



SAFEGUARDING & CHILD PROTECTION POLICY

Company Number 13770559 Registered in England and Wales



Approved by:	
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PURPOSE & AIMS

The purpose of The Kings Dam Project (hereafter referred to as KDP) Safeguarding and Child Protection Policy is to ensure every child who attends the provision is safe and protected from harm. This means we will always work to:

- Protect young people and young people from maltreatment.
- Prevent impairment of our young people's and young people's health or development.
- Ensure that young people and young people grow up in circumstances consistent with the provision of safe and effective care.
- Undertake that role so as to enable young people and young people to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all young people.

The KDP fully recognises the contribution it can make to protect young people from harm and supporting and promoting the welfare of all young people that attend our provision. The elements of our policy are prevention, protection and support.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for young people who are absent from the provision or who go missing from sessions, particularly on repeat occasions. The Designated Safeguarding Lead will identify all persistently absent young people and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

This policy applies to all young people, staff, parents, volunteers and visitors.

OUR ETHOS

The child's welfare is of paramount importance. The KDP will establish and maintain an ethos where young people feel secure, are encouraged to talk, are listened to and are safe. Young people will be able to talk freely to any member of staff if they are worried or concerned about something.

Everyone who comes into contact with young people and their families has a role to play in safeguarding young people. We recognise that staff at play a particularly important role as they are in a position to identify concerns early and provide help for young people to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

Where there is a safeguarding concern, the child's wishes and feelings are taken into account when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for young people to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views.

All staff and regular visitors to our provision will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child, and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our learning, we aim to provide opportunities for young people to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our young people to develop essential life skills. Teaching young people about how to stay safe and behave online, including identifying risks and how and when to seek support is crucial. Further information can be found in the DfE guidance ['Teaching online safety in school.'](#)

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children and the Norfolk Multi Agency Safeguarding Partnership arrangements.

As part of our responsibilities for safeguarding and promoting the welfare of young people, we will provide a co-ordinated offer of early help when additional needs of young people are identified. These may include if a child:

- is disabled and has specific additional needs.
- has special educational needs (whether or not they have a statutory education, health and care plan).
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- is frequently missing/goes missing from care or from home.
- is misusing drugs or alcohol themselves.
- is at risk of modern slavery, trafficking or exploitation.
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- has returned home to their family from care.
- is showing early signs of abuse and/or neglect.
- is at risk of being radicalised or exploited.
- is a privately fostered child.

Roles and Responsibilities

Name	Role	Contact Details
David Reynolds	Director & Deputy Designated Safeguarding Lead	office@kingsdamproject.co.uk
Emily de Swardt	Project Manager & Designated Safeguarding Lead	office@kingsdamproject.co.uk 07899980279
Children's Advice & Duty Service (CADS)	Single Point of contact for raising concerns about a child	0344 800 8021
Local Authority Designated Officer (LADO)	Referrals regarding an adult who may cause/caused harm to a child	LADO Duty Desk 01603 307797 LADO@norfolk.gov.uk LADO referral form

It is the responsibility of every member of staff, volunteer and regular visitor to our provision to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the young people. This includes the responsibility to provide a safe environment in which young people can learn.

The KDP Session Leader

The KDP session Leader is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our staff take collective responsibility to safeguard and promote the welfare of our students, there will also be a named lead who champions safeguarding within the provision.

The Director of KDP will ensure that:

- The safeguarding policy is in place and is reviewed annually and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Young People Partnership policies and procedures.
- The provision contributes to inter-agency working in line with statutory guidance "Working together to Safeguard Children 2026".
- A senior member of staff from the team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one Designated Safeguarding Lead (DSL) who is appropriately trained member to deal with any issues in the absence of the DSL. There will always be cover for this role.
- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy and the safeguarding response for those young people who go missing.

- All staff undertake appropriate child protection training that is updated annually and online safety training.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.
- Safer recruitment practices are followed in accordance with the requirements of [‘Keeping Children Safe in Education’](#) DfE (2025)

This policy includes detailed information on the procedures and processes to follow regarding peer-on-peer abuse, the recognition of it and the different forms it may take.

It is essential that they remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

The sessional Leader

At The KDP, the sessional leader is responsible for:

- Liaising with our DSL.
- Ensuring that the policies and procedures adopted, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

Designated Safeguarding Leads

The DSL's will carry out their role in accordance with the responsibilities outlined in Annex B of *‘Keeping Children Safe in Education 2025’*.

The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

The designated safeguarding leads will always be available for staff to discuss any safeguarding concerns. If in *exceptional* circumstances, the lead DSL is not available on site in person, we will ensure that they are available via telephone and/or any other relevant media.

The DSL will represent the KDP at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Advice and Duty Service (CADS) and other agencies where necessary and make referrals of suspected abuse to the child's referring school or the Local Authority or direct to CAD's if there is a risk of immediate serious harm and take part in strategy discussions and other interagency meetings and contribute to the assessment of young people.

The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained.

The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

Training and Induction

When new staff join, they will be informed of the safeguarding arrangements in place and told who our DSL are. They will also receive a copy of the behaviour policy and the KDP Safeguarding Policy and Annexe A of KCSIE Policy response to young people who go missing – this information. All staff are expected to read these key documents. **(See Appendix 1)**

Every new member of staff or volunteer will receive safeguarding training during their induction period within two weeks of joining. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record, the processes for referral to CADS and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the DSL. The training will also include information about whistleblowing in respect of concerns about another adult's behaviour and suitability to work with young people.

In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of 'Keeping Children Safe in Education 2025' In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis, and we will evaluate the impact of this training.
- all staff members receive regular safeguarding and child protection updates (for example, via email and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard young people effectively.
- "As part of the shortlisting process, schools, colleges and alternative provisions should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the project or college might want to explore with the applicant at interview." *Although these searches are clearly not compulsory, the instruction that they "should consider" seems clear that this practice could become par for the course for education job applications.*
- All regular visitors, temporary staff and volunteers to our provision will be given a set of our safeguarding procedures; they will be informed of whom our

DSL and alternate staff members are and what the recording and reporting system is.

- The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Young people's Partnership at least once every three years. The DSL and alternate will attend DSL training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role.
- We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of '*Keeping Children Safe in Education*' (2025) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Young people Partnership and within the Safeguarding Section of the Norfolk Schools website:
<http://www.schools.norfolk.gov.uk/safeguarding>.

Procedures for Managing Concerns

The KDP adheres to child protection procedures that have been agreed locally through the Norfolk Young people's Safeguarding Partnership (NSCB).

Every member of staff including volunteers working with young people are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

All staff are encouraged to report any concerns that they have seen and to not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is *not* the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our provision. Any member of staff or visitor to the provision who receives a disclosure of abuse or suspects that a child is at risk

of harm must report it immediately to the DSL or, if unavailable, to another DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All concerns about a child or young person should be reported **without delay** and recorded in writing using the agreed template (**see Appendix 2**).

Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from CADS if required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

KDP can contact CADS on 0344 800 8021

Press 1 -if the child or young person is currently being supported by a Social Worker or Family Practitioner

Press 2 -your call relates to Child Exploitation

Press 3 -your call relates to Domestic Abuse

Press 0 -for Child Protection and immediate Safeguarding Concerns

(See Appendix 3)

Calls to CADS will not usually lead to a consultation unless they involve safeguarding or child protection concerns.

For all other cases, a Request for Support must first be submitted via [**Request for support - Norfolk County Council**](#) via the Children's Services online portal.

After a request is submitted, a team member will contact KDP to discuss it. The information KDP provide, along with any supporting documents, will be reviewed before this discussion takes place.

In most cases, professionals will first be directed to suitable early help or community-based services, including support available through Best Start Family Hubs. If more targeted Family Help is needed, this will be considered following the discussion.

If there is a risk of immediate serious harm to a child a referral should be made to CADS on the above number.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with CADS or the police if:

- The situation is an emergency and the designated senior person, their alternate and the Director are all unavailable.
- They are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Director. If any member of staff does not feel the situation has been addressed appropriately at this point should contact CADS directly with their concerns.

Specific Safeguarding Issues

Contextual safeguarding

At KDP we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of our environment and/or can occur between young people outside of the provision. This is known as contextual safeguarding. It is key that all staff are aware of the definition of contextual safeguarding and when reporting concerns, they include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

We recognise that young people with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges, and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- young people with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

At KDP we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after young people safe. When dealing with looked after young people and previously looked after young people, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these young people, who are a particularly vulnerable group.

Child Sexual Exploitation (CSE)

At KDP we recognise that Child Sexual Exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

Child Criminal Exploitation (CCE): County Lines

At KDP we understand that criminal exploitation of young people is a geographically widespread form of harm that is a typical feature of county lines criminal activity.

Drug networks or gangs groom and exploit young people and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

So-called 'honour-based violence (including Female Genital Mutilation and Forced Marriage

At KDP we recognise that our staff are well placed to identify concerns and take action to prevent young people from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV, they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and young people's social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our staff on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (January 2020)

At KDP we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fmf@fco.gov.uk

Preventing radicalisation and extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At The KDP, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our provision by using effective usage policies.
- The DSL has received Prevent training and will act as the point of contact within our provision for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our project at Channel meetings as required.

- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

Child on Child abuse

We recognise that young people are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by young people can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [safeguarding children procedures](#) will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to child-on-child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

At KDP all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include, but may not be 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.
- up skirting
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer-on-peer abuse. The DSL will respond to any concerns related to peer-on-peer abuse in line with guidance outlined in Part 5 of 'Keeping Children Safe in Education 2025'.

We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support young people to remain in our provision whilst safeguarding other young people and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk, but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

If the victim resides in Suffolk a referral can be made to the Suffolk SARC - <https://www.theferns-suffolk.org.uk> referral forms can also be found on their website. Safeguarding responses to Children Missing Education (CME)

At KDP all staff should be aware of the safeguarding responsibilities for young people who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

Definition of CME - children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

At KDP we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to young people who are expected but have failed to attend KDP

- An attendance register is taken at the start of every session.
- We will the contact parents/carers, the commissioning school and /or the relevant Local Authority if a young person fails to attend KDP, this will be done on each day of absence unless KDP have received prior notification of the absence.
- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding young people who are absent from our provision.
- The DSL's will meet regularly with other members of the team to ensure that each response is thorough and takes into account all the relevant information about individual young people.
- KDP will report to Suffolk LA if any young person has been 'missing education' for 10 days or more.

It is the responsibility of the commissioning school and local Authority to follow up all children missing in education.

Child Missing Education – Statutory Guidance for Local Authorities 2025
<https://www.gov.uk/government/publications/children-missing-education/children-missing-education-statutory-guidance-for-local-authorities-and-schools>

Norfolk Local Authority CME - <https://www.schools.norfolk.gov.uk/article/29638/Contact-the-CME-Team>

Suffolk Local Authority CME - <https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/children-missing-from-education>

(Please also refer to KDP – Young Person Absent from provision Policy)

Online Safety

KDP staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Young people are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life.

We know that young people can also abuse other young people online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered as part of this. We will ensure online safety is a running and interrelated theme throughout the projects activities and is reflected in relevant policies, staff training, the role and responsibilities of the designated safeguarding lead and any parent/carer engagement.

KDP does not routinely allow young people at the provision access to the internet or their personal mobile devices, and any online activity at the provision is for educational purposes, is on KDP provided devices and is supervised and monitored by a member of KDP staff.

At KDP we recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment that takes into consideration and reflects the risks that young people face in our setting. We also communicate with parents/carers to reinforce the importance of young people being safe online.

(Please also refer to KDP - Online Safety Policy)

Recording and Information Sharing

KDP will maintain safeguarding and child protection records in accordance with the guidance document provided by the Local Authority Education Safeguarding Service *Child Protection Record Keeping Guidance*.

In accordance with that guidance, KDP will:

- Keep clear detailed written records of concerns about the young person (noting the date, event and action taken), even where there is no need to refer the matter to the home school or Local Authority
- Ensure all records are kept secure and in locked locations.
- Safeguarding and child protection records will be maintained independently from the pupil's KDP file. Such records will only be accessible to the DSL's.

The recommended format for all staff within KDP to record any safeguarding or child protection observations or concerns about a young person is found at **Appendix 2**.

Such records will include, in addition to the name, date of birth, timed and dated observations describing the young person's behaviour, appearance, statements/remarks made to staff or other persons and observations of interactions between the young person, other young people, members of staff and/or parents/carers that give rise to concern.

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Where possible and without interpretation, the exact words spoken by the young person or parent/carer will be recorded. Records will be signed, dated and timed by the member of staff making the record.

Records of safeguarding/child protection observations or concerns are to be completed as a paper version, but it is most important that **all staff use one consistent system for the recording of concerns and that all records are passed to the Designated Safeguarding Lead**, who should complete the form to confirm what action has been taken.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act 2018, which means that young people and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Director/DSL.

The Data Protection Act does not prevent KDP staff from sharing information with relevant agencies, where that information may help to protect a young person.

Confidentiality and Information Sharing

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the young person, family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Director or Project Manager

It is reasonable for staff to discuss day-to-day concerns about young people with colleagues in order to ensure that young person's general needs are met. However, staff should only refer child protection concerns to a DSL.

However, following a number of cases where senior leaders in Schools failed to act upon concerns raised by staff, *Keeping Children Safe in Education (2025)* emphasises that any member of staff can contact and/or make a referral to CAD's if they are concerned about a child.

Child protection information will be stored and handled in line with Data Protection Act 2018 principles. This information can be found available in the KDP GDPR/Data Protection 2018 policy.

Every effort will be made to prevent unauthorised access to sensitive information. Any sensitive information that needs to be stored on portable devices such as laptop computers or tablets or on portable media such as a CD or flash drive will be password protected or encrypted and kept in locked storage.

Working with Parents and Carers

The KDP are committed to working in partnership with parents/carers to safeguard and promote the welfare of young people and to support them to understand our statutory responsibilities in this area.

When new young people join our provision, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to CADS.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the provision has about a child will not prevent the DSL making a referral to CADS in those circumstances where it is appropriate to do so.

In order to keep young people safe and provide appropriate care for them, the individual academy requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Full details of any other adult authorised by the parent to collect the child from the academy (if different from the above).

KDP will retain this information on the young person's file. KDP will only share information about young people with adults who have parental responsibility for a pupil or where a parent has given permission, and the project has been supplied with the adult's full details in writing.

We are working in partnership with Norfolk Constabulary and Norfolk Young people's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-agency Safeguarding Hub will share police information of all domestic incidents where one of our young people has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

Working with Commissioners

KDP offers provision for young people who are struggling to engage with learning at school or need something more or something different.

Local authorities are responsible for arranging suitable education for permanently excluded pupils and other pupils who because of illness or other reasons would not receive a suitable education without such arrangements taking place.

Schools may also direct their students to KDP for education and to help improve their behaviour.

Objectives and a timeline should be agreed and set out clearly in writing. Schools should monitor the progress of their young person with visits and reviews. It is very important that the young person's return to school should be carefully planned and supported.

Young people who use alternative provision remain on-roll at their home school. The home school remains responsible for all learning. KDP will inform the home school and or Local Authority if the young person fails to attend the provision with the reason for non-attendance.

KDP will also hold contact details for the DSL for each commissioned school place within that young person's single central record. This will be obtained prior to the commencement of each placement.

Where a placement has been commissioned under the remit of the Transitional Education Service (section 19 team) or the Virtual school for looked after children, any concerns raised or identified will be raised with the relevant commissioner or key contact.

<https://www.schools.norfolk.gov.uk>

KDP do not currently undertake commissions from young people who are undertaking Elective Home Education. However, if this should change in the future then any safeguarding concerns regarding this young person would be referred to the Services to Home Education (SHE) team.

<https://www.schools.norfolk.gov.uk/article/29759/Services-to-home-educators>

https://assets.publishing.service.gov.uk/media/5fcf72fad3bf7f5d0a67ace7/alternative_provision_statutory_guidance_accessible.pdf

KDP, will without any undue delay, contact a school or other commissioning body where there is a safeguarding concern in relation to a child placement.

Child Protection Conferences

CADS will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

Staff members may be asked to attend a child protection conference or core group meetings on behalf of the project in respect of individual young people. Usually, the person representing at these meetings will be the Director or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at the individual academy. In order to complete such reports, all relevant information will be sought from staff working with the child in the academy.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Advice and Duty Service (CADS) or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all young people and our aim is to achieve this in partnership with our parents.

Safer Recruitment

We will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2025). At least one person involved in conducting an interview will have received safer recruitment training.

At KDP, we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our young people.

Safer working Practice

All adults who come into contact with our young people have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure

that all adults who work with or on behalf of our young people are competent, confident and safe to do so.

If staff, visitors, volunteers or parent helpers are working with young people alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts, who they are with and for how long.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with young people. This advice can be found in ['Guidance for Safer Working Practices for Adults who work with Young people and Young People in Education Settings'](#) (Sept 2022). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Managing Allegations against Staff

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the young people at our provision. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse young people.

We will take all possible steps to safeguard our young people and to ensure that the adults in our setting are safe to work with young people. We will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Young people](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2025) are adhered to and will seek appropriate advice. The first point of contact for provisions regarding LADO issues is via the Local Authority Duty Desk on 01603 307797. A Duty Advisor will give advice and guidance on next steps. If the advice is to make a referral to LADO, then the form should be completed. Direct contact details for the LADO are- e-mail: LADO@norfolk.gov.uk
See Appendix 4 for further details.

If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with young people, the member of staff receiving the information should inform the Director immediately. This includes concerns relating to volunteers.

The informed Director will seek advice from the LADO within one working day. No member of staff or the Director will undertake further investigations before receiving advice from the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with a Director should contact the LADO directly on 01603 223473. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via email: help@nspcc.org.uk.

KDP has a legal duty to refer to the Disclosure and Barring Service if anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our provision, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

Relevant Policies

To underpin the values and ethos of our provision and our intent to ensure that young people at our setting are appropriately safeguarded the following policies or procedures are also included under our safeguarding umbrella:

- Anti-Bullying
- Behaviour
- Complaint
- Whistleblowing
- Health and Safety and risk assessments
- Intimate Care
- First aid
- Young Person Absent from Provision
- Online Safety

Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [‘Working Together to Safeguard Young people’](#) DfE (2026)
- [‘Keeping Children Safe in Education’](#) DfE (2025)
- [Norfolk Safeguarding Young People Partnership Protocol: Allegations Against Persons who Work with Young people.](#)
- [‘Guidance for Safer Working Practices for Adults who work with young people and Young People in Education Settings’](#) (2022)
- [‘What to do if you’re worried a child is being abused’](#), DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#), DfE (July 2018)

- <https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation/the-prevent-duty-an-introduction-for-those-with-safeguarding-responsibilities> (Sept 2023)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (Jan 2020)
- [Sexual violence and sexual harassment between young people in schools and colleges](#), DfE (May 2018)
- [‘Teaching online safety in school’](#) DfE (Jan 2023)



Appendix 1

Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of young people, at our provision we take this responsibility seriously.

If you have any concerns about a child or young person in our provision, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern.

A copy of the form to complete is attached to this and others can be obtained from Please ensure you complete all sections as described.

If you are unable to locate them, ask a member of the office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Director. If an allegation is made about the Director, you should pass this information to the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/keeping-children-safe/whistleblowing/) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via email: help@nspcc.org.uk.

Staff are required to read Part 1 of the Statutory Guidance – Keeping Children Safe in Education

Please sign below and return to the project manager that you have read and understood the above document.

Company Number 13770559 Registered in England and Wales

Name:

Signature:

Date:

Appendix 2

Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to [Emily De Swardt] if they have a safeguarding concern about a child in our setting.

Full name of child

Date of Birth

Your name and role at KDP

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Role:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[Make it clear if you have a raised a concern about a similar issue previously]

Your signature:

Time form completed:

Date:

Time for received by DSL:

Action taken by DSL:

Referred to -

Police	Commissioning School	Local Authority	CADS	Other
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Name of recipient:

How referred:

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...

Further Action Agreed:

e.g., Alternative Provision to instigate a Family Support Process, assessment by Young people's Advice and Duty Service (CADS)

Full name:

Company Number 13770559 Registered in England and Wales

DSL Signature:
Date:



Company Number 13770559 Registered in England and Wales

Older Child

The diagram consists of two full-body outlines of a child, one facing forward and one facing backward, and three separate boxes for head profiles. The front-facing body outline is at the top left, and the back-facing one is at the bottom left. To the right of the front-facing body are three head profile boxes: the top one is a left profile, the middle one is a front view, and the bottom one is a right profile. A solid light green vertical bar is positioned to the right of the head profile boxes.

Indicate clearly where the injury was seen and attach this to the Recording Form

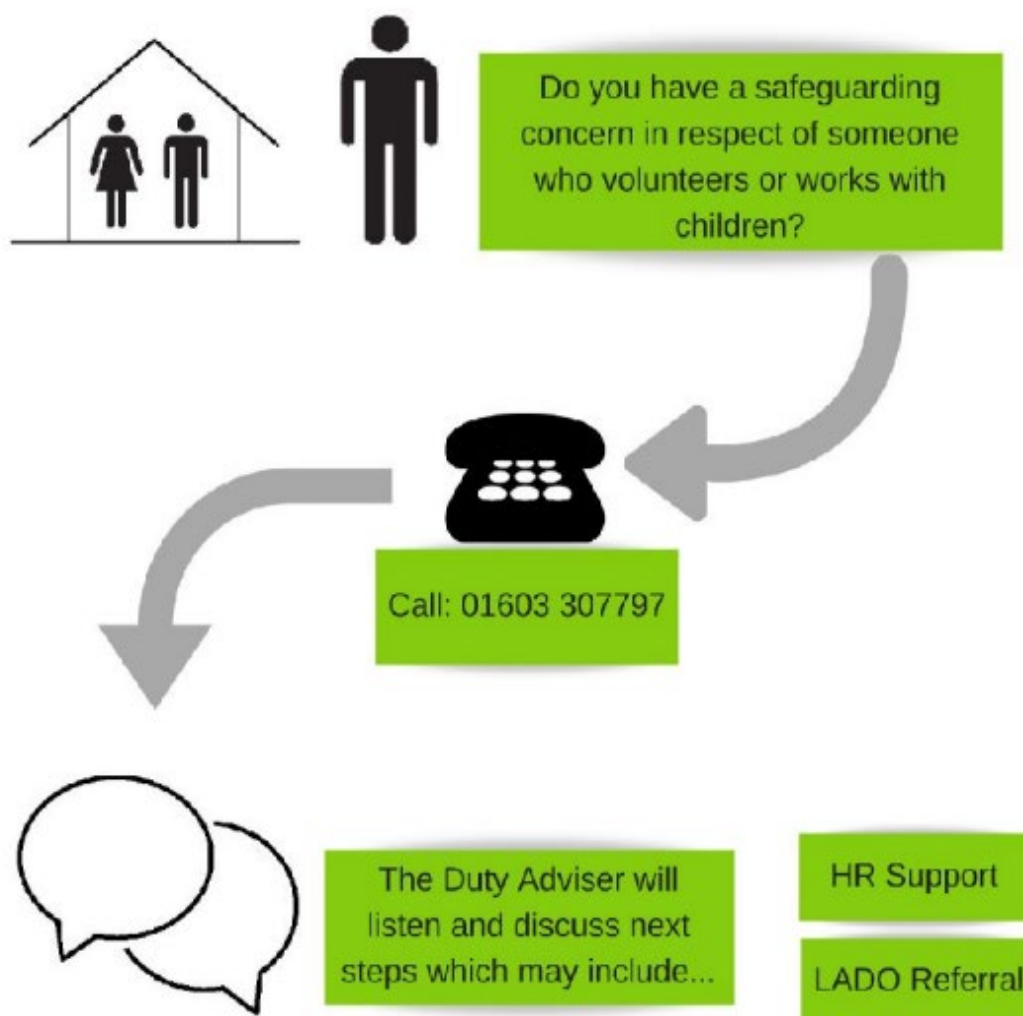
Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Appendix 3 Children's Advice and Duty Service [CADS]

CADS FAQs and further information on making a referral can be accessed here:

[How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.

When to Contact the Children's Advice & Duty Service (CADS)

Child Protection or Immediate Safeguarding concerns

If there are concerns that a child may be suffering significant harm, a child with unexplained injuries, domestic abuse in the household or a child at risk of exploitation.

When to complete a request for support form:

Professionals can now submit Requests for Support [Request for support - Norfolk County Council](#) via the Children's Services online portal. Please see below for the "Supporting Children and Families – Right Help at the Right Time" document, which sets out our agreed framework and thresholds and guidance on how to register for an online account and complete a request for support form.

Request support for universal, community based early help and Family Help

This approach is designed to ensure that children, young people, and families receive support at the lowest appropriate level, with a strong emphasis on early help and prevention of escalation. Universal services and community-based early help provide preventative support for children and families of all ages, strengthening resilience, improving outcomes, and reducing the risk of needs escalating.

Universal services and community-based early help

Universal services and community-based early help provide preventative support for children and families of all ages, strengthening resilience, improving outcomes, and reducing the risk of needs escalating. Delivered as a coordinated local system rather than a single service, this support is offered through universal provision such as education, health, and wider community services. It includes services like Best Start Family Hubs, youth and housing support, and after-school provision.

For most families, needs can be met through Community Help, including services available via Best Start Family Hubs [Best Start Family Hubs - Norfolk County Council](#) as this support is intended for early or emerging needs, where families may benefit from:

Company Number 13770559 Registered in England and Wales

- Advice and guidance
- Signposting to services
- Support through universal or single-agency provision

Best Start Family Hubs offer a clear pathway from pregnancy to age 19 (or 25 for young people with SEND), bringing together multi-agency partners to provide accessible, ongoing community support and to safeguard families, including those transferring from targeted or specialist services.

Family Help – targeted early help, safeguarding, and promoting the welfare of children

Family Help is offered where universal services and community-based early help have not achieved sufficient or sustained improvement, or where a child and family present with multiple, complex, or escalating needs. Delivered through a coordinated, multi-agency approach led by Children's Services and its partners,

Family Help provides structured support to address identified risks and concerns. Family Help will only be initiated where there is an agreed Family Plan, or a Graded Care Profile (GCP) in cases of neglect, which has been shared with CADS.

Family Help is a voluntary, consent-based approach that supports families to build capacity, improve outcomes, and reduce risks, including families in kinship arrangements and those requiring additional support during pregnancy, with the aim of preventing the need for statutory child protection intervention.

A request for Family Help should not be made where:

- Needs can be safely met through Community Help, or
- There is no evidence of escalating or complex need

When submitting a Request for Support for Family Help, professionals must include:

- A clear, up-to-date chronology of involvement with the child and family, outlining key events, concerns, and interventions
- Relevant assessments and plans, including Early Help Assessments, Family Plans, and any other supporting documentation

This information is essential to support informed and timely decision-making.

Calls to CADS will not usually lead to a consultation unless they involve safeguarding or child protection concerns. For all other cases, a Request for Support must first be submitted through the new professional portal.

After a request is submitted, a team member will contact you to discuss it. The information you provide, along with any supporting documents, will be reviewed before this discussion takes place.

In most cases, professionals will first be directed to suitable early help or community-based services, including support available through Best Start Family Hubs. If more targeted Family Help is needed, this will be considered following the discussion.

You can still contact CADS by phone for safeguarding and child protection concerns.

Community-based support and targeted early help can both be accessed via [Request for support - Norfolk County Council](#). Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish.

Useful links:

- [Supporting children and families at the right time](#)
- [CADS FAQs April 2026](#)
- [Portal Guidance](#)

