

Safeguarding Policy for children and staff

BACKGROUND

Our practice described below is underpinned by the following documents:

1. Keeping children safe in education – Statutory guidance for schools and colleges on safeguarding children and safer recruitment (last updated 1 September 2023)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

2. Working Together to Safeguard Children (last updated December 2023)

<http://www.workingtogetheronline.co.uk/chapters/contents.html>

3. Safeguarding children and young people who may be affected by gang activity

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/189392/DCSF-00064-2010.pdf.pdf

4. NSPCC Writing Safeguarding policies and procedures (last updated December 2023)

<https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement>

5. Suffolk Child Protection Procedures & Practice guidance

<https://www.suffolksp.org.uk/policies-procedures-and-practice-guidance#gsc.tab=0>

2. SAFEGUARDING POLICY

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population.

Limitless Futures is fully committed to safeguarding the welfare of all children, young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Permanent staff, and volunteers will at all times show respect and understanding for the rights, safety and welfare of all children and young people with whom

Limitless Futures comes into contact and conduct themselves in a way that reflects our principles.

All management, staff, and volunteers have a duty of care to safeguard and promote the welfare of children and young people. Everyone working with children and young people should be familiar with these procedures and have a duty to report any child protection or welfare concerns to the CEO or Safeguarding Lead. All employees of Limitless Futures must recognise and accept that children have a fundamental right to be protected from harm. In upholding this fundamental right, we recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 4 of the Suffolk Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

Limitless Futures will:

- 1.Ensure that staff and volunteers know how to recognise signs of abuse or neglect.
- 2.Ensure that staff and volunteers know which procedures to follow if there is a suspicion of risk or significant harm.
- 3.Ensure that staff and volunteers know procedures to follow when working with children or vulnerable adults.
- 4.Ensure that all staff and volunteers listen to and respond appropriately to the concerns of children, vulnerable adults, their family, carers and advocates.
- 5.Audit recruitment and staff checking procedures to ensure that references are verified and properly recorded in staff files, a full employment history on file for every member of staff with gaps in employment history checked and accounted for and qualifications checked.
- 6.Take up Enhanced / Plus Barred List Check DBS checks for new staff and all staff and volunteers working with children and vulnerable adults including temporary or contract staff and renew Enhanced / Plus Barred List Check DBS at least every three years for all staff and volunteers involved in the delivery of activities.
- 7.Treat all convictions, cautions and bind overs identified by the DBS as a risk.
- 8.Determine whether or not to proceed with an offer of employment or volunteering where risks have been identified from a statutory check. In cases where the option is to proceed with employment or volunteering, we will undertake a Risk Assessment using our employment Risk Assessment Form.
- 9.Review existing safeguarding policies to ensure that they take full account of the needs of children and vulnerable adults and assess the professional development needs of staff who

work with them to enable them to communicate effectively, identify concerns, track and monitor behaviour patterns and follow appropriate child protection procedures.

10. We shall ensure that there is a Single Central Record for collating DBS information.

3. ARRANGEMENTS AND PROCEDURES

The CEO and Safeguarding Lead are responsible for co-ordinating these arrangements and procedures.

4. SAFER RECRUITMENT OF STAFF AND VOLUNTEERS

- Limitless Futures has a Vetting and barring procedure and will not employ any person in the provision of the Activities who has committed any offence listed in the document 'Convictions and Circumstances relating to employment' which outlines convictions or circumstances which would automatically exclude an offer of appointment.
- Two references must be obtained for all candidates before confirming an appointment; if possible one of these should be from a referee who has experience of the candidate working with children. In this instance, it is essential that the referee is asked explicitly if the candidate is suitable for the role and for working with young people. References should be obtained in writing – it is acceptable for these to be in the form of notes taken during a telephone or face-to-face conversation with a referee. Staff responsible for the appointment should speak personally to at least one of the referees and copies must be retained.
- All staff and volunteers are subject to a DBS check (see below).
- All appointments are subject to a personal interview that explores attitudes, motivation, temperament and personal qualities as well as skills and experience.
- Candidates must provide proof of identity before an appointment is confirmed and a copy should be made and kept on file. In line with the Bichard Inquiry Report (2004), documents produced to confirm identity should, wherever possible, include a photograph.
- Checks must be carried out to confirm all relevant significant qualifications claimed by candidates.
- All employment offers must be made conditional to satisfactory references, checks and DBS Disclosure. If it is necessary for someone to start work at short notice a risk assessment must be undertaken and they must be supervised by an appropriate DBS checked member of staff whilst working with children and young people / vulnerable adults, until these are completed.

- All staff will be made aware of the policy and these arrangements and procedures, and their obligations regarding child protection, as part of their induction. Staff with substantial access to children will receive further ongoing training as appropriate.
- The CEO should maintain confidential records of all incidents relating to child protection, and of any decisions made regarding staff DBS Disclosures.

DBS CHECKS

Limitless Futures operates safe recruitment practices and takes up at least two references for all employees and associates. All staff working directly with, or having access to, children and young people are subject to enhanced DBS checks. In addition:

- Candidates who produce a DBS check obtained through previous employment must obtain a new DBS check unless the DBS is registered to the update service subscription and provided the career field is not altered.
- DBS checks must be renewed every three years. It is accepted that the renewal process may take up to six months to complete and therefore we will accept a DBS clearance certificate for up to three and a half years, after which the DBS certificate will be considered invalid.
- Limitless Futures has a separate policy on the recruitment of ex-offenders, and the disclosure of an offence does not necessarily bar an applicant from appointment. However, failure to declare a conviction, caution or bind-over is a serious matter, and may disqualify staff from appointment, or result in summary dismissal.
- It is a condition that all employees and volunteers at Limitless Futures have an ongoing obligation to promptly report any convictions, police cautions or warnings to the CEO.
- Limitless Futures maintains a database which records the status of DBS checks obtained for staff and volunteers.
- We are clear about staff and volunteer responsibilities to safeguard and promote young people's welfare.
- We check that there are no known reasons or information available that would prevent staff, associates or volunteers from working with children and young people.
- We have procedures for dealing with allegations of abuse against members of staff and volunteers
- We ensure staff and volunteers receive training that helps them do their job well.
- We will ensure, where we are working with other organisations and statutory bodies that they have up to date agreements in place in relation to safeguarding.

6.INDUCTION AND TRAINING FOR BOARD MEMBERS, STAFF AND VOLUNTEERS

Limitless Futures will ensure that:

- All board members, staff and volunteers have access to this policy as part of their induction process.
- All members of the governing board understand and fulfil their responsibilities.
- We have a nominated designated member of staff. The CEO of Limitless Futures, who is responsible for co-ordinating these arrangements and procedures.
- We have a member of staff who will act in the designated member of staff's absence.
- All members of staff and volunteers receive Safeguarding Training within six months of being employed by Limitless Futures and thereafter every three years.
- All new staff and volunteers are adequately supervised, and their progress reviewed on a regular basis.

All board members, staff and volunteers know:

- The signs and symptoms of concern.
- How to respond to a young person who discloses abuse.
- What to do if they are concerned about an individual.
- All parents/carers are made aware of the responsibilities of Limitless Futures staff members with regard to safeguarding

7.STAFF AND VOLUNTEER TRAINING

Limitless Futures expects all staff to comply with the safeguarding policy and procedures. The Designated Safeguarding Lead will be trained to Level 3 standards, with the training refreshed every 3 years. As part of their duties, the Designated Safeguarding Lead will undertake ongoing Continual Professional Development (CPD) in safeguarding annually which will be recorded on the central staff training record. All Deputy Designated Safeguarding Leads will be trained to Level 3, or equivalent, but ideally to the same level as the Designated Lead. This will be refreshed every 3 years. All new staff are required to have a safeguarding induction as soon as they start in their role (ideally on their first day, but definitely within the first week of starting their role).

This is followed by mandatory safeguarding training within the first 3 months of employment. For staff who deal with learners, this should meet the Level 2 safeguarding training

standards. Such training can be written and delivered by a recognised safeguarding expert or a Designated Safeguarding Lead. Limitless Futures has a 'Safeguarding Induction' PowerPoint presentation for use as part of the safeguarding induction.

All new staff also need to attend a 'Workshop to Raise Awareness of Prevent' (WRAP) training which is available online. As part of their duties, Annual Continual Professional Development (CPD) for all staff is to be delivered by the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. This is certificated and recorded on the central staff training record. All staff should complete formal refresher training every three years delivered by the Designated Lead. This is in addition to annual CPD activity. If there are any updates to policies or procedures in between these times, these will be explained to relevant staff through email, updates or team meetings.

As part of their duties, the Designated Safeguarding Lead and the Designated Deputy are also available to offer generic and specific information, advice and guidance to staff around day-to-day safeguarding matters either by phone or by email.

8.GOOD WORKING PRACTICE

Limitless Futures has a friendly relaxed atmosphere. However, staff should always conduct themselves in such a way as to avoid compromising situations and to protect themselves against false allegations of abuse.

- Identity badges must be worn at all times while dealing with participants.
- There may be occasions when staff need to touch a young person (e.g., when they are being guided in performing a technical operation). In these situations, contact should be transparent and minimal.
- Children and young people should be treated equally, and with respect and dignity.
- Where possible, staff members should avoid being in an isolated or closed space with a young person. A fellow worker should be present during situations that may be sensitive or leave a door ajar with another worker in ear shot and/or visible. This is for the staff member's protection as well as being a reassurance to the young person. During wellbeing workshops, the adult working 1:1 with a child will work in a room that has windows and ensure curtains are open so other people can see in.

- A group should have a minimum of two workers (excluding any workers that may attend with the group or individual).
- Young people should NOT be taken off the premises without written permission from either their school/organisation or parent/carer.
- Those placed directly in charge of young people should be competent in their work-role.

9. DEFINITIONS OF CHILD ABUSE

All employees of Limitless Futures must recognise and accept that children have a fundamental right to be protected from harm. There are many different forms of abuse including domestic abuse, bullying and cyberbullying, child sexual exploitation, female genital mutilation (FGM), child trafficking, physical abuse, sexual abuse, emotional abuse and neglect. In upholding this fundamental right, we recognise that there are four definitions of child abuse, including neglect, as defined in the Suffolk Child Protection Procedures <https://www.suffolksp.org.uk/signs-of-child-abuse?rq=child%20abuse#gsc.tab=0> and as précised in this policy below. The four categories of child abuse are as follows:

Neglect

The persistent neglect of a child or the failure to protect a child from exposure to any kind of danger including cold, lack of food, or failure to carry out important aspects of care, resulting in significant impairment of the child's health or development including non-organic failure to thrive.

Physical

Actual or likely physical injury to a child or a failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation or Munchhausen Syndrome by proxy.

Emotional

Actual or likely to have a severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment (this category also includes bullying).

Sexual

Actual or likely sexual exploitation of a child including exposure to sexually explicit material and sexual harassment as well as all forms of physical sexual contact.

Criminal Exploitation (County Lines)

Criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks groom and exploit vulnerable people (including children and young people) to sell drugs. Often these people are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. We have a duty to be vigilant and look for the signs of criminal exploitation in order to protect our learners. Useful videos to support your understanding of County Lines can be found at:

<https://www.youtube.com/watch?v=3lLaguFXHr4&t=103s>

<https://www.safeguardingschools.co.uk/county-lines/>

What staff should do if they discover an act of so-called 'honour-based abuse (including Female Genital Mutilation and Forced Marriage)

Staff must report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve Children's Social Care as appropriate.

We recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so called 'honour-based' abuse (HBA) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBA, they should inform the Designated Safeguarding Lead who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

The Forced Marriage Unit has statutory guidance and Multi-agency guidelines and can be contacted for advice or more information: Contact 020 7008 0151 or email fm@fco.gov.uk

Additional Information

- Child abuse is often difficult to recognize unless the child makes a disclosure.
- Injuries may not be conclusive.

- There must always be concern if the parent or carer shows no anxiety about the child's condition or coldly blames the child. Most parents or carers express guilt about accidents involving their children, even if this is misplaced.
- Suspicion is raised when: 1) there is a delay in seeking treatment, 2) inadequate explanations are given, or the child has injuries of different ages or there is a history of injury 3) there is evidence of a failure to thrive.

N.B. Different categories of abuse may be inter-related e.g., emotional abuse in some form is apparent in all other forms of abuse.

Recognising Child Abuse

Recognising the signs of child abuse is one of the first steps in protecting children. The following is by no means a comprehensive list, but it demonstrates some signs, which may give, rise for concern.

- Unexplained bruising, injuries, burns or illnesses
- Changes in behaviour/character e.g., becoming very withdrawn
- Sexually explicit language, behaviour or mode of dress
- Being left outside the home for long periods of time without food or drink
- Showing uncharacteristic aggressive behaviour
- Showing unexpected fear of an adult
- Refusing to attend school, or other school related issues
- Low self-esteem
- Depression and/or self-harm which may lead to suicide
- Developmental delay – mentally, physically or emotionally
- Reluctance to go home
- Reluctance to disclose personal details i.e., contact details
- Too much money or lots of new possessions

Children can abuse other children. This is generally referred to as child-on-child abuse and can take many forms. Child-on-child abuse can include (but is not limited to): bullying (including cyberbullying); sexual violence and sexual harassment (including upskirting); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals. Child-on-child abuse can happen both inside and outside of school/college and online.

Upskirting is a form of abuse involves taking pictures under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm (which is now a criminal offence)

It is important that all staff in settings know and are aware of the signs and symptoms of child-on-child abuse and take disclosures seriously. It is wrong to dismiss child on child abuse as 'children just being children' or as 'banter'. Below is a list of possible signs and symptoms but like all forms of abuse, this list is not exhaustive, and children may display all or none of the signs below.

- absence from school or disengagement from school activities
- physical injuries
- mental or emotional health issues
- becoming withdrawn – lack of self esteem
- lack of sleep
- alcohol or substance misuse
- changes in behaviour
- inappropriate behaviour for age
- abusive towards others
- going missing/staying out late
- change in peer groups

It is important to remember that changes in behaviour or signs that you have noted may not necessarily mean that a child is being abused. There may be other issues involved e.g., bullying or domestic problems. It is not your responsibility to decide if it is abuse – it is your responsibility to act on your concerns.

10. Protecting people susceptible to radicalisation

Prevent is safeguarding and supporting vulnerable people to stop them from becoming terrorists or supporting terrorism. Channel is part of the Prevent strategy. Channel is a multi-agency approach to safeguarding, supporting and protecting children, young people and vulnerable adults at risk of radicalisation, extremism or terrorist related activity. For the purpose of this guidance, the term 'Channel' refers to the local authority-led support and the duty as set out in CTSA 2015. In Suffolk, this duty is met by ACT

(<https://actearly.uk/contact/>). Details about Suffolk Channel and Prevent can be found at:
<https://www.suffolksp.org.uk/prevent#gsc.tab=0>.

As detailed in section 7. Of this Safeguarding Policy, all staff and Volunteers will be WRAP trained and report concerns about children or adults immediately to the Safeguarding Lead or CEO. All concerns about someone who is expressing extreme views or hatred which could lead to them harming themselves or others will be recorded and appropriately reported to Act Early on rel: 0800 011 3764..

HM Government Channel and Prevent Guidance can be found at:
https://assets.publishing.service.gov.uk/media/651e71d9e4e658001459d997/14.320_HO_Channel_Duty_Guidance_v3_Final_Web.pdf .

Responding to a Disclosure

Receive

- Take seriously whatever the child tells you.
- Just listen and be supportive.
- Do not ask detailed or leading questions or press the child for more information than they want to give you, instead ask 'do you want to tell me more?'
- Report to the Designated Safeguarding Lead, or nominated deputy as soon as is possible. Be very careful that you have not led the child in any way, as this can have legal implications.

Reassure

- Do reassure the child that it is not their fault.
- Do not make judgments or say anything about the alleged abuser.
- Do not promise to keep secrets. Be honest about your own position and if possible name the person you will talk to about this matter.
- Do not ask the child to repeat the disclosure to anyone else.
- Do not display shock or disapproval when the child is making the disclosure.

- Remember the child may not regard the experience as wrong or painful. They may not feel angry or guilty.
- Keep the child informed of any action you are going to take.

Respond

- Inform the Safeguarding Lead (or the nominated deputy in case of the Safeguarding Lead's absence) as soon as possible.
- Make a written record of everything as soon as possible. This record must state everything the child has said, these records must be precise and state only what the child has said, do not add anything which you think the child may have meant or implied similarly if the child uses 'pet' words do not translate them. Sign and date the record – this should then be given to the designated person who must keep it in a secure, locked place.
- Do not destroy any evidence. Initial disclosure, even if retracted may still be referred to.
- Take care of yourself – make sure that you have the opportunity to discuss your feelings (in confidence) with a fellow professional.

It is vital to follow these guidelines as closely as possible. Any failure to do so may prejudice legal proceedings.

12.SUSPICION OF ABUSE OR OF INAPPROPRIATE BEHAVIOUR

1. If any member of staff suspects abuse of a child or suspects inappropriate behaviour towards a child by anyone (including a member of Limitless Futures staff), then they must make their concerns known to the Safeguarding Lead or CEO who will investigate and record all the facts concerning the incident and decide upon

appropriate action. (See Appendix 1. Incident reporting flow chart and Appendix 2. Incident reporting form)

2. In the case of abuse alleged to have taken place while a child is in the care of Limitless Futures, the following details will be recorded: the child's name, address, sex, date of birth, parent(s)' or guardian(s)' names and contact point, name of staff making the referral, details of the incident or allegation, action taken including dates and time.
3. Staff involved are advised to keep an independent record of this information.
4. The Safeguarding Lead or CEO will inform the relevant Local Authorities Children's Social Care Services.
5. It may be necessary to suspend without prejudice any Limitless Futures members of staff against whom an allegation is made.
6. In the case of a child disclosing information about their welfare or safety (including abuse for example), staff should report the disclosure to the Safeguarding Lead or CEO.
7. If necessary, Limitless Futures staff should explain to young people that when they are at risk, they are unable to maintain confidentiality. For example, if a young person confides information about sexual abuse, staff are required to report this.

12. WHISTLEBLOWING PROCEDURES

- We recognise that young people cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues.

- Any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported to the CEO immediately.
- In the event of allegations of abuse being made against staff are referred to the procedures below regarding managing allegations of abuse against staff (including supply staff and volunteers) and refer the matter directly to the LADO -designated officer(s) at the Suffolk Safeguarding Children Partnership. If advised by LADO, the Designated Safeguarding Lead or CEO will refer to DBS or Teachers services to indicate potential prohibition from teaching and/or working with children. Staff may consider discussing any concerns with the Designated Safeguarding Lead and will be supported to refer via the CEO.
- Email on LADO@suffolk.gov.uk or
- LADO central telephone number 0300 123 2044

13. YOUTH PARTICIPATION

Limitless Futures encourages youth participation, which entails the active, informed, voluntary and meaningful involvement of young people in decision-making that affects them. This means working in partnership *with* young people and supporting them to *lead* on efforts to improve young people's life choices. It also means creating space for young people to be involved in decision-making processes within Limitless Futures. This has consequences for the safety, security and well-being of those young people, and of those working with young people. It is therefore important that young people are empowered to participate in the development of safeguarding mechanisms that apply to them.

Posters will be displayed in prominent positions to ensure all young people accessing our setting know who they can report abuse or neglect to. This will include photos of the safeguarding leads, governors and the freephone number for Childline.

14. REFERRAL PROCESS - how to report concerns

Abuse discovered/suspected or a disclosure is made to you. Complete the Incident Reporting Form (Appendix 1) as accurately as possible.

Immediately inform your Designated Safeguarding Lead in person or by telephone:

Catherine Crouch – telephone: 07368500749

Or to the Deputy Safeguarding Lead in person or by telephone:

Hannah Head – telephone: 07368500749

In non-emergency situations, the DSL can also be contacted by emailing catherine@limitlessfutures.org.uk with hannah@limitlessfutures.org.uk cc'd to the email.

If the person is at risk in immediate danger/in need of medical assistance provide appropriate medical attention or call the emergency services if necessary

OR

The Designated Safeguarding Lead should:

- Gather further information
- Take advice
- Make judgements to decide if further action is necessary.

If further action is necessary the following actions should be taken;

- If a crime is suspected or has been committed the Designated Lead reports the matter to Police.
- The Designated or Deputy Safeguarding Lead telephones the relevant MASH on the MASH Consultation Line on 0345 606 1499, providing the name of the person, their address and if known their date of birth. If a referral is made, this must be confirmed in writing by the Designated Lead to the appropriate agency within 24 hours.

If NO further action is necessary;

- The matter is dealt with internally and the Designated Lead records and monitors.
The Designated Lead will brief the person reporting the issue where it is appropriate or does not breach confidentiality.

15. Missing Children Policy

What staff should do if a child goes missing from education

Children who go missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. The Designated or Deputy Safeguarding Lead will report to Norfolk County Council a pupil who fails to attend Limitless Futures regularly or has been absent from Limitless Futures for a continuous period of 10 sessions or more.

First day calling/ contact: phone the parent/carer and all additional contact numbers if unable to get in touch with parents/carers. Make a record of calls made, time, date and conversations.

1. The Missing Children Policy of Limitless Futures outlines the procedures and responsibilities to be followed in the event that a child under our care goes missing. This policy reflects our commitment to ensuring the safety and well-being of all children and aligns with applicable laws and regulations concerning missing children.
2. Children missing education (CME) is defined as those who are of a compulsory school age, but are either not registered at a school or else not receiving suitable education in place of a school setting. CME may be at a significant risk of: not meeting their academic potential and underachieving.

3. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead for Limitless Futures is Catherine Crouch. The DSL is responsible for implementing and overseeing the procedures outlined in this policy, as well as coordinating with relevant authorities and providing support to staff, volunteers, and families. If the DSL is absent and immediate action is required, the Deputy DSL will assume the responsibilities. The Deputy DSL is Hannah Head.

4. Prevention Measures

a) Registration and Identification: All children participating in our programs or activities must be registered, and their essential information (including emergency contacts and any relevant medical conditions or special needs) must be collected and maintained in a secure and up-to-date manner.

b) Supervision and Accountability: Adequate supervision measures will be implemented to ensure children are under the constant care and supervision of responsible adults during activities. Staff and volunteers will be assigned specific roles and responsibilities to monitor and track the presence of children.

c) Check-In/Check-Out Procedures: Clear check-in and check-out procedures will be implemented to accurately record the attendance and departure of children. These procedures should include verification of authorised individuals picking up children and ensuring all children are accounted for at the end of activities.

5. Immediate Response to a Missing Child: children who go missing from education (CME)

a) Alerting Staff and Volunteers: In the event that a child is discovered missing, all staff and volunteers must be immediately notified. A search of the immediate vicinity should be conducted, ensuring that the child has not wandered off within the premises.

b) Contacting the SGL: The Safeguarding Lead or Deputy Safeguarding Lead must be notified without delay. They will take charge of the situation, coordinating the necessary actions and contacting the child's emergency contacts.

c) Contacting Authorities: If the child is not located within a reasonable timeframe, local law enforcement and child protection agencies should be contacted to report the missing child. The SGL or Deputy SGL will facilitate communication and provide the necessary information to these authorities.

6. Communication and Support

a) Communication with Families: The child's emergency contacts and parents/guardians must be informed immediately about the situation and efforts taken to locate the missing child. Clear and accurate information should be provided while maintaining sensitivity and empathy.

b) Support for Staff, Volunteers, and Other Children: Adequate support and counselling services should be made available to staff, volunteers, and other children who may be

affected by the incident. Confidentiality and privacy should be maintained while addressing their emotional needs.

Support can be reached at:

www.educationsupport.org.uk

Education Support: 08000 562 561

7. Review and Continuous Improvement

This Missing Children Policy will be reviewed annually or as necessary to ensure it remains up-to-date and effective. Any lessons learned from incidents or near-misses will be taken into account to improve prevention measures and response procedures.

8. Reporting and Contact Information

If you have any concerns about a missing child or require further information regarding our Missing Children Policy, please contact the

Designated Safeguarding Lead: Catherine Crouch

Contact: catherine@limitlessfutures.org.uk

14.HEALTH & SAFETY

Online Safety Policy

We understand the requirement to ensure that young people are able to use the Internet and related technologies appropriately and safely. It is part of our wider duty of care, as mentioned above, to ensure that young people are safe and are protected from potential harm, both within and outside Limitless Futures.

Staff will:

- Have an up to date awareness of online safety matters and of the Limitless Futures online safety policy and practices.
- Report any suspected misuse or problem to the senior staff or CEO for investigation/action.
- Ensure that all digital communications with students/parents/carers is on a professional level.

- Support young people in understanding and following the Online Safety Policy and acceptable use policies.
- Monitor the use of cameras in planned sessions and other activities.
- Internet searches will be led by adults on a Limitless Futures device (such as a tablet). Mobile phones/devices brought on site by children or young people will be kept in their bags, stored on site and monitored by adults. Mobile phones/ devices are not permitted for use during sessional activities or lunch.
- Be aware of the potential for serious child protection/safeguarding issues to arise from:
 - Sharing of personal data.
 - Access to illegal/inappropriate materials.
 - Inappropriate on-line contact with adults/strangers.
 - Potential or actual incidents of grooming.
 - Online-bullying/ cyberbullying
- Inform young people about the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

Online sessions

If Online sessions are delivered they will be conducted as a group, or recorded if required on a one to one basis for safeguarding of both young people and staff.

Online safety is managed by the CEO: Catherine Crouch

Contact: Catherine@limitlessfutures.org.uk

Epidemic or Pandemic

In situations, for example caused by Coronavirus (COVID-19) Limitless Futures will follow the government guidelines and understand that the guidelines will be subject to change.

Unless classified as an essential service, Limitless Futures will remain closed until instructed otherwise, to ensure that staff volunteers and young people remain safe.

If staff or volunteers were working remotely during an outbreak, as experienced with COVID-19, they will:

- Continue to process and store personal information in line with our Data Protection policies.
- Not use personal devices to communicate with young people, store personal information on personal devices or download and use apps onto work or personal devices (phones/laptops/tablet computers) without express authorisation from senior staff.

In the case of blended delivery Limitless Futures will ensure that government advice in relation to Covid safety is followed and that the appropriate signage, hygiene and cleaning and social distancing protocols are adhered to.

If staff have concerns about the organisation being covid secure they should report them to the safe guarding lead immediately.

Evacuation

Limitless Futures' evacuation procedure is outlined in detail in our Health and Safety and Fire Safety policy documents available on request.

15. STAFF PROTECTION

Limitless Futures is committed to ensuring that our staff are safe and protected at all times. Limitless Futures Staff Behaviour Policy (Code of Conduct) provides guidelines for staff to follow which have been designed to ensure that staff are protected in their work.

16. REPORTING – CONTACTS & NUMBERS

Limitless Futures – Designated Safeguarding Lead

Catherine Crouch Phone 07368500749, E-mail: catherine@limitlessfutures.org.uk

Limitless Futures – Deputy Designated Safeguarding Lead

Hannah Head Phone 07368500749, E-mail: hannah@limitlessfutures.org.uk

Limitless Futures - Safeguarding Governors

For accountability Limitless Futures has independent governors in place

Email: governors@limitlessfutures.org.uk

Childline: 0808 1111

Suffolk Metropolitan Police Service: non-emergency 101

Suffolk Metropolitan Police Service: emergency 999

MASH (Multi Agency Safeguarding Hub) contacts

MASH Consultation Line on 0345 606 1499

LADO (Local Authority Designated Officer) contacts

LADO central telephone number 0300 123 2044

WRAP (Wellness Recovery Action Plans)

Act Early on rel: 0800 011 3764..

19. POLICY REVIEW

Limitless Futures management board will review this policy annually ensuring that this policy reflects developments in the Safeguarding of children and young people. We are committed to reviewing our policy and good practice annually. The policy is always responsive to change, reviewed as necessary, always following a serious incident and at least once a year. The latest version of the policy is always available to the public on our web-site. We welcome feedback from service-users, the wider public, and partner organisations alike. We carefully evaluate all feedback and implement changes as necessary.

Date: 01/06/2024

Signed:

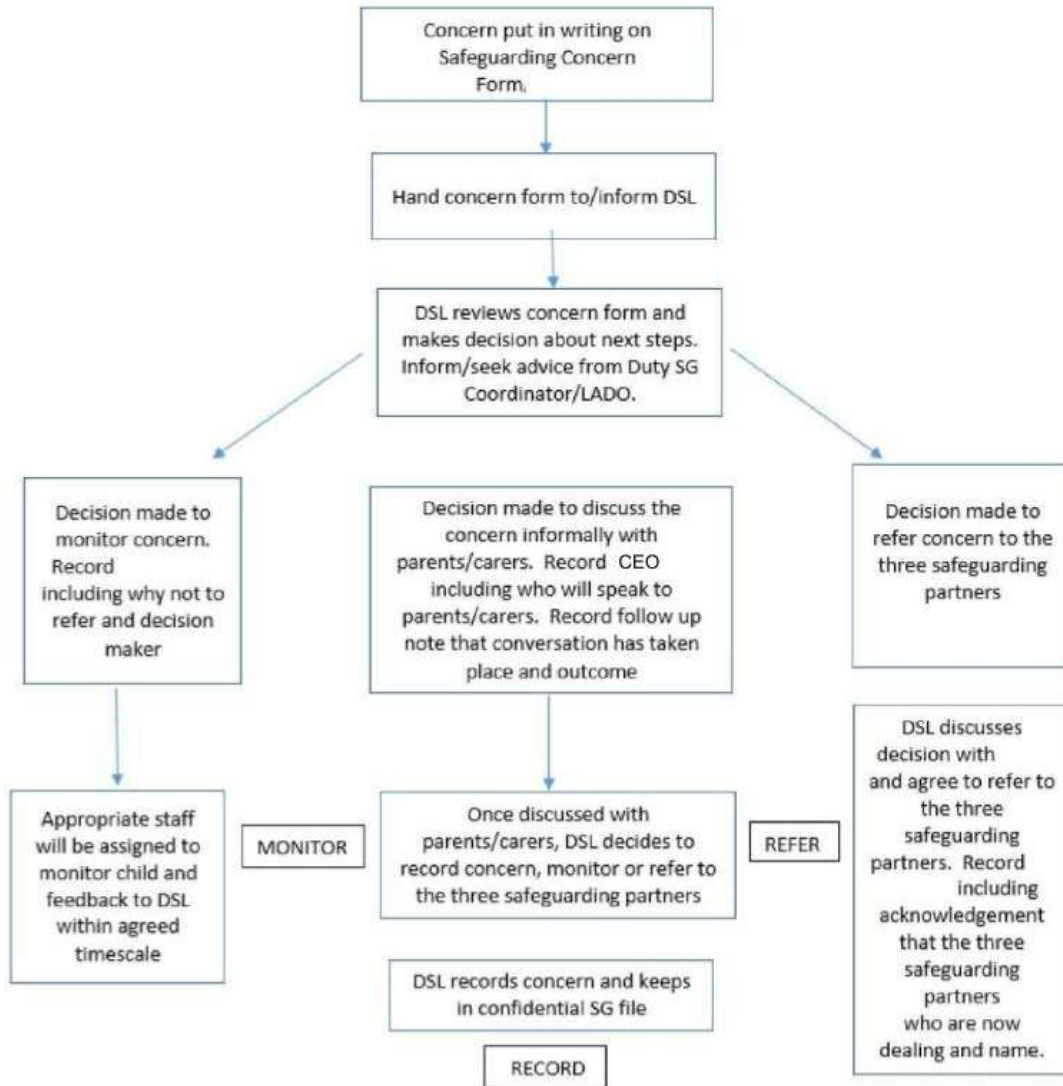


Name: Catherine Crouch, Designated Safeguarding Lead

Date of next review: 01/06/2025

Appendix 1. Incident reporting flow chart

Flow Chart For Raising Safeguarding Concerns About A Child



Appendix 2. Incident reporting form



DETAILS OF REPORTEE		
Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

INCIDENT DETAILS	
Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>	
Details of any previous concerns, incidents or relevant safeguarding records:	

Child, young person or adult at risk account of the incident or concern: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

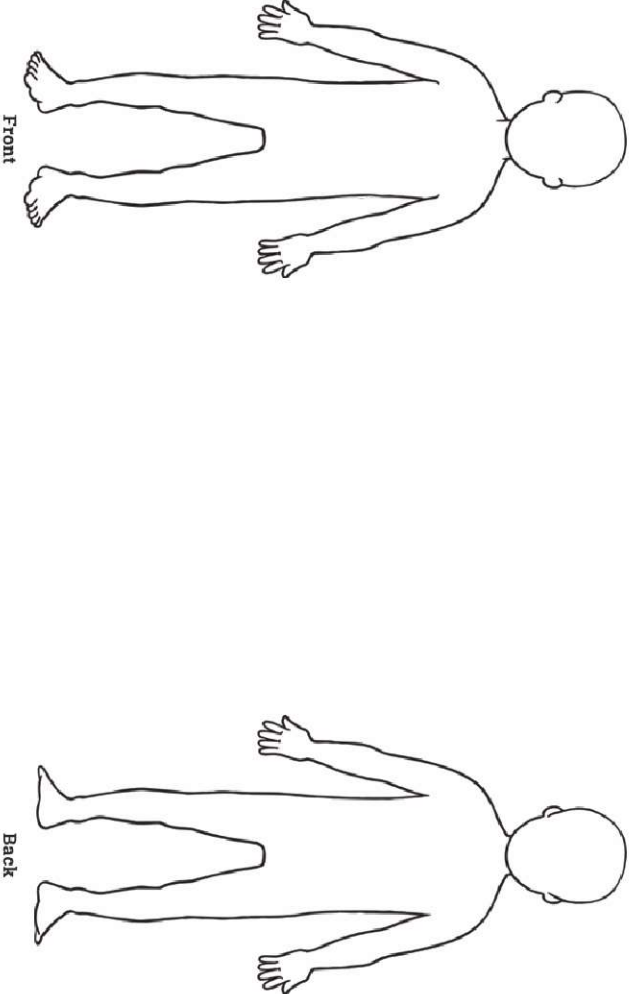
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
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Child's Name:		Date of Birth:	
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This form should be attached to a Safeguarding Record of Concern, which gives full details of the situation.

Body Diagram:	
	

Practitioner's Name:	
Practitioner's Signature:	
Date Signed:	

Witness's Name:	
Witness's Signature:	
Date Signed:	

Outcome of incident & immediate actions taken: (tick box where relevant)		
<ul style="list-style-type: none"> • Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: • Police/fire/rescue services attended? Y/N <p>Notes:</p>	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?

Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: *(to be completed by DSL)*

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):
DSL comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>

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External agency referral: (tick box where relevant)

Social services notified	LADO notified	Other referral made
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible: