SAFEGUARDING PROCEDURE

Effective from 1 September 2026 | Review date: 1 September 2027

Purpose - This procedure explains what every member of staff must do if they are worried about a child, receive a disclosure, observe possible abuse or neglect, or have a concern about the conduct of an adult. Safeguarding is everyone's responsibility and concerns must be acted on without delay.

1. Reporting a safeguarding concern

- **Designated Safeguarding Lead (DSL): Christopher Dickinson - 07512 544449 - impactwraparound@gmail.com.**
- Report any concern **immediately** to the DSL. If the DSL is unavailable and a child may be at risk of harm, do not wait: speak to the host school's DSL/senior safeguarding lead and/or contact Kent Children's Services or the police as appropriate.
- If a child is in immediate danger or a crime is taking place, call **999**.
- Complete an Impact Safeguarding Concern Form as soon as possible. Record facts, the date and time, who was present, what you saw or heard, the child's exact words where possible, and any immediate action taken.
- Do **not** investigate the concern yourself, ask leading questions, confront the alleged person of concern, or promise a child that you will keep information secret. Listen, reassure the child that they have done the right thing by speaking, and explain that the information must be shared with people who can help keep them safe.

2. Action by the DSL

- The DSL will review the information promptly, consider the child's immediate safety, and decide what safeguarding action is required. This may include speaking with the host school DSL, contacting Children's Social Care, seeking safeguarding advice, or contacting the police.
- Where a child attends the host school, safeguarding information will be shared with the school DSL when necessary to protect the child. Where a child attends another school, the DSL will contact that school's DSL when appropriate.
- Parents or carers will normally be informed where appropriate, unless doing so could place the child at greater risk, compromise an investigation, or conflict with advice from Children's Social Care or the police.
- If there is uncertainty about whether a referral is needed, the DSL should seek advice; uncertainty must never be used as a reason to delay action where a child may be at risk.

3. Recording and CPOMS

- Safeguarding records must be clear, factual, dated, signed/attributed, securely stored and kept separate from general child records. Access is limited to those who need the information for safeguarding purposes.
- Where the host school has authorised Impact to use its CPOMS system, the DSL will ensure the concern and subsequent actions are recorded there. If Impact does not have authorised CPOMS access, the Impact Safeguarding Concern Form and secure safeguarding record will be used and relevant information shared securely with the school DSL.
- Every significant decision, referral, discussion with another agency, contact with parents/carers and follow-up action must be recorded, including the rationale for decisions.

4. Allegations or concerns about staff, volunteers or adults

- Any allegation or concern that an adult working with children may have harmed a child, may pose a risk of harm, or may be unsuitable to work with children must be reported immediately to the DSL/Director and handled separately from general child welfare concerns.
- The provider will contact the Kent LADO Education Safeguarding Advisory Service (LESAS) through the Kent Integrated Children's Services Portal when the allegation meets, or may meet, the relevant threshold. The provider will follow any advice given and will not carry out an internal investigation that could prejudice statutory enquiries.
- As an Ofsted-registered childcare provider, Impact will notify Ofsted of allegations of **harm** by anyone living, working or looking after children at the premises, together with the action taken, as soon as reasonably practicable and always within the required 14-day period.
- If the concern or allegation is about the DSL/Director, staff must not report it only to that person. Contact the host school DSL and/or Kent LESAS/LADO directly and follow the whistleblowing procedure if necessary.

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5. Child-on-child abuse and other safeguarding concerns

- Staff must take all safeguarding concerns seriously, including child-on-child abuse, bullying, sexual harassment or violence, online abuse, exploitation, neglect, domestic abuse, criminal or sexual exploitation, radicalisation, and concerns arising outside the setting.
- Behaviour must never be dismissed as "banter", "part of growing up" or an inevitable part of childhood. The DSL will consider both the needs of the child who may have been harmed and the safeguarding needs of any other child involved.

6. Confidentiality and information sharing

- Safeguarding information is confidential but is not secret. Information should be shared on a need-to-know basis when it is necessary to protect a child or support safeguarding action.
- Staff must not discuss safeguarding matters with other parents, children, colleagues who are not involved, or on personal messaging/social media accounts. Records must be transferred and shared securely.
- Data protection law does not prevent the sharing of information where this is necessary and proportionate to safeguard a child.

7. Staff knowledge, training and escalation

- All staff receive safeguarding induction and regular updates, know how to recognise indicators of abuse and neglect, understand how to respond to a disclosure, and know how to report concerns. Staff are expected to read and follow Impact's Safeguarding Policy and Procedure and relevant safeguarding guidance used by the setting.
- Staff should be familiar with *Keeping Children Safe in Education 2026* Part One and the host school's safeguarding arrangements where Impact operates on school premises.
- If a member of staff believes a safeguarding concern is not being dealt with appropriately, they must escalate it. Staff may use Impact's Whistleblowing Procedure and external safeguarding channels where necessary.

8. Key contacts and emergency escalation

- **Impact DSL:** Christopher Dickinson - 07512 544449 - impactwraparound@gmail.com
- **Kent Children's Front Door:** 03000 411111
- **Out of hours Children's Services:** 03000 419191
- **Police:** 999 for immediate danger; 101 for non-emergency police matters
- **Kent LESAS/LADO:** referrals and enquiries through the Kent Integrated Children's Services Portal / KELSI safeguarding pages
- **NSPCC Whistleblowing Advice Line:** 0800 028 0285
- **Ofsted:** significant childcare incidents and allegations must be reported through the current Ofsted notification service where required.

9. Review and oversight

- The DSL/Director will review safeguarding records, practice and any emerging patterns, ensure actions are completed, and update this procedure when statutory guidance or local safeguarding arrangements change.
- This procedure should be read alongside Impact Wrap Around Care's Safeguarding Policy, Whistleblowing Policy, Behaviour Policy, Recruitment/Suitability procedures, Complaints Procedure and other relevant operational policies.

Guidance reflected in this September 2026 update: Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026); Keeping Children Safe in Education 2026; Department for Education safeguarding guidance for out-of-school settings; and current Kent safeguarding referral arrangements.