

ELEVATED

A Holistic Approach To The Education of Young People

Child Protection and Safeguarding Policy

Dated: 1st September 2025

Review Date: 1st September 2026

Policy Lead: Tracie Daly, DSL

Approved by: Mark Aitken, Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to safeguarding and promoting the welfare of all children and young people. We believe that all children have the right to be safe, to feel safe, and to thrive in an environment where their welfare is paramount. This policy applies to all staff, volunteers, and any other adults working on behalf of ElevatEd, and is underpinned by the principle that safeguarding is everyone's responsibility.

2. Guiding Principles

- **Child-Centred Approach:** We will always act in the best interests of the child.
- **Prevention:** We will take proactive steps to prevent harm to children.
- **Protection:** We will respond robustly and effectively to concerns about child abuse or neglect.
- **Partnership:** We will work collaboratively with parents/carers, local authorities, and other agencies to safeguard children.
- **Confidentiality (with limits):** Information will be shared on a "need to know" basis, always prioritising the child's safety.
- **Transparency:** Our procedures will be clear and accessible.

3. Scope and Definitions

- **Scope:** This policy applies to all children and young people attending ElevatEd, regardless of age, ability, gender, race, religion, sexual orientation, or background. It covers all activities undertaken by ElevatEd, both on and off-site.
- **Child Protection:** Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances

consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

- **Safeguarding:** Encompasses child protection alongside the broader aim of promoting the welfare of children. This includes protecting children from maltreatment, preventing harm to children's health or development, ensuring children grow up with safe and effective care, and taking action to enable all children to have the best outcomes. It also includes protecting children from radicalisation, exploitation, online abuse, and other forms of harm.
- **Abuse Categories:** (Briefly define, referencing "Working Together to Safeguard Children"): Physical Abuse, Emotional Abuse, Sexual Abuse, Neglect.
- **Harmful Sexual Behaviour:** Differentiate between HSB in children and adults.
- **Contextual Safeguarding:** Understanding how extra-familial contexts (e.g., peer groups, schools, online environments) can contribute to harm.
- **Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Modern Slavery/Trafficking, FGM, Forced Marriage, Honour-Based Abuse, Online Safety, Radicalisation (PREVENT Duty).**
- **Looked After Children (LAC) and Children with Special Educational Needs and Disabilities (SEND):** Recognition of increased vulnerability and specific considerations.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL):

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- **Name:** Tracie Daly
- **Contact:** tracie@elevate-ed.co.uk
- **Deputy DSLs:** Mark Aitken
- **Responsibilities:**
 - Acting as the first point of contact for all staff regarding safeguarding concerns.
 - Liaising with the local authority children's social care and other agencies.
 - Ensuring staff are aware of their responsibilities and reporting procedures.
 - Maintaining confidential records of safeguarding concerns.
 - Providing advice and support to staff.
 - Attending relevant training and ensuring deputies are trained to the same level.
 - Keeping the leadership team/governing body updated on safeguarding matters.
 - Leading on the implementation and review of this policy.
 - Supporting referrals to the LADO (Local Authority Designated Officer) for allegations against staff.
- **All Staff and Volunteers:**
 - Familiarise themselves with this policy and "Keeping Children Safe in Education" (KCSIE).
 - Identify and report concerns immediately using the established procedures.

- Attend regular safeguarding training.
 - Maintain professional boundaries with children.
 - Understand the signs of abuse and neglect.
 - Contribute to a safe and positive environment for children.
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- **Leadership Team:**
 - Ensuring the policy is implemented effectively.
 - Appointing a suitably trained DSL and deputies.
 - Ensuring adequate resources are allocated to safeguarding.
 - Monitoring the effectiveness of safeguarding arrangements.
 - Holding the DSL to account for the effective implementation of the policy.
 - Ensuring safer recruitment practices are adhered to.

5. Reporting Procedures

- **How to Report a Concern:**
- Any member of staff or volunteer who has a safeguarding concern must immediately report it to the DSL (or a Deputy DSL if the DSL is unavailable).
- Concerns should be reported verbally in the first instance, followed by a written record using the designated form (e.g., Concern Recording Form).
- **Do NOT** investigate the concern yourself.
- **Do NOT** promise confidentiality to a child.
- **Do NOT** delay reporting.
- **DSL's Actions Upon Receiving a Concern:**
- Assess the nature and seriousness of the concern.
- Consult with children's social care if deemed necessary.
- Make a referral to children's social care if there is reasonable cause to suspect a child is suffering or likely to suffer significant harm.
- Liaise with the police if a crime may have been committed.
- Inform parents/carers where appropriate and safe to do so, in consultation with social care.
- Maintain accurate, confidential records of all actions taken.
- Monitor the welfare of the child following a referral.
- **Referral to Local Authority Children's Social Care:**
- Provide all relevant information, including a clear chronology of events.
- Follow local multi-agency referral procedures.
- Confirm the referral has been received and actioned.
- **Allegations Against Staff and Volunteers:**
- Any allegation or concern that a staff member or volunteer has:
- Behaved in a way that has harmed a child, 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 are unsuitable to work with children.
 - **MUST** be reported immediately to the Head of ElevatEd (or LADO if the allegation is against the Head).
 - The Head will then contact the **Local Authority Designated Officer (LADO)** within one working day.
 - **DO NOT** investigate the allegation internally.
 - **DO NOT** interview the child or adult involved.
 - Follow LADO guidance explicitly.
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- **Whistleblowing:**
 - ElevatEd has a clear whistleblowing policy to enable staff to raise concerns about poor practice or potential wrongdoing, including safeguarding issues, without fear of reprisal. This should be a separate, but referenced, policy.

6. Safer Recruitment

- ElevatEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rigorous recruitment procedures are in place to deter, identify, and reject applicants who are unsuitable to work with children. This includes:

- Robust application forms that require full employment history and explanations for gaps.
- At least two professional references that are sought directly from the referee.
- Enhanced DBS checks (including barred list checks) for all staff and regular volunteers.
- Identity verification.
- Verification of qualifications and right to work.
- Checks for any overseas criminal history if applicable.
- Understanding and challenging interview questions about safeguarding.
- A single central record (SCR) of all required checks.

7. Training and Awareness

- All staff and volunteers will receive regular, up-to-date safeguarding training at least annually.
- The DSL and Deputy DSLs will undertake more in-depth training every two years and refresh their knowledge annually.
- Training will cover:
 - Understanding different forms of abuse and neglect.
 - Recognising the signs of harm.
 - Reporting procedures.

- Online safety risks.
- Prevent duty awareness.
- Contextual safeguarding.
- Professional boundaries.
- Specific vulnerabilities (e.g., LAC, SEND).
- The content of KCSIE and "Working Together to Safeguard Children."

8. Online Safety and Digital Safeguarding

- ElevatEd recognises the importance of online safety and the risks children face online.
- Policies and procedures for:
 - Safe and responsible use of technology within ElevatEd.
 - Filtering and monitoring systems on all school devices and networks.
 - Educating pupils about online risks (e.g., cyberbullying, online grooming, harmful content).
 - Responding to and reporting online safety incidents.
 - Guidance for staff on appropriate online conduct and professional boundaries.
 - Guidance for parents on supporting online safety at home.

9. Managing Behaviour and Physical Intervention

- ElevatEd's behaviour policy is intrinsically linked to safeguarding. It promotes a positive, supportive environment where children feel safe.
- Any physical intervention used will be reasonable, proportionate, and necessary to prevent harm to a child or others, or damage to property.
- All incidents of physical intervention will be recorded and reviewed.
- Staff are trained in de-escalation techniques.

10. Prevent Duty

- ElevatEd has a duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty).
- Staff receive training on how to identify children who may be vulnerable to radicalisation and know how to refer concerns.
- This is integrated into our safeguarding procedures.

11. Working with External Agencies and Parents

- **Inter-agency Working:** ElevatEd is committed to working effectively with Children's Social Care, police, health services, and other relevant agencies to safeguard children.
- **Information Sharing:** Information will be shared appropriately and legally, following the principles of "Working Together to Safeguard Children" and GDPR, always prioritising the child's safety.

Parental Engagement: ElevatEd aims to work in partnership with parents/carers. We will:

- Inform parents/carers of our safeguarding policy.
- Discuss concerns with parents/carers where appropriate and safe to do so.
- Provide support and signposting to external agencies where needed.
- Maintain confidentiality but understand that confidentiality cannot be promised if a child is at risk of harm.

12. Monitoring, Evaluation, and Review

- This policy will be reviewed annually, or sooner if there are changes in legislation, statutory guidance, or internal procedures.

The DSL will provide regular reports to the leadership team/governing body on safeguarding activity, including:

- Number and type of concerns raised.
- Referrals made to children's social care/LADO.
- Training undertaken.
- Any emerging trends or risks.
- Regular audits of safeguarding practices will be conducted.

13. Related Policies (to be read in conjunction with this policy):

- Behaviour Policy
- E Safety Policy
- Whistleblowing Policy
- Staff Code of Conduct
- SEND Policy
- Health and Safety Policy
- Complaints Policy
- Safer Recruitment Policy
- Data Protection Policy