

NovaCity Centre

NovaCity Centre, Unit 1: The Summit, Mangham Road, Rotherham, S61 4RJ



Child Protection and Safeguarding Policy in Education 01/09/2025 - 01/09/2026

- 1 This policy will provide a safeguarding framework for any child care setting that provides education and who are inspected by Ofsted/ISI and need to comply with safeguarding in early years, education and skills settings).

1. Introduction and Context

Our Responsibilities

NovaCity fully recognises its responsibilities for **Child Protection and Safeguarding**. This policy outlines how the Alternative Provision will fulfil these responsibilities. It is an **overarching policy** and must be read in conjunction with other relevant statutory guidance and documentation.

A *child*, as referred to in this policy, is any person under the age of 18.

Relevant Guidance

This policy should be read alongside the following statutory and non-statutory documents:

1. Working Together to Safeguard Children (2023)

Statutory guidance for all organisations and agencies that work with children and families, including education providers.

 [Working Together to Safeguard Children \(2023\)](#)

2. Keeping Children Safe in Education (KCSIE) – September 2025

Statutory guidance for all schools and alternative provisions (APs) on safeguarding and promoting the welfare of children.

 [Keeping Children Safe in Education \(2025\)](#)

Note: Staff must read at least Part One (or Annex A where appropriate) as part of their safeguarding training.

3. What to do if you're worried a child is being abused – Advice for Practitioners (March 2015)

Non-statutory advice to help practitioners identify and respond to child abuse.

 [What to do if you're worried a child is being abused](#)

4. Information Sharing: Advice for Practitioners Providing Safeguarding Services (July 2018)

Guidance to support effective information sharing for safeguarding purposes.

 [Information Sharing Advice for Practitioners \(2018\)](#)

5. The Prevent Duty – Guidance for Schools and Childcare Providers (Revised April 2021)

Statutory guidance on preventing children from being drawn into terrorism.

 [The Prevent Duty Guidance](#)

Local Safeguarding Procedures

NovaCity adheres to the procedures set out by our local authority's **Safeguarding Children Partnership** (formerly Local Safeguarding Children Board). We work closely with local partners and follow the multi-agency safeguarding arrangements relevant to our setting.

Safeguarding Audit

In line with **Section 175 of the Education Act 2002 and 2006**, NovaCity carries out an **annual safeguarding audit**. This includes completing the S175/157 Safeguarding Self-Assessment, which is submitted to the Local Authority Safeguarding Team. This ensures our safeguarding arrangements are compliant, effective, and continually improved.

1.1 Our Principles

Safeguarding arrangements at **NovaCity** are underpinned by three key principles:

- Safeguarding is everyone's responsibility: all Staff and Volunteers should play their full part in keeping children safe;
- We will aim to protect children using national, local and AP child protection procedures;

- That all Staff, (and Volunteers) have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against professionals. Staff, (and Volunteers) should feel confident that they can report all matters of Safeguarding in the AP where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- That we operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

1.2 Our Policy

There are 6 main elements to our Policy, which are described in the following sections:

- The types of abuse that are covered by the policy;
- The signs of abuse that all Staff and Volunteers should look out for;
- Roles and responsibilities for Safeguarding;
- Expectations of Staff, (and Volunteers) with regard to Safeguarding, and the procedures and processes that should be followed, including the support provided to children ;
- How the AP will ensure that all Staff, (and Volunteers) are appropriately trained, and checked for their suitability to work within the organisation;
- How the policy will be managed and have its delivery overseen.

Through implementation of this policy we will ensure that our organisation provides a safe environment for children to learn and develop. We will cross reference to other policies relevant to our safeguarding in the company and make reference to them in this policy where relevant.

2 Types of Abuse

2.1 Children who may require early help

All Staff and Volunteers working within the Organisation should be alert to the potential need for early help for children, considering following the procedures identified for initiating early help (section 5.5.1) for a child who:

- Is disabled and has specific additional needs.
- Has special educational needs.
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme

These children are therefore more vulnerable; this organisation will identify who their vulnerable children are, ensuring all Staff and Volunteers know the processes to secure advice, help and support where needed.

2.2 Child Abuse

In relation to children safeguarding and promoting their welfare is defined as;

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

There are four types of child abuse as defined in 'Working Together to Safeguard Children' (2015) which is defined in the 'Keeping Children Safe in Education Statutory Guidance 2016' as:

- **Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional Abuse** - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:
 - o Provide adequate food, clothing and shelter.
 - o Protect a child from physical and emotional harm or danger.
 - o Ensure adequate supervision (including the use of inadequate care-givers); or
 - o Ensure access to appropriate medical care or treatment.

- o Respond to a child's basic emotional needs

Bullying and forms of bullying including prejudice based and Cyber Bullying is also abusive which will include at least one, if not two, three or all four, of the defined categories of abuse [see **Anti-Bullying Policy**].

2.3. Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding that APs s will endeavour to ensure their Staff, (Governors and Volunteers) are familiar with; having processes in place to identify, report, monitor and which are included within teaching:

- **Bullying including cyber bullying**
- **Child Sexual Exploitation (CSE)**
- **Domestic Violence**
- Drugs
- Fabricated or induced illness
- Faith abuse
- **Female Genital Mutilation (FGM)**
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- **Hate**
- Mental Health
- **Private Fostering**
- **Preventing Radicalisation**
- **On line abuse/Sexting**
- **Teenage Relationship abuse**
- **Trafficking**
- **Missing children and vulnerable adults**
- **Child sexual abuse within the family**
- **Poor parenting, particularly in relation to babies and young children**

3 Signs of Abuse (Child Protection)

3.1 Physical Abuse

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical / social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where

accidental injuries are unlikely, e.g., cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh.
- Cigarette burns.
- Human bite marks.
- Broken bones.
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed, for example in hot weather.
- Depression.
- Withdrawn behaviour.
- Running away from home.

3.2 Emotional Abuse

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Sudden speech disorders.
- Self-harm.
- Fear of parent being approached regarding their behaviour.
- Developmental delay in terms of emotional progress.

3.3 Sexual Abuse

It is recognised that there is underreporting of sexual abuse within the family. AP / all staff and volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and volunteers should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs, abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about

sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area.
- Bruising or bleeding near genital area.
- Sexually transmitted disease.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Having nightmares.
- Running away from home.
- Sexual knowledge which is beyond their age, or developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell anyone about.
- Substance or drug abuse.
- Suddenly having unexplained sources of money.
- Not allowed to have friends (particularly in adolescence).
- Acting in a sexually explicit way towards adults.

3.4 Neglect

It can be difficult to recognise neglect, however its effects can be long term and damaging for children.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight, or being constantly underweight.
- Inappropriate or dirty clothing.

Neglect may be indicated by changes in behaviour which may include:

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments.

3.5 Specific Safeguarding Issues

In understanding the signs and indicators of specific issues listed earlier in this policy APs can access broad Government guidance and more importantly access local procedures, strategies and tools through The appropriate Local Authority SAFEGUARDING WEBSITE.

This AP will incorporate signs of abuse and specific safeguarding issues on Safeguarding into Briefings, Staff Induction Training, and ongoing development training for all Staff, governors and volunteers.

3.5 3.6 Prevent Duties

The AP will ensure all staff including governors and volunteers adhere to their duties in the Prevent guidance 2015 to prevent radicalisation. The HT/Principal and Chair of Governors will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure all Staff (governors and volunteers) implement the duty

This AP will respond to any concern about Prevent as a Safeguarding concern and will report in the usual way using local Safeguarding Procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

The AP is committed to providing effective filtering systems and this will include monitoring the activities of children when on-line in the AP.

The AP will use the relevant forms to record any concerns, keeping records which will be treated as a Child Protection Record, storing them as appropriate. (Record of Concern for Safeguarding Incidents)

3.6 3.7 Child Sexual Exploitation (Child Protection)

Risk factors may include;

- Going missing
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health
- Decline in emotional wellbeing

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police. If any staff are concerned about a pupil, they will refer to the Safeguarding Designated Lead/s within the AP

3.7 3.8 Female Genital Mutilation (Child Protection)

The AP recognises and understands that there is now a mandatory reporting duty for all teachers to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in disciplinary action being taken.

All suspected or actual cases of FGM are a Safeguarding concern in which Safeguarding procedures will be followed; this will include a referral to the police. If any staff are concerned about a pupil, they will refer to the Safeguarding Designated Lead/s within the AP unless there is a good reason not to do so.

Signs may include;

- Days absent from AP
- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Unauthorised and or extended leave, vague explanations or plans for removal of a female in a high risk category* especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM

**parents from a country who are known to practise FGM*

3.9 3.9 Allegations of abuse against other children/Child on Child abuse

3.10 (Child Protection)

We recognise that some children abuse other children or their peers; therefore, the reasons for this are complex and are often multi-faceted. We understand that we need as a AP to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the AP.

Peer on peer abuse is a Safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the Safeguarding procedures as outlined by the local authority. This may mean a referral into the Police and Social Care. The AP will consider and may apply the disciplinary policy. The AP will offer support to a victim.

We recognise peer on peer abuse can take some of these forms;

- Language seen as derogatory, demeaning, inflammatory;
- Unwanted banter;
- Sexual harassment;
- Hate;
- Homophobia;
- Based on gender differences and orientation;
- Based on difference.

We are working hard as a AP to be proactive and to challenge this type of abuse. We aim to use approaches in the curriculum to address and tackle peer on peer abuse.

(see Equalities Policy)

3.11 3.10 The sending of indecent images from one person to another through Digital

3.12 Media Devices

This AP accepts that this is a Safeguarding concern and one that is increasing which requires a robust response. We will seek advice from agencies and professionals acknowledging that there are both national and local guidance that we need to adhere to in order to tackle the concerns and work in partnership with our agencies.

We will refer to;

The local authority Children's Social Care Safeguarding Procedures chapter.

The Police, interim guidance on "Sexting" Version 3. June 2016.
The DfE guidance 2014 on Searching Screening and Confiscation Advice for APs
Safeguarding Roles and Responsibilities

4.1 All Staff (and volunteers) have responsibility for the following:

- Being aware of the Local Authority Safeguarding Procedures and ensuring their procedures (outlined on their website) are followed;
 - Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child's voice is heard and referred to;
 - Knowing who the AP Designated Lead/Teacher(s) for Safeguarding are and the relevant links for CIC (Child in Care/Looked After Children), SEND and Anti- Bullying including who is the AP link Governor for Child Protection and Safeguarding;
 - Being alert to the signs of abuse, including specific issues in Safeguarding and their need to refer any concerns to the Safeguarding Designated Lead(s) in the AP ;
 - To be aware of the 'Allegations Against Professionals' LADO procedures and feel confident in been able to use them including how to report concerns about other staff and the setting;
 - That any concerns any staff have about a Headteacher/Principal/Proprietor, should be referred to the Chair of Governors.
 - To be aware of Whistle Blowing procedures and where to obtain further information, advice and support. (cross reference/refer to APss policy)
 - Being aware of the 'Guidance for Safer Working Practices when working with Children and Young People in education settings, 2015', relevant sections of 'KCSIE 2016' and local procedures for 'Safer Working Practices'. (Cross reference to similar policies, protocols the AP has);
 - Ensuring that their Child Protection training is up to date, undertaking refresher/update training at least annually;
 - Sharing information and working together with agencies to provide children and young people with the help and support they need;
 - Supporting pupils who have been abused in accordance with his/her Child Protection Plan;
 - Seeking early help where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, police) to prevent needs escalating to a point where intervention would be needed via a statutory assessment;
 - If at any time it is considered that the child may be a 'Child in Need' as defined in the Children Act 1989; or that the child has suffered significant harm or is likely to do so, a referral is made to Local Authority Children's Social Care;
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- If Staff, Governors and Volunteers have concerns regarding a child they should raise these with the Designated Safeguarding Lead(s) who will normally decide take the next step, (however, any member of Staff, Governor or Volunteer in a AP can make a referral);
 - If they feel unclear about what has happened to their concerns following a referral they can enquire further and obtain feedback;
- All Staff (and Volunteers) are aware of the Safeguarding Children Board's Escalation Policy and Process, which may be followed if a staff member fears their concerns have not been addressed, and of the Confidential Reporting Code (Whistle Blowing 2015).
- To recognise the new requirements on Children Missing from Education and particularly those where it is believed a child/children may be leaving the country;
 - To refer & adhere to Children Missing from Education (CME) processes and procedures as set out by national and local guidelines on all children where there is a concern they may be missing or who are missing.

- Recognising that Home Educated Children can be more vulnerable than other children and with regard to the motivations of the intention to home educate. Therefore, recognising the responsibilities the AP has to those who are thinking about or who are about to home educate, including those who have been removed from a AP roll with a view to home educate;
- Recognising that Looked After Children are more vulnerable than other children and often have poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential;
- All Staff (and Volunteers) recognise their roles and responsibilities under SEND that those children/vulnerable adults in the setting may not be able to recognise abuse, abusive situations or protect themselves from significant harm and exploitation;
- Recognising the needs of young carers in that they can be more vulnerable or placed at risk. Therefore, being able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers will need to refer into early help social care services for an assessment of their needs;
- All Staff (Governors and Volunteers) are aware of the Private Fostering Policy and have an understanding of host families and recognising they have a duty to notify the local Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered or subject to a host family arrangement which is unclear or ambiguous;
- All Staff (and volunteers) are aware of Extremism, which include the signs of, alerts to concerning behaviours, and ideologies considered to be extreme; as well as having an understanding of the British Values Agenda. This will include attendance at training on either Prevent/Wrap or training considered sufficient by the local authority which fulfils the requirements of the prevent Duty for APs;
- All Staff (governors and volunteers) know about Prevent duties and will report any concerns to the Safeguarding Designated Lead in the AP who has responsibilities under Prevent to take action, offer advice and support which may include a referral into Channel using the case pathway process;
- All Staff (governors and volunteers) should recognise that children are capable of abusing other children or their peers, working to reduce and eliminate such behaviour in their setting.
- This AP recognises the importance of learning from national and local Serious Case Reviews and Thematic Learning Reviews. We are aware of the impact this has on how we carry out our Safeguarding and Child Protection responsibilities and roles.

4.2 Governors, Proprietors and AP Leadership are responsible for (and need to ask a AP about):

- Taking leadership responsibility for the AP's Safeguarding and Child Protection arrangements;
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe In the local authority ;Ensuring that we have a nominated link Governor for Child Protection and Safeguarding who can also provide a link to the Local Authority on matters of Safeguarding in their AP liaising with other partners and agencies;
- Ensuring that we have a lead Safeguarding Designated Lead(s) for Child Protection, appointed from the Senior Management Team and one who oversees and line manages the activities and the activities of all other leads in the AP. The number of DSL's needs to be sufficient in number depending upon the size and demands of the AP. That the DSL's are fully equipped to undertake the Safeguarding role and that they have access to the appropriate training and that has updates at least annually and with certified training every two years.
- That a Designated Safeguarding Lead is on the premises and available, where this is not available there is cover in place. Therefore, ensuring there is cover at all times for staff to have a clear pathway for raising concerns and in a timely way;

- Ensuring that appointed Designated Safeguarding Leads are fully equipped with the knowledge and skills to carry out the role and have access to appropriate regular training to help them keep up to date;
- That we work towards/have a nominated link Governor for CIC (Children in Care/ Looked after Children) and SEND alongside other nominated leads in the AP on these issues;
- We have an appointed teacher who is responsible for looked after children who understands his/her Safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and the AP's procedures for reporting, responding and recording Child Protection concerns;
- That there are procedures in place in handling allegations against Staff, or Volunteers and any concerns staff and volunteers have (including concerns about the setting) are brought to the attention of the Local Authority Designated Lead (LADO) in every case;
- That all Staff, (including volunteers and frequent visitors) who will be working in the AP is given a mandatory induction which includes knowledge regarding abuse, neglect, specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a Child's Safety or welfare, and knowledge about the (APs) policies and procedures;
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development;
- That all Staff including volunteers receives the appropriate training which is regularly updated;
- That we have in place effective ways to identify emerging problems and potential unmet needs for individual children and families;
- That important policy such as those for behaviour and bullying, are kept up to date.
- To ensure that children are taught about Safeguarding, including on line, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- That the curriculum makes best use of PSHE to cover Safeguarding issues with children;
- We have in place an on-line Safety Policy equipped to deal with a widening range of issues associated with technology;
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required.
- That we notify the Children's Social Care department if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan.
- That we notify the Children's Social Care department if it is thought or known that a child or young person may be Privately Fostered.
- That we use the Local Authority Case Referral Pathway on reporting concerns about extremism or views considered to be extreme which may include a referral to PREVENT/CHANNEL and/or Social Care.
- Acting on the 'Learning from Serious Case Reviews' – see appendix A;
- Ensures that all Staff (governors and volunteers) are made aware of the Confidential Reporting Code (Whistle Blowing 2015).
- That all Child Protection records are kept centrally, kept up to date, are secure and reviewed annually.
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on the AP's website.

4.3 Creating a safe environment:

- We will ensure that all Staff (and Volunteers) are competent to carry out their responsibilities for Safeguarding in promoting the welfare of children by creating an environment and an ethos whereby all Staff including volunteers feel able to raise concerns, along with being supported in their Safeguarding role.
- We will endeavour to create a culture of listening to children, taking account of their wishes, feelings and voices both in individual decisions and in the AP's development (use of a APs counsel or similar).

- That the building; including its surroundings, are safe and one where children can feel safe.
- That parents/carers know about our principles in Safeguarding, who along with the local community are made familiar with including making public on our website and are able to participate in any policy, procedure or initiatives which contributes to the safety of the children in that local community.
- That we have clear protocols on reception for visitors and contractors with procedures in place to ensure the appropriate questions are asked and checks made in line with KCSIE and Derbyshire County Council requirements regarding the Single Central Record.

4.4 Recruitment, Staffing:

- We must prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required;
- We must, where relevant, check the identity of a person being considered for appointment and their right to stay in the UK;
- We must, where possible, undertake overseas checks if a staff member being employed or has returned from a period of employment from abroad;
- We must ensure staff and volunteers undergo appropriate checks via the Disclosure and Barring Service (DBS) relevant to their post;
- We must be aware of the Disqualification by Association rules; having a relevant procedure in place which can be applied if required;
- We must have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned; aware that this is a legal duty;
- That we make use of the DBS Service where appropriate;
- We must have at least one person on any appointment panel who has undertaken Safer Recruitment Training, including a Governor (AP may choose their training ensuring at a minimum it covers the 'Keeping Children Safe Guidance', and equips them with the necessary knowledge and skills);
- That our Volunteers are adequately supervised, being aware of the differences between supervised and unsupervised interaction with the children;
- That all our governors have the enhanced DBS and other checks that may be required;
- That we understand the requirements if APs are hiring out their premises or use staff from their setting around asking the relevant questions, making sure checks are in place to ensure safeguarding the children / young people who attend clubs, holiday schemes and other activities on their premises;
- We will be mindful of who we are hiring our premises to and refuse the hiring of premises for any activity deemed not in the interests of the children/young people the AP, the local community and or viewed to be inflammatory e.g.- banned political groups

The Lead Designated Safeguarding Lead is: **Rebecca Hepinstall (Manager)**

The Deputy Designated Safeguarding Lead is: **Lisa Beebe**

The Designated Teacher for Looked after children: **Rebecca Hepinstall**

The Designated Lead(s) is/are for Anti- Bullying: **Rebecca Hepinstall**

4 Safeguarding Processes and Procedures

The AP will deliver its responsibilities for identifying and acting on early help needs, Safeguarding and Child Protection in line with the policies and procedures identified in the Derbyshire Safeguarding Children's Board Policies and Procedures Guidance, available at:

A threshold Document is available and assists with meeting a child's needs in every local authority and can be found at their procedures online

4.1 Early help

All staff (and volunteers) are made aware of what Early Help means, how to identify emerging needs and understanding their role within it. This means sharing information and having discussions with the Designated Safeguarding Lead, liaising with other professionals and supporting children identified in the AP (i.e. potentially vulnerable and those who are vulnerable) who may therefore need Early Help intervention.

The provision of Early Help Services should form part of a continuum of help and support to respond to the different levels of need of individual children and families – for more information AP all Staff can refer to the local authorities appropriate early help and support mechanisms.

When calls are received by the appropriate services they are screened, and advice is given around the next steps to take. All contacts should be passed to a Social Work Senior Practitioner.

In all cases the Senior Practitioner will decide which service within Children's Social Care is best placed to meet that child's needs and the information will be passed to either the Multi-Agency Team or Children's Social Care for assessment.

4.2 Referring to Children's Social Care

NovaCity Alternative Provision will ensure that if any Staff (governors and volunteers) have concerns about the welfare and safety of a child, discussions take place with the Designated Safeguarding Lead as soon as they are aware or know about a concern. The Designated Safeguarding Lead will act upon the information received; however, we also recognise any one can make a referral into social care.

Where welfare and safeguarding concerns are identified e.g. as a child having an injury or has made a disclosure of sexual abuse, this is a child protection concern and safeguarding procedures must be followed. A telephone referral must be made to the authorities first point of contact (set out in there working practice guidelines, for children and younger adults for referral into Children's Social Care.

If the child has been the subject of an Early Help Assessment, then a copy of the assessment, together with a copy of the Multi-Disciplinary Plan, should be attached to the written confirmation. If the professional does not have a copy, reference to the completed Early Help Assessment should be made in the written confirmation. Details within the reference should include: who undertook the Assessment, and their contact details if known.

When a member of Staff, volunteer, parent, practitioner, or another person has concerns for a child, and if the centre are aware that the case is open to the Multi-Agency Team they should discuss with the Allocated Worker or their manager to request escalation to Children's Social Care. If the child does not at that time have a lead professional or allocated Social Worker the centre should contact the LEA first Point of contact.

Centres should ensure they have spoken to the family about their concerns and proposed actions unless to do so would place the child at risk or when in exceptional circumstances; the decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately prior to the child returning home and as soon as the AP become aware of this.

Essential information for making a referral includes:

- Full names and dates of birth for the child and other members of the family.
- Address and daytime phone numbers for the parents, including mobile.
- The child's address and phone number.
- Whereabouts of the child (and siblings).
- Child and family's ethnic origin.
- Child and family's main language.
- Actions taken and people contacted.
- Special needs of the child, including need for an accredited interpreter, accredited sign language interpreter or other language support.
- A clear indication of the family's knowledge of the referral and whether they have consented to the sharing of confidential information;
- The details of the person making the referral.

Other information that may be essential:

- Addresses of wider family members;
- Previous addresses of the family;
- APs and nurseries attended by the child and others in the household;
- Name, address & phone number of GP/Midwife/Health Visitor/AP Nurse;
- Hospital ward/consultant/Named nurse and dates of admission/discharge;
- Details of other children who may be in contact with the alleged abuser;
- Details of other practitioners involved with the family;
- Child's legal status and anyone not already mentioned who has parental responsibility;
- History of previous concerns and any previous CAF or Initial Assessments completed;
- Any other information that is likely to impact on the undertaking of an assessment or Section 47 Enquiry.

4.3 Records

All concerns about a child will be recorded and records kept. This record will be a separate child protection/welfare record held on a separate child protection file and each concern clearly recorded

with all decisions, actions taken and with outcomes and feedback to the referrer. We will endeavour to keep centralised records, hold them as private and confidential records but allow access to key staff that is designated in a role to safeguard children at the AP.

We will follow the Local Authorities' current guidance on the keeping, transfer and retention of records and wait any instruction, and will agree to amend our policy in line with the Goddard Enquiry (historical Child Protection records on children and records on staff where there are allegations).

4.4 Recruitment All Staff (and volunteers)

NovaCity Alternative Provision will ensure that Safer Recruitment practices are always followed and that the requirements outlined in the 'Keeping Children safe in Education September 2024 are followed in all cases.

All interview panels will have at least one member who has undergone Safer Recruitment Training with the necessary skills and knowledge. We will in all cases for example check on;

- the identity of candidates; (including any online presence/footprint)
- a check of professional qualifications;
- the right to work in the UK;
- make overseas checks where relevant;
- ask for and follow up at least two references;
- scrutinise applications for gaps in employment.

We will have a Single Central Record which will cover all Staff, including Governors, and volunteers where necessary, according to their role and responsibility. We will ensure this record is regularly updated and reviewed in line with National and Local requirements.

For Independent APs, including Academies and Free APs, this will also cover all members of the Proprietor body.

We will ensure that all Staff (governors & volunteers) are aware of Government Guidance on Safer Recruitment and Safer Working Practices and that the recommendations are followed.

NovaCity Alternative Provision will ensure there is a Staff Code of Conduct, ensuring all Staff and Volunteers are familiar with Safer Working Practices which includes all new staff, volunteers and all others working within the AP.

This also includes advice on conduct, safe use of mobile phones and guidance on personal / professional boundaries in emailing, messaging, or participating in social networking environments.

We will ensure that Safeguarding considerations are at the centre of each stage of the recruitment process and if in any doubt will seek further HR and or legal advice

The Disclosure and Barring Service (DBS);

The Disclosure and Barring Service (DBS) helps employers make Safer Recruitment decisions which helps preventing unsuitable people from working with vulnerable groups, including children.

The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales and Northern Ireland
- Providing an online DBS service

The DBS searches police records and in relevant cases, the barred list information, before issuing a DBS certificate to the applicant.

A DBS check will be requested as part of the pre-recruitment checks following an offer of employment, including unsupervised volunteering roles, and staff engaging in regulated activity, where the definition of regulated activity is met. The definition can be found in Part V of the Protection of Freedoms Act 2012 and at DBS Guides to Eligibility

<https://www.gov.uk/government/publications/dbs-regulated-activity>

This AP fully understands the statutory guidance on regulated activity, the role of a supervised volunteer and the unsupervised volunteer as outlined in the KCSIE May 2016, Annex F.

We will follow advice on DBS checks as detailed by this guidance and this will include;

- Where relevant a separate Barred Check List has been completed;
- That individuals are not disqualified from working with children under the Child Care (Disqualification) Regulations 2009 and will adhere to any changes made to this;
- A check to include a Secretary of State Prohibition Order (Teacher Prohibition Order);
- A Section 28 Direction Check where relevant, which prohibits or restricts a person from taking part in any management of an Independent AP, including Academy or Free AP.

4.5 Dealing with allegations against staff and volunteers who work with children

The organisation will adhere to the procedures set out under 'Allegations Made Against Professionals' (allegations of abuse by teachers and other staff), this can be found via the following link to include the local authorities' .gov address and under the pages highlighted.

proceduresonline.com/chapters/p_alleg_staff_carer_volunteer.html

If a member of staff has concerns about another member of staff, then this will be referred to the Headteacher/Principal. Where there are concerns about the Headteacher or Principal this will be referred to senior professionals within that LEA tendering the provision. We will ensure that all allegations are discussed with the Local Authority Designated Lead (LADO) in every case and by an appropriate member of the Senior Management Team.

We will inform all our staff that any- one can report direct to LADO any concerns about a member of staff.

The Centres will ensure we have followed all the necessary duties and processes under this process and under Whistle Blowing and this will be undertaken in accordance with guidance's:

Where there are allegations that are substantiated, the organisation will fully ensure any specific actions are undertaken on management and exit arrangements as outlined in the "Keeping Children Safe in Education 2016" Guidance pg. 49/50.

4.6 Important contact details

DFE- one single access web link to access all local authority's reporting webpage or phone number for any concerns/worries about a child, young person and vulnerable adults

<https://www.gov.uk/report-child-abuse>

CEOP:

<https://www.ceop.police.uk/>

NSPCC - National Helpline:

0808 800 5000

5 Management of the Policy

The Governing Body/Proprietor/Trustee will;

- Ensure all governors are effective in the management of safeguarding;
- Ensure all Staff including all other governors and volunteers read and have access to the policy
- That it is displayed on the AP's website
- That is overseen to ensure its implementation
- Review its content on an annual basis.

The Head Teacher/ Principal will report annually on Safeguarding activity and progress within the AP/Educational setting to the Governing Body.

The Designated Safeguarding Lead will complete the S175 Safeguarding Audit and with an Action Plan which will be used to report on Safeguarding activity and progress. A copy of which will be submitted to the CPM for APs / Education settings at Derbyshire County Council. This will be held on file & reported to the Derbyshire Safeguarding Children's Board.

The Head Teacher/Principal should report any significant issues to the Chair of the Governing Body that may have an impact on Safeguarding in the AP/Educational setting and using the processes with the Local Authority to report.

Signed by:



Director: Lisa Beebe

Contact: 07939223114

Date: 01/09/2025

Review Date: 01/09/2026