

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
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Safeguarding and Child Protection Policy Learn With Confidence (LwC)

1. Policy Statement

Safeguarding and promoting the welfare of children is everyone's responsibility. 'Children' includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.

(Keeping Children Safe in Education – DfE, September 2025)

Learn With Confidence (LwC) is fully committed to safeguarding and promoting the welfare of children and young people. Our students' safety, welfare, and educational outcomes are at the heart of everything we do.

Although LwC is not a school or college, we recognise that statutory guidance such as DfE's Keeping Children Safe in Education (KCSiE 2025–6 update) and Working Together to Safeguard Children applies to all organisations that work with children and young people.

Safeguarding and child protection are everyone's responsibility at LwC, including staff, volunteers, and external contractors.

This Child Protection and Safeguarding Policy is for all staff, parents, volunteers and visitors. It forms part of the safeguarding arrangements for our centre and should be read along with our policies for:

- **Staff Code of Conduct**
- **Health & Safety Policy**
- **Educational Visits Policy**
- **Communications Policy**
- **Staff Handbook – called "Working with Learn with Confidence"**
- **Missing Child Policy**
- **Attendance Policy**
- **Whistle Blowing Policy**
- **Behaviour policy**
- **Positive Handling Policy**
- **Managing Medical Conditions Policy**
- **First Aid Policy**
- **Staff Induction Policy**
- **Online Safety Policy**

This policy should be read in conjunction with Keeping Children Safe in Education, (DfE 2025)

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Safeguarding is defined in Keeping Children Safe in Education 2025 as:

Providing help and support to meet the needs of children as soon as problems emerge protecting children from maltreatment, whether that is within or outside the home, including online preventing the impairment of children's mental and physical health or development ensuring that children grow up in circumstances consistent with the provision of safe and effective care taking action to enable all children to have the best outcomes

'Children' includes everyone under the age of 18.

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, reflection, and child-centred practice.
- Provide guidance and training to all staff, volunteers, and stakeholders.
- Ensure compliance with statutory safeguarding legislation and local authority procedures.

3. Scope

This policy applies to:

- All staff, volunteers, contractors, and trustees at LwC.
- All learners and young people engaged in activities organised by LwC.
- All educational and extracurricular activities, including sessions offsite and home visits.

4. Roles and Responsibilities

4.1 All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment that enables them to learn and achieve their full potential. However, there are identified key adults who have specific responsibilities under child protection procedures.

4.2 Designated Safeguarding Lead (DSL)

Name: Kat Perry – Director & Proprietor

Contact: kat.perry@learnwithconfidence.co.uk / 01403 586029 / 07508 188005

Responsibilities:

- Oversee and implement safeguarding policies.
- Act as the first point of contact for child protection concerns.
- Maintain records of safeguarding issues and incidents.
- Ensure staff and volunteers receive appropriate supervision and training.
- Liaise with local authorities, MASH, and external agencies where necessary.

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4.3 Deputy DSLs (DDSLs)

Elektra Robinson Elektra.robinson@learnwithconfidence.co.uk / 07947 533193
Gayle Voller Gayle.vo.er@learnwithconfidence.co.uk / 07926436740
Heather Jones Heather.jones@learnwithconfidence.co.uk

Responsibilities mirror those of the DSL in their absence.

5. Training

All staff and volunteers must complete:

- Annual Safeguarding & KCSiE Training via Flick Learning or equivalent.
- Awareness of Working Together to Safeguard Children guidance.
- Bi-annual training in:
 - SEND
 - Health & Safety

Staff must confirm receipt and understanding of the LwC Safeguarding Policy and annual updates through the online acknowledgment form.

DSLs and DDSLs complete Level 3 Child Protection training, renewed every 2 years.

6. Types of abuse / specific safeguarding issues

- All staff should be aware of the indicators of abuse, neglect and exploitation (see below), understanding that children can be at risk of harm inside and outside of the centre, inside and outside of home, and online. Exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff can identify cases of children who may need help or protection.
- All staff should be aware that abuse, neglect, exploitation, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap.

Keeping Children Safe in Education (DfE, 2025)

The four main types of abuse referred to in Keeping Children Safe in Education are:

- Physical
- Emotional
- Neglect
- Sexual

All staff complete training to recognise the signs of abuse, neglect and exploitation so that they are able to recognise who may be in need of help or protection.

7. Reporting Procedures

All staff members have a duty to identify and respond to suspected and actual abuse or disclosures of harm. Any member of staff, volunteer or visitor to our centre who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, must report it

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immediately to the Designated Safeguarding Lead (DSL), or in their absence, the Designated Safeguarding Lead.

7.1 Internal Reporting

- LwC uses an online Safeguarding Report Form for recording all concerns.
- Staff should include:
 - Date, time, and location
 - Details of the incident or disclosure
 - Names of individuals involved or witnesses

7.2 External Reporting

- **Where a child is suffering or likely to suffer from harm, a child will be referred to the Multi-Agency Safeguarding Hub (MASH) or the relevant safeguarding team.**

West Sussex MASH Contact:

- WSChildrenservices@westsussex.gov.uk / 01403 229900 (Mon–Fri, 9am–5pm)
- Out of hours: 0330 222 6664 / 07711 769657

7.3 Reporting concerns to the Local Authority Designated Safeguarding Officer (LADO)

If an allegation is made or information is received about any member of staff or volunteer who works with children has:

- **Behaved in a way that has harmed, or may have harmed a child**
- **Possibly committed a criminal offence against or related to a child**
- **Behaved towards a child or children in a way that indicates they may pose a risk of harm to children**
- **Behaved in a way which raises concerns as to their suitability to work with children**

They should tell the DSL or DDSL immediately. The DSL or DDSL will then seek support from the Local Authority Designated Officer (LADO). No member of staff should undertake further investigations before seeking advice from the LADO.

- **In West Sussex, referrals to the LADO should be made via their online portal: <https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=445>**

8. Procedures for Handling Disclosures

If a child discloses abuse:

Do:

1. Listen carefully and calmly.
2. Look at the child directly and reassure them that they have done the right thing.
3. Explain that you may need to share information to keep them safe.
4. Take accurate notes of what is said.
5. Report immediately to the DSL/DDSL and complete the safeguarding form.

Do Not:

- Begin an investigation.
- Ask leading questions (e.g., "Why?", "How?").
- Promise confidentiality.
- Share details with anyone other than the DSL/DDSL.

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Suggested phrases:

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

9. Working Safely with Children

- Groups of children under 16 must not be left unattended.
- Avoid prolonged one-to-one situations; if necessary, another worker should know the location and purpose.
- Communication must use LwC-approved platforms and professional emails only.
- Meetings outside LwC premises require parental permission and management approval.
- Teenage assistants and volunteers must be supervised at all times.
- Areas used for activities must be safe and fit for purpose, with clear access to first aid and emergency facilities.
- Children must not leave with anyone other than their parent/carer unless explicitly authorised.
- Lifts home require parental consent in writing.

10. Partnership with Local Authorities and Schools

- Child protection concerns are reported to the child's home local authority, even if LwC is in a different jurisdiction.
- When working in partnership with schools, safeguarding concerns are referred to the school's designated safeguarding contact.
- Home visits follow the Working Alone Policy and require risk assessment.

11. 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@db.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

12. Monitoring and Review

LwC will monitor attendance data regularly to identify patterns of persistent absence and to intervene early when necessary. This policy will be reviewed annually by the leadership team to ensure its effectiveness and compliance with local authority and national regulations.

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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	EK/KP	Updates made