



## Safeguarding & Child Protection Policy – Safe Space Education

Version 1: 1.3.2026

Review date: 1.9.2026

### 1. Policy Statement

Safe Space Education is committed to safeguarding and promoting the welfare of all children and young people who access our services. We recognise that many of the pupils we support through Alternative Provision (AP), 1:1 mentoring, and tutoring may be particularly vulnerable due to previous experiences, unmet needs, or barriers to education.

Safeguarding is everyone's responsibility. All staff, volunteers, tutors, visitors, contractors and partnered organisations, must uphold this policy and maintain a culture of vigilance, curiosity, and professional care.

As an organisation, we commit to ensuring that Safe Space Education is a safe, caring, and supportive environment for all children and young people.

### 2. Legal and Statutory Framework

This policy is informed by and complies with:

- *Keeping Children Safe in Education* (KCSIE)
- *Working Together to Safeguard Children*
- Education Act 2002
- Children Act 1989 & 2004
- Prevent Duty Guidance
- Local Safeguarding Partnership procedures
- Data Protection Act 2018 & UK GDPR

This policy reflects the Pan-Dorset Safeguarding Children Partnership (PDSCP) procedures and national statutory guidance, including *Working Together to Safeguard Children* (2025 updates) and *Keeping Children Safe in Education* (September 2025). It is reviewed in accordance with any changes to these legislations.

### 3. Roles and Responsibilities

Designated Safeguarding Lead – Jane McNiven (DSL).

Responsible for managing safeguarding concerns, referrals, liaising with safeguarding partners, ensuring training, and maintaining accurate and secure safeguarding records.

Deputy DSLs support the DSL and act in their absence.

All adults working for Safe Space Education must:

- Recognise signs of abuse and vulnerability
- Report concerns immediately to the DSL
- Record concerns accurately and promptly
- Maintain professional boundaries
- Complete annual safeguarding and Prevent training

#### **4. Scope of Services**

This policy applies to all Safe Space Education services, including:

- Alternative Provision (AP)
- 1:1 mentoring
- Tutoring Delivered on-site, off-site, or online.

#### **5. Recognising Abuse and Vulnerability**

Staff must be alert to indicators of:

- Physical, emotional, or sexual abuse
- Neglect
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- County lines involvement
- Radicalisation
- Mental health concerns
- Online abuse
- Missing-from-education risks

Pupils accessing AP, mentoring, or tutoring may present:

- Behavioural challenges
- Low attendance
- Social/emotional needs
- Risk-taking behaviour

#### **6. Reporting and Recording Concerns**

All safeguarding concerns must be reported immediately to the DSL or Deputy DSL. Recorded in writing on the same day. Escalated if a child is at immediate risk.

The DSL will assess concerns, make referrals to Children's Social Care or police.

Make referrals to other supporting agencies as required, inform commissioning schools, ensure all decisions and actions are recorded.

#### **7. Working With Commissioning Schools and Partners**

Safe Space Education will share safeguarding concerns with commissioning schools, provide regular updates, agree communication protocols, and participate in multi-agency meetings.

We follow local safeguarding partnership procedures.

#### **8. Safer Recruitment**

Safe Space Education follows safer recruitment procedures including:

- Enhanced DBS checks
- Identity verification
- Professional references
- Safeguarding-focused interviews
- Maintaining a Single Central Record (SCR).

#### **9. Staff Training**

All staff, mentors, and tutors receive:

- Annual safeguarding training



- Prevent Duty training
- Induction training covering safeguarding responsibilities
- Level 3 update safeguarding training every 2 years for DSLs and Deputy DSL's

## **10. Behaviour, Physical Intervention & Positive Relationships**

Safe Space Education promotes trauma-informed practice, clear expectations and boundaries, de-escalation strategies, proportionate physical intervention only when necessary to prevent harm, recording/reporting of all incidents

## **11. Online Safety**

Safe Space Education ensures safe use of devices, appropriate filtering and monitoring, staff awareness of online risks, guidance for pupils on keeping themselves safe online, safe protocols for online tutoring and mentoring.

## **12. Prevent Duty**

Safe Space Education identifies pupils vulnerable to radicalisation, reports concerns to the DSL, makes Channel referrals where appropriate, promotes British values.

## **13. Confidentiality & Information Sharing**

Information is shared on a need-to-know basis, safeguarding concerns override confidentiality, records are stored securely in line with GDPR.

## **14. Whistleblowing & Allegations Against Staff**

Procedures exist for reporting concerns about staff conduct.

Allegations are managed in line with KCSIE. Allegations will be reported to the Local Authority Designated Officer (LADO) and the police.

In cases where there is an allegation of abuse, the member of staff concerned may be suspended (without prejudice) subject to further investigation.

Whistleblowers will be protected.

## **15. Health & Safety and Risk Assessments**

Safe Space Education ensures safe premises, appropriate risk assessments, first aid provision, and fire safety compliance.

## **16. Policy Review**

This policy will be reviewed annually or sooner if legislation or safeguarding procedures change.



## Child Protection Subsection

### Definition:

**Child protection** refers to the processes undertaken to protect children who are suffering, or are at risk of suffering, significant harm.

Safe Space Education will:

- Act immediately on any child protection concern
- Follow local safeguarding partnership procedures
- Refer to Children's Social Care where required
- Inform commissioning schools unless doing so increases risk
- Maintain secure and accurate records

**Safeguarding** - *Working Together to Safeguard Children* defines safeguarding as:

- Providing help and support as soon as problems emerge
- Protecting children from maltreatment, including online
- Preventing impairment of health or development
- Ensuring safe and effective care
- Promoting upbringing within the family network where possible
- Taking action to secure the best outcomes for children

## Child Protection Procedure – Staff Quick Guide

1. You have a concern about a child: something seen, heard, disclosed, or a gut feeling. You do not need proof. Do not investigate.
  2. Respond appropriately: stay calm, listen, reassure, avoid leading questions, do not promise confidentiality.
  3. Report immediately to the DSL or Deputy DSL. If the child is in immediate danger, call 999.
  4. Record the concern factually the same day.
  5. DSL actions: assess, consult, refer, inform commissioning school, record decisions.
  6. Follow-up: staff may be asked for more information or monitoring.
- Staff must never investigate, delay reporting, or discuss concerns with anyone except the DSL.

## Child Protection Reporting Flowchart

**You have a concern about a child**

↓

**Is the child in immediate danger?**

↓

**YES** → Call 999 → Ensure safety → Inform DSL

**NO** → Report to DSL immediately → Complete written record

**DSL reviews information** → decides next steps: Early Help, Social Care referral, monitoring, DSL informs commissioning school.

**DSL records all actions** → Staff continue to monitor and support.



## **Contacts and advice**

- NSPCC
- Rape Crisis
- UK Safer Internet Centre

## **Support for Victims:**

- Anti-Bullying Alliance
- The Survivor's Trust
- Victim Support

## **Further Information on Confidentiality and Information Sharing:**

- Gillick Competency Fraser Guidelines
- Government Information Sharing Advice
- NSPCC: Things to Know and Consider

## **Further Information on Sexting:**

- UK Council for Child Internet Safety: Sexting Advice

## **Support for Parents/Carers**

- [Parent Zone | At the heart of digital family life](#)
- Parentsafe – London Grid for Learning [Home](#)
- CEOP Thinkuknow – Challenging Harmful Sexual Attitudes and their Impact
- CEOP Thinkuknow – Supporting Positive Sexual Behaviour

[Thinkuknow - advice from CEOP - UK Safer Internet Centre](#)

## **Local Authority Designated Officers**

for BCP 01202 817600 01202 456744

[LADO@BCPcouncil.gov.uk](mailto:LADO@BCPcouncil.gov.uk)

Bournemouth, Christchurch and Poole - Children's First Response Hub - 01202 123 334

[childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

[www.safespaceeducation.co.uk](http://www.safespaceeducation.co.uk)



In an emergency or out of hours contact: Bournemouth, Christchurch & Poole - Out of hours contact - 01202 738 256 [childrensOOHS@bcpcouncil.gov.uk](mailto:childrensOOHS@bcpcouncil.gov.uk)

Local Authority Designated Officer

for Dorset 01305 221122

[LADO@dorsetcouncil.gov.uk](mailto:LADO@dorsetcouncil.gov.uk)

Dorset Children's Advice and Duty

Service (CHAD)

BCP 01202 735046

Dorset 01305 228558

<http://www.dorsetforyou.gov.uk/child-protection-report-a-concern>

NSPCC Helpline: 0808 800 5000 Text: 88858 Web: [www.nspcc.org.uk/](http://www.nspcc.org.uk/)

Childline UK Freepost 1111

Web: [www.childline.org.uk](http://www.childline.org.uk)

Tel: 07834 498370

Police Non-Emergency - 101

Police Emergency - 999