard a learner, it may be necessary to use restraint and yet restraint is likely to impact on the well-being of the child. By planning positive and proactive behaviour support, centres and colleges can reduce the occurrence of risky behaviour and the need to use restraint. Guidance is available here:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-centres>

7 SAFEGUARDING PROCEDURE

- 7.1 We have developed a structured procedure in line with *Wirral Safeguarding Children Partnership* which will be followed by all members of the centre community in cases of suspected abuse. **This is detailed in Appendix Document (page 23).**
- 7.2 In line with the procedures, for Wirral Learners the Integrated Front Door will be contacted as soon as there is a significant concern (0151 606 2008 / ifd@wirral.gov.uk). For Cheshire Learners IArt will be contacted (0300 123 7047 i-ART@cheshirewestandchester.gov.uk).
- 7.3 The name of the Designated Safeguarding Lead will be clearly advertised in the centre **and on the website**, with a statement explaining the centre's role in referring and monitoring cases of suspected abuse.

- 7.4 We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children by publishing the policy and procedures on our website and by referring to them in our introductory centre materials.
- 7.5 We will use the NSPCC- [When to call the police](#) to help designated safeguarding leads understand when they should consider calling the police and what to expect when they do.

8 DEALING WITH A DISCLOSURE MADE BY A CHILD – ADVICE FOR ALL MEMBERS OF STAFF

- 8.1 ***If a child discloses that he or she has been abused in some way, the member of staff or volunteer should consider ways to:***

Receive - Listen actively, open body language, accept, non-judgmental. Use TED (tell, explain, describe)

Reassure - ‘You’ve done the right thing by coming to me’, re-assure child that you have listened and hear what they are saying; don’t promise what can’t be delivered

Respond - Tell what you are going to do and do it. Ensure child is ok before leaving

Report - As soon as possible, to the Designated Senior Lead (DSL) in the school / setting

Record - Vital to stick to the facts, no opinions – Think about When? Where? Who? What?

Review – Take responsibility to follow up any referral (via your DSL)

In addition:

- Inform the Designated Safeguarding Lead without delay and follow safeguarding process.
- Complete the Safeguarding incident/welfare concern form and pass it to the DSL.

Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Further information about what to do if you are worried that a child is being abused is available here in advice for practitioners: <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

The role of an appropriate Adult in Safeguarding:

The Police and Criminal Evidence (PACE) act advises that “The role of the appropriate adult (AA) is to safeguard the rights, entitlements and welfare of juveniles and vulnerable persons”, with there being further elaboration that the AA is expected to observe that the police are acting properly and fairly in relation to a vulnerable detained persons rights and entitlements, as well as helping the detained person understand their rights. This role is relevant where the police have detained a child or vulnerable person under PACE.

The role of AA is not restricted to specific individuals, in relation to children and young people under the age of 18, PACE guidance sets out that the AA can be: the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.

RECORD KEEPING

- 8.2 All concerns, discussions and decisions made and the reasons for those decisions **must** be recorded in writing (signed and dated). Systemic Practice model ([Introduction to Systemic Practice](#)) to be used to capture the child's voice and their daily lived experience.
- 8.3 We will continue to support any learner leaving the centre about whom there have been concerns by ensuring that all appropriate information, including Safeguarding and welfare concerns, is forwarded under confidential cover to the learner's new centre as a matter of priority.
- 8.4 Centres should have at least two emergency contacts for every child in the centre in case of emergencies, and in case there are welfare concerns at the home in order to reduce the risk of not making contact with family members where welfare and/or safeguarding concerns are identified. ([Keeping Children Safe in Education 2024](#))

DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD – ADVICE FOR THE DESIGNATED SAFEGUARDING LEAD (DSL) AND DEPUTY DSLs

- 9.1 In general, you should always discuss any concerns the centre may have with the child's parents. They need to know that you are worried about their child. However, you should not discuss your concerns if you believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.
- 9.2 If you make a decision not to discuss your concerns with the child's parents or carers, this must be recorded in the child's Safeguarding file with a full explanation for your decision and the reason for this decision.
- 9.3 It is important to record and consider the child's wishes and feelings, as part of planning what action to take in relation to concerns about their welfare. Capturing the lived experience of the child is paramount to ensure that actions remain child centred. Systemic Practice is a way of working in partnership with children and young people and families to help them improve outcomes and address issues which prevent them from thriving. Systemic Practice does this by seeking to understand the relationships between family members, and between the family and their wider networks to help professionals understand why the family works the way it does. ([Intro to Systemic Practice](#)) it remains important to capture the child's lived experience **and their own words when possible.**
- 9.4 When talking to children, you should take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a SEND child may need support in communicating.
- 9.5 How you talk to a child will also depend on the substance and seriousness of the concerns. You may need to seek advice from the Integrated Front Door or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.
- 9.6 If concerns have arisen as a result of information given by a child, it is important to reassure the child but not to promise confidentiality.

- 9.7 It is expected that you discuss your concerns with the parents and seek their agreement to making a referral to the Integrated Front Door, unless you consider that this would place the child at increased risk of significant harm.
- 9.8 You do not need the parents' consent to make a referral if you consider the child is in need of protection, although parents will ultimately be made aware of which organisation made the referral. If parents refuse to give consent to a referral but you decide to continue, you need to make this clear for Wirral Learners to the Integrated Front Door (IFD@wirral.gov.uk / 0151 606 2008) or for Cheshire Learners to I-Art (0300 123 7047 [i-ART@cheshirewestandchester.gov.uk](mailto:ART@cheshirewestandchester.gov.uk)).
- 9.9 If you decide to refer the child without the parents' consent, make sure to record this with a full explanation of your decision.
- 9.10 When you make your referral, you should agree with the Integrated Front Door what the child and parents will be told, by whom and when. The centre as a relevant agency, should be part of discussions with statutory safeguarding partners to agree to the levels for the different types of assessment as part of local arrangements.

MAKING A REFERRAL - If a child or young person is at risk of harm, abuse or neglect please report it as follows:

WIRRAL

Integrated Front Door

Mon-Fri, 9:00am – 5.00pm Tel: 0151 606 2008

Outside of these hours Tel: 0151 677 6557

Email: IFD@wirral.gov.uk

The new online Request for Services referral form for Wirral can be accessed here:

https://wirral-self.achieveservice.com/service/Children_and_families_request_for_support_form

CHESHIRE

IART

Mon–Thu, 8.30am- 5pm

Fri - 8.30am – 4.30pm - Tel: 0300 123 7047

Outside of these hours, Emergency Duty Team Tel: 01244 977277.

Alternatively call Cheshire Police: 0845 458 0000/ 01244 350000 (999 in an emergency)

Email: i-ART@cheshirewestandchester.gov.uk

Telephone The Integrated Access and Referral Team (I-ART) who will decide whether threshold is met to progress the referral either to Children's Social Care for a statutory social work assessment or to Early Help and Prevention, or whether threshold has not been met for the referral to progress and provide other information/ advice/ guidance. If it has, then the referral form can be completed here:

<https://earlyhelpandpreventiononline.cheshirewestandchester.gov.uk/web/portal/pages/marf#marf>

In an emergency always call police on 999.

If you think there has been a crime but it is not an emergency call 101.

10 SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS (This procedure is detailed in Appendix document)

- 10.1 We will prevent people who pose risks to children from working in our centre by ensuring that all individuals working in any capacity at our centre have been subjected to safeguarding checks in line with [Keeping Children Safe in Education: Statutory Guidance for Centres and Colleges, September 2024](#). In addition to obtaining the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

A check of any prohibition can be carried out using the Tutor Services' system that may be found here: <https://tutorservices.education.gov.uk/>

Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication Tutor misconduct: the prohibition of tutors. It can be found here:

<https://www.gov.uk/government/publications/tutor-misconduct-the-prohibition-of-tutors--3>

- 10.2 We will ensure that agencies and third parties supplying staff provide us evidence that they have made the appropriate level of safeguarding checks on individuals working in our centre. See Appendix document, for information on Single Central Record (SCR). The single central record must cover the following people: all staff, including tutor trainees on salaried routes, agency and third-party and supply staff who work at the centre. The Single Central Record is located on the Google drive:
- 10.3 Every job description and person specification, and job advertisement will have a clear statement about the safeguarding responsibilities of the post holder. The centre website will echo this within our 'work for us' section. The centre will consider carrying out an online search on shortlisted candidates to help identify any issues that are publicly available online.
- 10.4 We will ensure that at least one member of every interview panel has completed safer recruitment training within the last 5 years. KCSIE 2024, 210, states that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- 10.5 We have a procedure in place to manage allegations against members of staff, supply staff and volunteers (and to respond to low level concerns) in line with WSCP procedures here: [allegations against staff procedure](#). We will communicate with Local Authority Designated Officer (LADO), through consultations and referrals when needed. Allegations related to any incidents when an individual or organisation is using the centre premises for the purposes of running activities for children, the centre will follow our safeguarding policies and procedures, including informing the LADO' within 24 hours.
- 10.6 Supply tutors – we will consider all allegations against an individual not directly employed by, where disciplinary procedures do not fully apply, (for example, supply tutors provided by an employment agency) and ensure allegations are dealt with properly and communication with supply agency and Local Authority Designated Officer (LADO) is continued throughout the investigation.
- 10.7 There is an agreed staff behaviour policy (sometimes called the code of conduct) which is compliant with 'Safer Working Practices', and includes - acceptable use of technologies,

staff/learner relationships, [low level concerns](#) and communications including the use of social media. The staff behaviour policy is located on the Google Drive and low level concerns are recorded on the Safeguarding log.

- 10.8. For agency and third-party supply staff, centres and colleges must also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. **Further Guidance can be accessed (Feb 2022):**

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>

11 STAFF INDUCTION, TRAINING AND DEVELOPMENT

- 11.1 All new members of staff, including newly-qualified tutors and teaching assistants, will be given induction that includes basic safeguarding training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the Child Protection (safeguarding) policy, staff code of conduct, Keeping Children Safe in Education: Statutory Guidance for Centres and Colleges and other related policies. All proprietary board and trustees should receive appropriate safeguarding and child protection (including online) training at induction. There are mechanisms in place, such as safeguarding updates, to assist staff to understand and discharge their role and responsibilities as set out in Part one of Keeping Children Safe in Education. Staff should also read, "[Working Together to Safeguard Children](#)." July 2018
- 11.2 The induction will be proportionate to staff members' and gov proprietary board members roles and responsibilities
- 11.3 All Designated Safeguarding Leads (DSLs) and Deputy Designated Safeguarding Leads (DDSLs) will undergo updated DSL safeguarding training every two years. DSL's should undertake Prevent awareness training and disseminate the training to all staff annually- refer to the new Prevent Duty, Oct 2022. <https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation/the-prevent-duty-an-introduction-for-those-with-safeguarding-responsibilities>
- 11.4 All staff members of the school will undergo face to face training (whole-school training) which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring – see KCSIE 2024 para 140 for further information at induction. This training is regularly updated and at least every three years.) *All proprietary board members must undergo governor specific awareness training to equip proprietary board with the knowledge to provide strategic challenge, so they're assured safeguarding policies/procedures are effective and deliver a robust whole-school approach to safeguarding. This training should be regularly updated.* All staff will have access to WSCP multi-agency safeguarding training and e-learning.
<https://www.wirralsafeguarding.co.uk/training/>
- 11.5 Staff members who miss the whole-centre training will be required to undertake other relevant training to make up for it, e.g., by joining another centre's whole-centre training, booking onto whole-centre training mop-up sessions. To book mop up sessions visit safeguarding partnership website for Wirral:

<https://www.wirralsafeguarding.co.uk/safeguarding-training-for-centres/> and here for Cheshire: <https://www.cheshirewestscp.co.uk/training/>

- 11.6 The nominated governor for safeguarding will undergo training prior to or soon after appointment to the role; this training will be updated every three years. All proprietary board members will receive appropriate safeguarding training annually.
- 11.7 We will ensure that staff members provided by other agencies and third parties, e.g. supply tutors and contractors, have received appropriate safeguarding training commensurate with their roles before starting work. They will be given the opportunity to take part in whole-centre training if it takes place during their period of work for the centre.
- 11.8 The Designated Safeguarding Lead will provide briefings to the centre on any changes to safeguarding legislation and procedures and relevant learning from Safeguarding Practice Reviews (CSPR's) in line with Working Together 2018. These will occur annually or more frequently when necessary. Information for Wirral is here:
<https://www.wirralsafeguarding.co.uk/professionals/serious-case-reviews/> and for Cheshire is here:
<https://www.cescp.org.uk/professionals/serious-case-reviews.aspx>
- 11.9 The centre will maintain accurate and up to date records of staff induction and training.

12 CONFIDENTIALITY, CONSENT AND INFORMATION SHARING

- 12.1 We recognise that all matters relating to Safeguarding are confidential.
- 12.2 The head tutor or the Designated Safeguarding Lead will disclose any information about a learner to other members of staff on a need-to-know basis only
- 12.3 All staff members must be aware that they cannot promise a child to keep key information a secret or to themselves which might compromise the child's safety or well-being.
- 12.4 All staff members have a professional responsibility to share information with other agencies in order to safeguard children.
- 12.5 All staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.
- 12.6 We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.
- 12.7 Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#) supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the designated safeguarding lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children. [\(KCSIE 2024\)](#)

13 INTER-AGENCY WORKING

- 13.1 We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police and Children’s Social Care. Early help means providing support as soon as a problem emerges at any point in a child’s life, from the foundation years through to the teenage years. For more information on Early Help click here for Wirral: <https://www.wirralsafeguarding.co.uk/professionals/what-is-early-help/> and here for Cheshire: <https://www.cescp.org.uk/professionals/serious-case-reviews.aspx>
- 13.2 We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children
- 13.3 We will participate in Child Safeguarding Practice Reviews (CSPR’s), other reviews and file audits as and when required to do so by the Wirral Safeguarding Children Partnership. We will ensure that we have a clear process for gathering the evidence required for reviews and audits and embed recommendations into practice and compile required actions within agreed timescales.

14 CONTRACTORS, SERVICE AND ACTIVITY PROVIDERS AND WORK PLACEMENT PROVIDERS

- 14.1 We will ensure that contractors and providers are aware of our centre’s Child Protection-Safeguarding policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.
- 14.2 We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding checks in line with *KCSIE 2024*. If assurance is not obtained, permission to work with our children or use our centre premises may be refused.
- 14.3 When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

15 WHISTLE-BLOWING AND COMPLAINTS

- 15.1 We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so. The centre Whistle Blowing policy is located on the Google Drive with excerpts on display in staff toilets.

Whistleblowing: guidance and code of practice for employers is located [here](#)
Whistleblowing Advice Line is available for all worker - 0800 028 0285- Email help@nspcc.org.uk

- 15.2 We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which does include the attitude or actions of colleagues. If necessary, they will speak with the head tutor, the chair of the governing body or with the Local Authority Designated Officer (LADO).
- 15.3 We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice. We also acknowledge that Low-level concerns can arise in several ways from various sources, e.g. suspicion, complaint or a disclosure. Procedures in place for confidentially sharing and handling of low-level concerns.
- 15.4 We will actively seek the views of children, parents and carers and staff members on our Safeguarding arrangements through surveys, questionnaires and other means.

16 SITE SECURITY & OUT OF CENTRE PROVIDERS

- 16.1 All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.
- 16.2 We check the identity of all visitors and volunteers coming into centre. Visitors are expected to sign in and out in the office visitors' log and to display a visitor's badge while on the centre site. Any individual who is not known or identifiable will be challenged for clarification and reassurance. The visitor policy is located on the Google Drive. WSCP Provide centres with guidance for visitors to centre and can be found here: [Visitors to Centres Guidance](#)
- 16.3 The centre will not accept the behaviour of any individual, parent or anyone else, that threatens centre security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the centre site.
- 16.4 Where centres are used for non-centre activities, those providers are expected to meet the guidance in [Keeping Children Safe in Out of Centre Settings](#). More details regarding safeguarding in sport can be found here: [safeguarding in sport](#)

17 QUALITY ASSURANCE

- 17.1 We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.
- 17.2 We will complete an audit of the centre's safeguarding arrangements at frequencies specified by the Wirral Safeguarding Children Partnership and using the Section 175 online audit tool provided by them for this purpose. More information including how to register for the centre 175 audit: <https://www.wirralsafeguarding.co.uk/professionals/section-11-175-audit/> Findings from the audits can be found in WSCP's '[Annual Report](#)' section on the web. Guidance for Cheshire is here: <https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/children-and-young-people/safeguarding-and-quality-assurance>
- 17.3 The centre's senior management and the governing body will ensure that action is taken to remedy any deficiencies and weaknesses identified in child protection arrangements without delay.

18 POLICY REVIEW

- 18.1 This policy and the procedures will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle
- 18.2 The Designated Safeguarding Lead will ensure that staff members, including volunteers and sessional workers are made aware of any amendments to policies and procedures
- 18.3 Additional updates to the Safeguarding policy and appendix will take place as and when needed.