Safeguarding and Child Protection Policy

Physical Education and Swimming Services – Primary Schools

Services: Physical Education, Swimming, School Sport and Related Activities
Applies to: All employees, casual workers, agency workers, contractors, volunteers, coaches, swimming teachers, instructors, managers and directors
Effective date: 1/9/26
Review date: 1/9/27

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1. Policy statement

Beyond the Physical is committed to safeguarding and promoting the welfare of every child and young person with whom we work.

We recognise that safeguarding is everyone's responsibility and that children must be protected from abuse, neglect, exploitation, harm and inappropriate behaviour, whether this occurs in person, online, at school, at a swimming pool, during PE lessons, during changing or showering, on school premises, during travel or elsewhere.

Our staff frequently work directly with children and may therefore be in a position to identify safeguarding concerns that might otherwise go unnoticed. We will act promptly, proportionately and professionally whenever a concern arises.

The welfare of the child is our primary consideration.

We will:

- provide a safe environment for children participating in PE, swimming and sporting activities;
- promote children's welfare and protect them from abuse and neglect;
- ensure all staff understand their safeguarding responsibilities;
- ensure all staff have completed safeguarding and **Prevent** training;

- provide staff with relevant updates arising from **Keeping Children Safe in Education (KCSIE)**;
- operate safer recruitment procedures;
- undertake appropriate DBS checks;
- ensure staff understand professional boundaries and acceptable behaviour;
- work closely with the school's Designated Safeguarding Lead (DSL);
- promptly report concerns to the appropriate school safeguarding lead and/or local authority children's social care;
- follow local safeguarding partnership procedures;
- ensure allegations against adults working with children are referred appropriately to the Local Authority Designated Officer (LADO);
- maintain accurate, contemporaneous and secure safeguarding records;
- promote equality, inclusion and respect;
- listen to children and take their views seriously;
- respond appropriately to disclosures;
- share information where necessary to protect a child;
- ensure staff understand the Prevent duty and the risks associated with radicalisation and extremism;
- review this policy annually and whenever statutory guidance or local safeguarding procedures change.

This policy should be read alongside the safeguarding and child protection policy and procedures of each school in which we operate.

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2. Legislative and statutory framework

This policy has been developed with regard to the legislation and statutory guidance applicable to safeguarding children in England, including:

Primary legislation

- **Children Act 1989**, including Sections 17 and 47.
- **Children Act 2004**, including duties relating to safeguarding and promoting children's welfare.

- **Education Act 2002**, particularly Sections 175 and 157 concerning arrangements to safeguard and promote the welfare of children.
- **Safeguarding Vulnerable Groups Act 2006**.
- **Protection of Freedoms Act 2012**.
- **Counter-Terrorism and Security Act 2015**, including the Prevent duty under Section 26.
- **Serious Crime Act 2015**, including provisions relating to Female Genital Mutilation (FGM).
- **Sexual Offences Act 2003**.
- **Domestic Abuse Act 2021**.
- **Equality Act 2010**.
- **Human Rights Act 1998**.
- **Data Protection Act 2018** and the UK GDPR.
- **Children and Social Work Act 2017**.
- **Modern Slavery Act 2015**, where relevant to child exploitation and trafficking.
- **Voyeurism (Offences) Act 2019**, where relevant to safeguarding and privacy.
- **Online Safety Act 2023**, where relevant to online harms.
- Relevant health and safety legislation, including the **Health and Safety at Work etc. Act 1974**.

Statutory guidance

The company will have regard to and operate consistently with:

- **Keeping Children Safe in Education (KCSIE) 2026**, effective from 1 September 2026;
- **Working Together to Safeguard Children 2023**;
- **Prevent Duty Guidance: England and Wales 2023**;
- **Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers**;
- relevant Department for Education safeguarding guidance;
- relevant statutory guidance concerning FGM, child sexual exploitation, child criminal exploitation, domestic abuse, online safety, county lines, radicalisation and other safeguarding risks;
- relevant local safeguarding children partnership procedures.

KCSIE 2026 is statutory guidance for schools and colleges and comes into force on 1 September 2026. It sets out the legal duties and safeguarding expectations applicable to schools and those working with children.

Working Together to Safeguard Children establishes expectations for multi-agency safeguarding and applies across organisations and individuals who come into contact with children and families.

The Prevent Duty Guidance 2023 is statutory guidance issued under Section 29 of the Counter-Terrorism and Security Act 2015 and came into force on 31 December 2023.

The company will monitor changes to legislation and statutory guidance and amend this policy when required.

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3. Scope

This policy applies to:

- permanent employees;
- temporary employees;
- casual workers;
- agency workers;
- contractors;
- self-employed coaches and swimming teachers engaged by the company;
- volunteers;
- students and trainees;
- managers and directors;
- anyone representing the company in a school or swimming environment.

No member of staff is exempt from these safeguarding responsibilities because of their job title, seniority, qualifications, experience or length of service.

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4. Safeguarding responsibilities

4.1 Company Designated Safeguarding Lead

The company will appoint a Designated Safeguarding Lead (DSL).

DSL: Steve Waide
Telephone: 07841917984
Email: steve@beyondthephysical.co.uk

The DSL is responsible for:

- maintaining the company's safeguarding policy;
- ensuring safeguarding concerns are acted upon promptly;
- advising staff on safeguarding matters;
- liaising with schools' DSLs;
- liaising with children's social care and other agencies where required;
- overseeing safeguarding records;
- ensuring allegations against staff are appropriately managed;
- ensuring LADO referrals are made where appropriate;
- ensuring staff receive safeguarding training;
- monitoring Prevent training;
- ensuring staff receive KCSIE updates;
- maintaining records of training and safeguarding actions;
- monitoring safeguarding trends and lessons learned;
- ensuring the company participates appropriately in multi-agency safeguarding processes.

The DSL will not delay a referral to children's social care while awaiting internal management approval.

4.2 Deputy and Regional DSL

The company has a Deputy DSL who can act when the DSL is unavailable. Also regional DSLs who manage safeguarding in their own regions.

Deputy DSL: Dan Wilson
Telephone: 07923457096
Email: dan@beyondthephysical.co.uk

Lincolnshire DSL: Dan Taylor
Telephone: 07960853398
Email: dan.taylor@beyondthephysical.co.uk

North West DSL: Steven Dewsnip
Telephone: 07914525334
Email: steven@beyondthephysical.co.uk

4.3 All staff

Every member of staff is responsible for safeguarding.

Staff must:

- remain alert to signs of abuse and neglect;
- listen carefully to children;
- take concerns seriously;
- report concerns immediately;
- follow the school's safeguarding procedures;
- inform the company DSL;
- maintain professional boundaries;
- never promise a child confidentiality;
- record concerns accurately;
- never conduct their own investigation into an allegation;
- never assume that somebody else has made a referral.

A staff member must act on a concern even if they believe another professional may already know about it.

5. Working within schools

The company recognises that the school remains responsible for its pupils and that each school will have its own safeguarding and child protection arrangements.

Before delivering services, company staff should establish:

1. the name and contact details of the school's DSL;
2. the school's procedure for reporting safeguarding concerns;
3. the location of the school's safeguarding policy;
4. the school's emergency procedures;
5. arrangements for accidents and medical emergencies;
6. procedures for children with SEND or additional vulnerabilities;
7. arrangements for changing rooms and toilets;
8. arrangements for swimming pool supervision;
9. arrangements for recording and reporting incidents.

Where a concern arises concerning a child, staff should normally report it immediately to the school's DSL or another designated safeguarding professional, while also following the company's internal reporting arrangements.

Where there is an immediate risk of harm, staff must not wait for the school's DSL to become available.

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6. Recognising abuse and neglect

Staff must be familiar with the four main categories of abuse:

Physical abuse

Including hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

Emotional abuse

Including persistent emotional maltreatment, humiliation, intimidation, controlling behaviour, threats, rejection, isolation or exposure to domestic abuse.

Sexual abuse

Including physical contact and non-contact sexual abuse, grooming, sexual exploitation, inappropriate images, online sexual abuse and encouraging children to engage in sexual activity.

Neglect

Including persistent failure to meet a child's basic physical or psychological needs, including food, clothing, supervision, medical care, education or emotional needs.

Staff must also recognise that abuse can occur through:

- child criminal exploitation;
- county lines;
- child sexual exploitation;
- trafficking;
- domestic abuse;
- online abuse;
- radicalisation;
- extremist influence;
- bullying;
- cyberbullying;
- sexual harassment;
- sexual violence;
- harmful sexual behaviour;
- FGM;
- forced marriage;
- honour-based abuse;
- peer-on-peer abuse;
- discrimination;
- neglect of children with SEND;
- abuse within the family;
- abuse by professionals or trusted adults.

7. Responding to a disclosure

If a child tells a member of staff that they have been harmed or abused, the staff member should:

1. remain calm;
2. listen carefully;
3. allow the child to speak;
4. take the child seriously;
5. use the child's own words when recording;
6. avoid leading questions;
7. avoid asking the child to repeat their account unnecessarily;
8. explain that the information cannot be kept secret;
9. reassure the child that they have done the right thing by telling someone;
10. report the concern immediately to the school's DSL and the company DSL;
11. make a factual written record as soon as possible.

Staff must **not**:

- investigate the allegation;
- confront the alleged perpetrator;
- promise confidentiality;
- ask leading questions;
- suggest answers;
- express disbelief;
- make assumptions;
- attempt to determine whether an allegation is true.

If the concern is urgent, the appropriate emergency service or children's social care must be contacted immediately.

8. Immediate danger

If a child is in immediate danger or there is an immediate risk of significant harm:

Call 999.

The company will not delay contacting the police because the school, DSL, manager or parent has not yet been consulted.

The member of staff should then inform the school DSL and company DSL as soon as it is safe to do so.

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9. Local authority Duty and Advice / Children's Social Care contacts

Where a safeguarding concern requires referral or professional advice, the following contacts should be used according to the child's location.

Leeds

Duty and Advice – professionals

Telephone: **0113 376 0336 – Option 4**

Out of hours: **Children's Emergency Duty Team: 0113 535 0600**

Bradford

Children's Social Care Initial Contact Point / Integrated Front Door

Telephone: **01274 433999**

Emergency Duty Team: 01274 431010

Kirklees

Duty and Advice Team

Telephone: **01484 414960**

Email: **DutyAdvice.Admin@kirklees.gov.uk**

Lincolnshire

Children's Safeguarding: **01522 782111**

Out of hours: **01522 782333**

Trafford

Children's First Response

Telephone: **0161 912 5125**

Email: **FirstResponse@trafford.gov.uk**

Out of hours: **Emergency Duty Team: 0161 912 2020**

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10. Local Authority Designated Officer (LADO)

The LADO manages allegations concerning adults who work with or have contact with children.

A LADO must be considered where an allegation or concern indicates that an adult 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 indicating that they may pose a risk of harm;
- behaved in a way that indicates they may not be suitable to work with children.

This applies to employees, contractors, volunteers, agency staff, self-employed instructors and other adults working on behalf of the company.

The company will not conduct an internal investigation before obtaining appropriate LADO advice where the allegation falls within the LADO criteria.

LADO contacts

Leeds

LADO Duty Service

Telephone: **0113 378 9687**

Email: **lado@leeds.gov.uk**

Bradford

Duty LADO

Telephone: **01274 435600**

Email: **LADO@bradford.gov.uk**

Kirklees

LADO

Telephone: **01484 221126**

Email: **LADO.cases@kirklees.gov.uk**

Lincolnshire

Local Authority Designated Officer

Telephone: **01522 554674**

Email: **LSCP_LADO@lincolnshire.gov.uk**

Trafford

Trafford LADO / Children's First Response

Telephone: **0161 912 5125**

Email: **FirstResponse@trafford.gov.uk**

LADO email: **LADO@trafford.gov.uk**

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11. Allegations against company staff

Any allegation concerning a company employee, contractor, coach, swimming teacher, volunteer or other adult working with children must be reported immediately to the Company DSL / senior manager.

The company will:

1. ensure the child is safe;
2. record the allegation accurately;
3. report the matter to the school's DSL;
4. seek advice from the relevant LADO without delay;
5. contact children's social care and/or police where appropriate;
6. follow the LADO's instructions;
7. preserve relevant evidence;
8. avoid conducting an investigation that could compromise police or safeguarding enquiries;
9. consider whether the individual should be removed from contact with children pending advice;
10. maintain confidentiality on a strict need-to-know basis.

Suspension will not be automatic and will be considered on an individual risk basis following appropriate advice.

The company will cooperate fully with the LADO, police, children's social care, school and other safeguarding partners.

12. Low-level concerns

The company recognises that apparently minor concerns about staff behaviour can form part of a wider pattern.

A low-level concern may include behaviour which is inconsistent with the company's Code of Conduct or professional standards but does not meet the threshold for a LADO referral.

Examples may include:

- inappropriate language;
- excessive personal communication with pupils;
- unnecessary physical contact;
- favouritism;
- inappropriate jokes;
- boundary issues;
- seeking contact with pupils outside professional settings;
- being alone with a child contrary to agreed procedures;
- inappropriate use of mobile phones or social media;
- conduct that causes discomfort or concern.

All low-level concerns must be reported to the DSL or manager.

The company will maintain a confidential record of low-level concerns and review records periodically to identify patterns.

A low-level concern must not be dismissed simply because no immediate harm is apparent.

13. Safer recruitment

The company is committed to safer recruitment.

Recruitment procedures will include, where appropriate:

- application forms;
- employment history;
- references;
- verification of qualifications;
- identity checks;
- right-to-work checks;
- DBS checks at the legally appropriate level;
- consideration of barred-list checks where legally applicable;
- assessment of suitability to work with children;
- safeguarding-focused interview questions;
- verification of employment gaps;
- consideration of disciplinary or safeguarding information;
- appropriate induction.

Where staff undertake regulated activity with children, the company will ensure that the appropriate DBS arrangements are followed.

A DBS check is one component of safer recruitment and does not replace references, identity checks, professional checks, interview assessment or ongoing supervision.

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14. Staff safeguarding training

All staff who work with children must complete safeguarding training appropriate to their role.

All staff have undergone safeguarding training.

Training must cover, as appropriate:

- child protection;
- recognising abuse and neglect;
- responding to disclosures;
- reporting procedures;
- professional boundaries;
- safer working practices;
- allegations against staff;
- low-level concerns;

- peer-on-peer abuse;
- sexual harassment and sexual violence;
- online safety;
- child exploitation;
- county lines;
- domestic abuse;
- FGM;
- forced marriage;
- honour-based abuse;
- radicalisation;
- Prevent;
- information sharing;
- whistleblowing;
- safeguarding children with SEND;
- safeguarding within PE and swimming environments.

Training records will be maintained.

Staff will receive safeguarding updates throughout the year whenever legislation, statutory guidance, local procedures or identified risks change.

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15. Prevent training

All staff have completed Prevent training.

Staff will receive appropriate information and training enabling them to recognise possible signs that a child may be vulnerable to radicalisation or extremist influence.

The company will follow the current **Prevent Duty Guidance for England and Wales** and relevant local Prevent arrangements.

The Prevent duty forms part of the wider safeguarding framework. The 2023 guidance states that susceptibility to radicalisation should be incorporated into safeguarding training, policies and risk assessments. (GOV.UK)

Staff must report Prevent concerns through the company's safeguarding procedures.

They must not attempt to investigate or assess radicalisation risk independently.

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16. KCSIE updates

All staff will be provided with relevant updates arising from **Keeping Children Safe in Education**.

The company will ensure that:

- staff receive safeguarding updates when KCSIE changes;
- staff understand the safeguarding expectations relevant to their roles;
- records are maintained confirming that updates have been provided;
- the DSL reviews changes to KCSIE annually;
- this policy is updated where necessary.

KCSIE 2026 comes into force on **1 September 2026**. From that date, the company will ensure its procedures reflect the current edition and subsequent updates.

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17. Professional boundaries

Staff must maintain clear professional boundaries at all times.

Staff must not:

- develop inappropriate personal relationships with pupils;
- communicate with pupils through personal social media accounts;
- exchange personal telephone numbers unless specifically authorised for safeguarding or operational reasons;
- meet pupils outside the professional setting without authorisation;
- transport pupils in private vehicles unless specifically authorised under school/company procedures;
- give inappropriate gifts;
- use inappropriate language;
- engage in sexualised conversation;

- make comments about a child's body or appearance that could reasonably be interpreted as inappropriate;
- photograph or record children using personal devices;
- contact pupils privately.

Any necessary communication with pupils must be transparent, appropriate and capable of being monitored.

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18. Physical contact in PE and swimming

Physical contact may be necessary when delivering PE, swimming or sports instruction.

Any physical contact must:

- have a clear professional purpose;
- be proportionate;
- be appropriate to the child's age and needs;
- be explained to the child where appropriate;
- be consistent with the activity and professional guidance;
- never be sexualised or unnecessarily intrusive;
- be undertaken in a manner that protects both the child and the instructor.

Where physical intervention is necessary to prevent injury or serious harm, staff must use the minimum reasonable force necessary and report the incident immediately.

All physical intervention incidents must be recorded and reported in accordance with school and company procedures.

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19. Swimming-specific safeguarding

Swimming presents particular safeguarding considerations.

The company will ensure that:

- appropriate supervision ratios are maintained;
- staff hold appropriate qualifications for the activities they deliver;
- pool rules are followed;
- risk assessments are completed;
- emergency procedures are known;
- appropriate arrangements exist for children with medical conditions and SEND;
- staff understand poolside safeguarding expectations;
- children are supervised when entering and leaving pool areas;
- staff avoid unnecessary one-to-one situations;
- staff do not enter changing areas unless their role and the circumstances require it;
- any entry into changing or shower areas is undertaken in accordance with the school's arrangements and professional necessity;
- staff do not photograph or film children in changing areas;
- mobile phone use is controlled in changing facilities;
- concerns arising in changing rooms are reported immediately;
- children's dignity and privacy are respected.

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20. Changing rooms, toilets and intimate care

Particular care must be taken when staff work around changing facilities.

Staff should avoid being alone with a child in a changing room wherever reasonably practicable.

Where staff have to enter changing or toilet facilities:

- the reason must be legitimate;
- the school should be informed where appropriate;
- staff should follow the school's procedures;
- privacy and dignity must be maintained;
- staff should avoid unnecessary physical contact;
- concerns or incidents must be recorded.

Where a child requires intimate care, this should normally be undertaken by appropriately authorised school staff in accordance with the school's intimate care policy.

Company staff must not undertake intimate care unless this has been expressly agreed, appropriately risk assessed and forms part of their role.

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21. Children with SEND and additional vulnerabilities

The company recognises that children with special educational needs, disabilities or additional vulnerabilities may face increased safeguarding risks.

Staff must consider:

- communication difficulties;
- dependence on adults;
- difficulties reporting abuse;
- social isolation;
- bullying;
- physical vulnerability;
- additional care needs;
- behavioural changes;
- difficulty distinguishing appropriate and inappropriate behaviour.

Staff must never assume that a child's disability, communication difficulty or behaviour explains away a safeguarding concern.

The child's individual communication and support needs must be considered when responding to a disclosure.

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22. Peer-on-peer abuse

Abuse can occur between children.

This may include:

- bullying;
- cyberbullying;
- sexual harassment;
- sexual violence;
- harmful sexual behaviour;
- physical abuse;
- initiation/hazing;
- sharing sexual images;
- coercive behaviour;
- exploitation.

Staff must report concerns immediately.

The company will not dismiss peer-on-peer abuse as "banter", "just children being children" or "part of growing up".

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23. Online safety

Although staff primarily deliver face-to-face services, online safeguarding remains relevant.

Staff must:

- use only approved company or school systems for communication;
- not use personal accounts to communicate privately with pupils;
- not share images of pupils without appropriate authorisation;
- report online safeguarding concerns;
- be aware that children may disclose online abuse during face-to-face activities.

Any concern about online sexual abuse, exploitation, grooming, threats or harmful content must be reported through safeguarding procedures.

24.Information sharing and confidentiality

Safeguarding information must be handled securely and appropriately.

The company will comply with the Data Protection Act 2018 and UK GDPR.

Staff must understand that data protection law does not prevent appropriate information sharing for safeguarding purposes.

Information may be shared where it is necessary, proportionate and lawful to protect a child.

Safeguarding information should only be shared with people who have a legitimate need to know.

Staff must not:

- discuss safeguarding cases casually;
- share safeguarding information on social media;
- store confidential information on personal devices unless specifically authorised;
- send sensitive information through insecure channels where a secure alternative is available.

Records must be factual, objective and contemporaneous.

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25. Record keeping

Safeguarding records must include, where known:

- child's name;
- date of birth;
- date and time of concern;
- date and time concern was reported;
- factual description;
- child's words where possible;
- action taken;
- person to whom the concern was reported;

- advice received;
- referrals made;
- outcome where known.

Records must distinguish between fact, observation, information provided by others and professional opinion.

Records must be stored securely and retained in accordance with applicable data protection and safeguarding requirements.

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26. Whistleblowing

The company encourages staff to raise concerns about unsafe practice.

Staff may report concerns about:

- poor safeguarding practice;
- inappropriate conduct;
- failure to report concerns;
- unsafe working conditions;
- attempts to conceal safeguarding concerns;
- inappropriate behaviour by managers or senior staff.

Staff should normally report concerns to the DSL or Managing Director.

If the concern involves the DSL or Managing Director, staff must report it to an alternative senior person or seek advice from the relevant safeguarding authority.

Where staff believe that a child remains at risk and internal procedures have not adequately addressed the concern, they should contact the appropriate children's social care service, police or other relevant safeguarding agency.

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27. Allegations against the DSL or senior management

If an allegation concerns the Company's DSL, it must be reported to the Director or another appropriate senior person and the relevant LADO must be contacted.

If an allegation concerns the Director, it must be reported to the DSL and the relevant LADO.

The person who is the subject of the allegation must not control or oversee the response to the allegation.

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28. Preventing abuse through safer working practices

The company will use risk assessments and supervision arrangements to reduce safeguarding risks.

Particular attention will be given to:

- one-to-one teaching;
- physical contact;
- changing rooms;
- toilets;
- swimming pools;
- transporting children;
- photography and filming;
- use of mobile phones;
- online communication;
- staff working alone;
- off-site activities;
- trips and competitions;
- children with additional vulnerabilities.

Where a safeguarding risk is identified, appropriate controls will be introduced.

29.Attendance and punctuality concerns

Where company staff notice concerning patterns relating to a child's attendance, unexplained absence, repeated non-participation, sudden withdrawal or significant behavioural change, the concern should be reported to the school's DSL.

Company staff must not attempt to investigate the underlying circumstances themselves.

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30. Equality, diversity and inclusion

The company will comply with the Equality Act 2010.

Safeguarding decisions will not discriminate on the basis of:

- disability;
- race;
- ethnicity;
- religion or belief;
- sex;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity;
- age where legally applicable.

The company recognises that discrimination, hate incidents and prejudice can themselves create safeguarding risks.

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31. Safeguarding and health and safety

Safeguarding and health and safety overlap but are not interchangeable.

The company will maintain appropriate:

- PE risk assessments;
- swimming risk assessments;
- pool safety procedures;
- emergency action plans;
- first aid arrangements;
- medical information;
- accident reporting;
- staff competence requirements;
- equipment checks;
- supervision arrangements.

Where an incident has both a health and safety and safeguarding dimension, both procedures must be followed.

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32. Safeguarding training records

The company will maintain a central record showing:

- employee name;
- role;
- date of safeguarding training;
- training provider;
- Prevent training date;
- KCSIE update date;
- DSL training where applicable;
- refresher training due date.

Training must be renewed or updated in accordance with current guidance, role requirements and identified risk.

33. Policy monitoring and review

The DSL and senior management will review safeguarding arrangements at least annually.

The review will consider:

- safeguarding incidents;
- referrals;
- allegations;
- low-level concerns;
- training compliance;
- DBS compliance;
- local authority changes;
- changes to KCSIE;
- changes to Working Together;
- Prevent updates;
- learning from safeguarding reviews;
- feedback from schools;
- feedback from children;
- changes to the company's activities.

This policy will be amended whenever statutory guidance or legislation requires it.

34. Key safeguarding principles for staff

Every member of staff should remember:

Recognise – Respond – Record – Report

RECOGNISE

Notice signs, behaviour changes, disclosures and concerns.

RESPOND

Listen, reassure and take the child seriously.

RECORD

Write down what you saw, heard or were told, using factual language.

REPORT

Tell the school's DSL and company DSL immediately and contact children's social care/police where necessary.

Do not investigate.
Do not promise secrecy.
Do not assume someone else will report it.

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35. Emergency contacts

Police

999 – immediate danger / emergency

101 – police non-emergency

Childline

0800 1111

NSPCC Helpline

0808 800 5000

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36. Local safeguarding contact directory

Area	Children's safeguarding / Duty & Advice	Out of hours	LADO
Leeds	0113 376 0336, Option 4	0113 535 0600	0113 378 9687 / lado@leeds.gov.uk
Bradford	01274 433999	01274 431010	01274 435600 / LADO@bradford.gov.uk
Kirklees	01484414960 / DutyAdvice.Admin@kirklees.gov.uk	Contact local Emergency Duty arrangements	01484 221126 / LADO.cases@kirklees.gov.uk
Lincolnshire	01522 782111, Mon–Fri 8am–6pm	01522 782333	01522 554674 / LSCP_LADO@lincolnshire.gov.uk
Trafford	0161 912 5125 / FirstResponse@trafford.gov.uk	0161 912 2020	0161 912 5125 / LADO@trafford.gov.uk

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37. Staff safeguarding declaration

All staff are required to confirm that they:

- have read and understood this Safeguarding and Child Protection Policy;
- understand their safeguarding responsibilities;
- know who the company's DSL is;
- know how to contact the school's DSL;
- know how to report a safeguarding concern;
- understand that they must report concerns immediately;

- understand that they must not investigate allegations themselves;
- have completed safeguarding training;
- have completed Prevent training;
- have received the relevant KCSIE update;
- understand professional boundaries;
- understand the additional safeguarding considerations associated with PE and swimming;
- understand the company's allegations and whistleblowing procedures.

Appendix 1 – Safeguarding reporting flowchart

A concern about a child arises

1. Is the child in immediate danger?

→ **YES:** Call **999** and ensure the child is safe.

→ **NO:** Continue to Step 2.

2. Listen and respond appropriately.

Do not investigate. Do not promise confidentiality.

3. Record the concern.

Use factual information and the child's own words where possible.

4. Report immediately.

Tell:

- the school's DSL;
- the company's DSL.

5. Does the concern require children's social care advice/referral?

→ Contact the relevant local authority Duty and Advice / Children's Social Care service.

6. Does the concern involve an adult working with children?

→ Consider the LADO criteria and contact the relevant LADO without delay.

7. Record the action taken.

Keep safeguarding information secure and confidential.

Appendix 2 – Allegation against a member of company staff

Concern/allegation received

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Ensure child is safe

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Do not investigate

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Inform Company DSL / senior manager

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Inform school's DSL

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Contact relevant LADO for advice

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Follow LADO / police / children's social care instructions

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Consider immediate safeguarding measures, including whether the individual should have contact with children

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Record all decisions and actions

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Cooperate with investigation and multi-agency processes

Appendix 3 – Annual safeguarding compliance checklist

The company will check annually that:

☐ Safeguarding policy reviewed
☐ KCSIE reviewed
☐ Working Together reviewed
☐ Prevent guidance reviewed
☐ Local safeguarding procedures reviewed
☐ All staff have safeguarding training
☐ All staff have Prevent training
☐ All staff have received KCSIE updates
☐ DSL training is current
☐ DBS checks completed at appropriate level
☐ Safer recruitment procedures followed
☐ References obtained
☐ Staff identity/right-to-work checks completed
☐ Safeguarding records securely maintained
☐ Low-level concerns reviewed
☐ Allegations procedures reviewed
☐ LADO contacts checked
☐ Children's social care contacts checked
☐ School DSL contacts checked
☐ PE risk assessments reviewed
☐ Swimming risk assessments reviewed
☐ Changing-room procedures reviewed
☐ Online safety arrangements reviewed
☐ SEND safeguarding arrangements reviewed
☐ Whistleblowing arrangements reviewed
☐ Staff Code of Conduct reviewed
☐ Safeguarding training records audited
☐ Lessons from incidents and safeguarding reviews considered

Appendix 4 – Core documents and guidance

The company will maintain access to the latest versions of:

1. Keeping Children Safe in Education.
2. Working Together to Safeguard Children.
3. Prevent Duty Guidance: England and Wales.
4. Information Sharing: Advice for Practitioners.
5. Relevant local safeguarding children partnership procedures.
6. Local authority LADO procedures.
7. Company Code of Conduct.
8. Safer Recruitment Policy.
9. Staff Disciplinary Policy.
10. Whistleblowing Policy.
11. Health and Safety Policy.
12. PE Risk Assessment.
13. Swimming Pool Risk Assessment.
14. First Aid / Emergency Procedures.
15. Online Safety / Acceptable Use procedures.
16. Data Protection and Privacy Policy.
17. Equality, Diversity and Inclusion Policy.
18. Staff Training and Competency Records.

Appendix 5 – Important statement regarding statutory compliance

This policy is intended to support compliance with applicable safeguarding legislation and statutory guidance. It does not replace the safeguarding and child protection policy of an individual school, the procedures of the relevant local safeguarding children partnership, or instructions issued by children's social care, the police or LADO.

Where the school's policy or local safeguarding procedures impose additional requirements, company staff must follow those requirements provided they are lawful and consistent with safeguarding duties.

Where there is uncertainty, staff should seek advice from the school's DSL, the company DSL, children's social care or the LADO as appropriate.

The safety and welfare of the child takes priority.

A couple of important points before you adopt this

I have deliberately written this as a **company-wide policy rather than a school policy**. That distinction matters because KCSIE is principally directed at schools and colleges, while your company is a provider working *within* those settings. The policy therefore says that your staff must comply with the school's safeguarding arrangements as well as your own.

I have also included **KCSIE 2026 rather than KCSIE 2025**, because the current date is 28 August 2026 and the new version comes into force on **1 September 2026**. The DfE confirms that KCSIE 2025 remains applicable until 31 August 2026 and KCSIE 2026 applies from 1 September. (GOV.UK)

The **Prevent** wording is based on the current statutory 2023 guidance, which remains the applicable England and Wales Prevent guidance. (GOV.UK)

One contact point worth highlighting is **Bradford**: its current education safeguarding information gives **01274 433999** for the Children's Social Care Initial Contact Point/Integrated Front Door, while **01274 435600** is the number used for the Duty LADO and is also used by Bradford for some safeguarding contacts. (bso.bradford.gov.uk)

For **Kirklees**, the current council information confirms **01484 414960** for Duty & Advice and **01484 221126 / LADO.cases@kirklees.gov.uk** for LADO. It specifically states that LADO should be informed within one working day/next working day for relevant allegations. (Kirklees Council)