

Safeguarding & Child Protection Policy

Version 2.0

1. Policy Statement

"Safeguarding and promoting the welfare of children is everyone's responsibility." (Keeping Children Safe in Education, DfE 2025)

Learn with Confidence (LwC) is fully committed to safeguarding and promoting the welfare of all children and young people. Although LwC is not a school, we recognise that statutory guidance such as Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children applies to all organisations working with children.

Safeguarding at LwC is:

- Child-centred
- Trauma-informed
- Relational
- Preventative
- Collaborative

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

It must be read alongside:

- Staff Code of Conduct
- Online Safety Policy
- Communications Policy
- Missing Child Policy
- Attendance Policy
- Positive Relationship (Behaviour) Policy
- Positive Handling Policy
- Managing Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Staff Induction Policy
- Working with Learn with Confidence (Staff Handbook)

2. Aims

This policy aims to:

- Ensure the safety and wellbeing of all children and young people.
- Establish clear procedures for identifying, reporting, and responding to safeguarding concerns.
- Promote a culture of vigilance, professional curiosity, and reflective practice.
- Ensure staff understand their responsibilities and receive appropriate training.
- Comply with statutory safeguarding legislation and WSCC procedures.

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- Embed safeguarding across all aspects of LwC's provision.

3. Scope

This policy applies to:

- All staff (employed and self-employed)
- Volunteers
- Contractors
- Trustees
- All learners engaged in LwC activities
- All off-site sessions, home visits, and online tuition

4. Roles and Responsibilities

4.1 All Staff

All adults working with children must:

- Maintain a safe environment
- Report concerns immediately
- Use professional curiosity
- Follow LwC policies and procedures
- Use approved communication channels only
- Maintain professional boundaries
- Complete required safeguarding training

4.2 Designated Safeguarding Lead (DSL)

Name: Kat Perry **Role:** Director & Proprietor **Contact:** kat.perry@learnwithconfidence.co.uk / 01403 586029 / 07508 188005

Responsibilities:

- Oversee safeguarding practice
- Act as first point of contact for concerns
- Maintain safeguarding records
- Liaise with MASH, LADO, police, and external agencies
- Ensure staff receive training and supervision
- Oversee Early Help and CME processes
- Oversee online-safety and AI-related safeguarding risks

4.3 Deputy DSLs (DDSLs)

- **Elektra Robinson** – elektra.robinson@learnwithconfidence.co.uk / 07947 533193
- **Gayle Voller** – gayle.voller@learnwithconfidence.co.uk / 07926 436740
- **Heather Jones** – heather.jones@learnwithconfidence.co.uk

Responsibilities mirror those of the DSL in their absence.

5. Training

All staff must complete:

- Annual Safeguarding & KCSIE training
- Annual Online Safety training

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- Awareness of Working Together to Safeguard Children
- Bi-annual SEND and Health & Safety training
- Induction safeguarding training

DSLs and DDSLs complete **Level 3 Child Protection training** every 2 years.
Staff must confirm understanding of this policy annually.

6. Types of Abuse & Specific Safeguarding Issues

Staff must understand the four main types of abuse:

- Physical
- Emotional
- Neglect
- Sexual

Staff must also understand:

- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- County lines
- Domestic abuse
- Online abuse
- Harmful sexual behaviour
- Bullying and cyberbullying
- Extremism and radicalisation
- Forced marriage
- Honour-based abuse
- Fabricated or induced illness
- Self-harm and suicidal ideation
- Mental health concerns
- Peer-on-peer abuse

Abuse rarely occurs in isolation; multiple issues often overlap.

7. Online Safety & Digital Safeguarding (KCSIE Requirement)

Staff must understand the **four statutory online-harm categories**:

7.1 Content

Exposure to harmful or inappropriate content.

7.2 Contact

Risk of harmful interactions with others online.

7.3 Conduct

Learners' own behaviour online.

7.4 Commerce

Financial scams, fraud, and exploitation.

7.5 Misinformation & Disinformation

Required under KCSIE 2024.

7.6 AI-Related Safeguarding Risks

Required under DfE Generative AI Safety Expectations (2024):

- Deepfakes
- AI-generated grooming
- AI-generated sexualised content
- AI-generated misinformation
- Unsafe AI tools

Staff must follow the Online Safety Policy and Communications Policy.

8. Early Help (Working Together Requirement)

Early Help means providing support **as soon as problems emerge**.

LwC will:

- Identify concerns early
- Work with families to understand needs
- Liaise with WSCC Early Help teams
- Support referrals to external agencies
- Record Early Help actions in safeguarding chronology

9. Children Missing Education (CME)

CME is a safeguarding risk.

LwC will:

- Monitor attendance daily
- Identify patterns of absence
- Notify commissioning schools and the LA
- Follow WSCC CME procedures
- Record all CME actions

10. Low-Level Concerns (KCSIE Requirement)

A low-level concern is any behaviour by a staff member that:

- Is inconsistent with the Staff Code of Conduct
- Does not meet the threshold for LADO referral
- Causes unease or questions professional boundaries

Staff must report low-level concerns to the DSL. The DSL will record and review patterns.

11. Reporting Procedures

11.1 Internal Reporting

LwC uses an online Safeguarding Report Form.

Staff must include:

- Date, time, location
- Details of incident or disclosure
- Names of individuals involved
- Factual, non-judgemental notes

11.2 External Reporting

Where a child is suffering or likely to suffer harm, the DSL will refer to:

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West Sussex MASH WSChildrenservices@westsussex.gov.uk 01403 229900 (Mon–Fri) Out of hours: 0330 222 6664 / 07711 769657

11.3 LADO Referrals

If concerns relate to staff behaviour, the DSL will contact the LADO via the WSCC online portal. Staff must not investigate allegations themselves.

12. Handling Disclosures

If a child discloses abuse:

Do:

- Listen calmly
- Reassure the child
- Explain you may need to share information
- Record accurately
- Report immediately

Do Not:

- Investigate
- Ask leading questions
- Promise confidentiality
- Share details beyond DSL/DDSL

Suggested phrases:

- "What you are telling me is very important."
- "You were right to tell someone."
- "I am sorry this has happened/is happening."

13. Working Safely with Children

- Children under 16 must not be left unattended
- Avoid prolonged one-to-one situations
- Use approved communication channels only
- Home visits require parental permission and management approval
- Teen volunteers must be supervised
- Areas must be safe and accessible
- Children must not leave with unauthorised adults
- Lifts home require written consent

14. Safer Recruitment

LwC follows safer recruitment procedures including:

- Enhanced DBS checks
- Barred list checks
- Prohibition checks
- Identity and right-to-work checks
- Reference verification
- Safer recruitment training for leadership

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15. Partnership with Local Authorities & Schools

Safeguarding concerns are reported to the child's home local authority. When working with schools, concerns are shared with the school's DSL.

Home visits follow the Working Alone Policy.

16. External Safeguarding Contacts

National Helplines and Agencies	
NSPCC Whistleblowing Advice:	help@nspcc.org.uk / 0800 028 0285
DfE Counter Extremism Advice:	extremism@education.gov.uk / 020 7340 7264
TRA Misconduct Line:	misconduct.teacher@education.gov.uk / 020 7593 5393
DBS Enquiries:	customerservices@dbb.gov.uk / 0300 0200 190
Neighbouring Local Authorities	
East Sussex SPoA:	01323 464222 / 0-19.SPOA@eastsussex.gov.uk
Brighton & Hove MASH:	01273 290400 / FrontDoorForFamilies@brighton-hove.gcsx.gov.uk
Surrey County Council:	0300 470 9100 / cspa@surreycc.gov.uk

17. Monitoring & Review

LwC will:

- Monitor attendance and safeguarding data
- Review this policy annually
- Update procedures in line with legislation
- Ensure staff understand updates

Version Control			
Version No.	Date	Author	Notes
1.0	September 2020	KP/HJ	Initial draft
1.1	September 2021	KP	Updates made
1.2	August 2022	KP	Updates made
1.3	September 2023	Kat Perry	Updates made
1.4	15 th October 2024	K Perry	Updates made
1.5	01 Sept 2025	KP	Review
1.6	6.11.25	ER/KP	Updates made
1.7	5.9.26	KP	Updates made