



IWYS ALTERNATIVE PROVISION CHILD PROTECTION AND SAFEGUARDING POLICY

Academic Year 2026/2027

Effective from: 1 September 2026

Policy owner: Head of Provision / Proprietor

Designated Safeguarding Lead (DSL): Charmaine Baines

Deputy DSL(s): Joy Baies

Local Safeguarding Children Partnership: Stoke-on-Trent City Council

Next review: September 2027, or sooner following legislative/guidance change

Policy status and statutory framework

This policy sets out how IWYS Alternative Provision (IWYS) will safeguard and promote the welfare of children and young people under 18. It is written for the 2026/2027 academic year and must be read alongside the current statutory guidance, local safeguarding arrangements and IWYS procedures.

Document control	Details
Organisation	IWYS Alternative Provision
Policy	Child Protection and Safeguarding Policy
Version	2026/2027 – Version 1.0
Effective date	1 September 2026
Review date	September 2027
Approval	Proprietor / Management / as applicable
Applies to	All staff, leaders, volunteers, contractors, visiting tutors, agency staff, students on placement and anyone working with IWYS pupils

This policy reflects Keeping Children Safe in Education 2026 (KCSIE 2026), which came into force on 1st September 2026 and replaced the 2025 edition. All IWYS staff, including staff who do not work directly with children, are expected to read Part One of KCSIE 2026 and follow this policy.

[Keeping children safe in education: Part one](#)

[Keeping children safe in education 2026: September 2026](#)

It also reflects Working Together to Safeguard Children 2026, the statutory multi-agency safeguarding guidance in England. IWYS will follow the arrangements and referral thresholds of the local safeguarding partners in whose area the pupil is located.

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1. Purpose and principles

IWYS recognises that safeguarding is everyone's responsibility. The welfare, safety and voice of every pupil are central to education at IWYS. The setting will act promptly when concerns arise, work in partnership with children and families where safe and appropriate and share information with relevant agencies when necessary to protect a child.

- Children and young people have the right to be protected from abuse, neglect, exploitation and avoidable harm.
- Safeguarding includes protection from harm inside and outside the home and online.
- Safeguarding is child-centred: the child's wishes, feelings, lived experience and best interests will inform decisions.
- Staff will maintain professional curiosity and will not assume that an explanation is sufficient when information, behaviour or circumstances remain concerning.
- Early help will be considered when problems emerge, while immediate referral will be made where significant harm may be occurring or is likely.
- IWYS will challenge discrimination, racism, misogyny, misandry, derogatory behaviour and other prejudice-based harm.
- Safeguarding arrangements will take account of disability, SEND, communication needs, culture, family circumstances and other factors that may affect vulnerability.
- Safeguarding will be anti-discriminatory and anti-racist and will seek to reduce barriers to children receiving help.

2. Scope

This policy applies to every pupil attending IWYS, including pupils attending under an alternative provision arrangement, part-time placements, dual registration arrangements, work experience or vocational programmes. It applies to all adults who work for, on behalf of, or alongside IWYS.

- Permanent, temporary, supply and agency staff.
- Visiting tutors, peripatetic tutors, contractors and self-employed workers.
- Volunteers, work-experience students, trainees and apprentices.
- Proprietors, governors, leaders and administrative/support staff.
- Visitors and organisations using or working on IWYS premises.

3. Definitions

Term	Meaning
Safeguarding and promoting welfare	Activity to provide help and support as soon as problems emerge; protect children from maltreatment inside or outside the home, including online; prevent impairment of mental or physical health/development; ensure safe and effective care; and support the best possible outcomes.
Child protection	Action to protect specific children who are suffering, or are likely to suffer, significant harm.
Early help	Support for a child and family when a problem first emerges, before it becomes more serious.
DSL	Designated Safeguarding Lead responsible for safeguarding leadership and coordination at IWYS.
LADO	Local Authority Designated Officer who manages allegations against adults working with children.
Child-on-child abuse	Harmful behaviour between children, including sexual violence, sexual harassment, bullying, physical abuse, emotional abuse, coercive/control behaviours and harmful sexual behaviours.
Exploitation	Situations where an individual or group takes advantage of a child's vulnerability for personal, criminal, sexual, financial or other gain.

4. Safeguarding responsibilities and accountability

The Proprietor/Management and senior leadership will ensure that safeguarding is embedded throughout IWYS and that adequate resources, staffing, training and oversight are provided.

Role	Core responsibilities
Proprietor / Management / Head of Provision	Ensure effective safeguarding arrangements; approve the policy; provide challenge and oversight; ensure safer recruitment; ensure staff receive required training; ensure allegations are managed appropriately; monitor compliance and safeguarding culture.
Head of Provision	Overall operational responsibility for safeguarding; ensure policy implementation; support DSL; ensure safeguarding concerns are acted upon; maintain a safe culture.
DSL	Lead safeguarding practice; manage referrals; maintain records; advise staff; coordinate child protection and early help; liaise with safeguarding partners; oversee training; monitor patterns and safeguarding effectiveness.
Deputy DSL	Provide safeguarding cover and carry out delegated DSL duties. Deputy DSLs are trained to the same standard and can act in the DSL's absence.
All staff	Read Part One of KCSIE 2026; complete safeguarding training; recognise concerns; report promptly; maintain confidentiality; follow this policy and the staff code of conduct.
All adults/visitors	Follow IWYS safeguarding instructions and report any concern immediately to the DSL or most senior safeguarding-trained person available.

5. The Designated Safeguarding Lead

IWYS will appoint a DSL who is a senior member of staff and has the status, authority, time, resources and access to advice required to discharge the role effectively. The DSL will have appropriate safeguarding and child protection training and will maintain professional knowledge through regular updates and local safeguarding arrangements.

- Maintain and securely manage child protection records.
- Refer cases to children's social care, police, LADO, Prevent or other agencies as appropriate.
- Support staff in recognising and responding to concerns.
- Coordinate early help and child protection activity.
- Ensure that safeguarding information is transferred securely when pupils move setting.
- Maintain effective safeguarding cover, including arrangements for absence and out-of-hours information where appropriate.
- Monitor safeguarding themes, attendance, exclusions, behaviour, online incidents and other indicators to identify patterns.
- Ensure safeguarding policies and procedures are reviewed and updated when guidance or local procedures change.
- Ensure staff understand local referral thresholds and escalation routes.

6. Staff knowledge, training and professional curiosity

All staff will receive safeguarding and child protection induction before or as soon as reasonably practicable after starting work. Training will be refreshed at least annually and whenever required by changes in guidance, local risk or the needs of the setting.

- All staff must read KCSIE 2026 Part One in full. IWYS will not rely on an abbreviated version as a substitute.
- Staff will understand the child protection policy, behaviour policy, staff code of conduct, whistleblowing arrangements, online safety arrangements and procedures for reporting concerns.
- Training will address early help, abuse and neglect, exploitation, serious violence, domestic abuse, online safety, child-on-child abuse, sexual violence/harassment, mental health, Prevent, SEND, attendance/missing education and other locally relevant risks.
- Staff will understand that safeguarding concerns may arise from a child's behaviour, presentation, attendance, communications, relationships, online activity or changes in circumstances.
- Staff will record concerns factually, promptly and without unnecessary interpretation.

7. Recognising abuse, neglect and exploitation

Staff must understand that abuse can occur in many forms and may be perpetrated by adults or children, known or unknown to the child, in person or online.

- Physical abuse: hitting, shaking, poisoning, burning, fabricated/induced illness and other physical harm.
- Emotional/psychological abuse: persistent emotional maltreatment, humiliation, threats, controlling behaviour or making a child feel worthless or unsafe.
- Sexual abuse: sexual activity involving a child, including exploitation, grooming, sexual communication and image-based abuse.
- Neglect: persistent failure to meet basic physical or psychological needs.
- Domestic abuse: a child may be a victim in their own right when they see, hear or experience the effects of domestic abuse.
- Child criminal exploitation, county lines, trafficking, modern slavery and financial exploitation.
- Child sexual exploitation and group-based or other forms of sexual exploitation.
- Serious violence, weapons and gang-associated harm.
- Online abuse, coercion, grooming, cyberbullying, image-based abuse and technology-facilitated harm.

8. Specific safeguarding concerns

- Abuse and neglect.
- Child criminal exploitation and county lines.
- Child sexual exploitation.
- Serious violence, gangs and weapons.
- Domestic abuse.
- Female genital mutilation (FGM) and forced marriage.
- Honour-based abuse.
- Radicalisation and extremism.
- Online safety and technology-facilitated abuse.
- Child-on-child abuse, sexual violence and sexual harassment.
- Nude and semi-nude image incidents, including AI-generated or altered images.
- Missing education and attendance concerns.
- Trafficking and modern slavery.
- Self-harm and mental health concerns where safeguarding risk is present.
- Bullying, prejudice-based incidents, racism and discriminatory abuse.
- Children with medical conditions or additional vulnerabilities.
- Children who are young carers, looked-after or previously looked-after, or otherwise known to children's social care.

9. Children who may be particularly vulnerable

IWYS recognises that some children may face additional barriers to reporting abuse or obtaining help. Staff will not assume that vulnerability is visible.

- Children with SEND or communication difficulties.
- Children with medical conditions.
- Young carers.
- Children known to social care, including children in need, looked-after children and previously looked-after children.
- Children experiencing homelessness or housing instability.
- Children experiencing poverty or family stress.
- Children absent or persistently missing from education.
- Children experiencing mental health difficulties.
- Children who are lesbian, gay or bisexual or who are questioning their gender.
- Children affected by domestic abuse.
- Children at risk of criminal or sexual exploitation, trafficking or serious violence.

10. Alternative Provision-specific safeguarding

IWYS will recognise the particular safeguarding responsibilities arising from alternative provision. Placement at IWYS does not remove or reduce the safeguarding responsibilities of the commissioning school or other relevant placing body. IWYS and the placing school will establish clear arrangements for safeguarding, attendance, information sharing, emergency contacts, medical needs, behaviour, exclusions/suspensions, curriculum, online safety and escalation.

- Before placement, IWYS will obtain sufficient safeguarding and welfare information to understand the pupil's needs and risks.
- Where relevant, the placing school will provide current child protection information, attendance information, SEND/medical information, risk assessments and details of social care involvement.

- IWYS will promptly report safeguarding concerns to the placing school and, where required, directly to statutory safeguarding agencies.
- IWYS will maintain clear arrangements for daily attendance and unexplained absence.
- Safeguarding information will accompany the pupil when they return to the commissioning school or move to another provider.
- Any third-party vocational or specialist provider used by IWYS will be subject to appropriate safeguarding checks, contractual expectations and oversight.
- Safeguarding responsibilities will remain clear where education is split across more than one setting.

11. Attendance, children missing education and children absent from education

Attendance is a safeguarding matter. Unexplained, prolonged or changing absence may indicate abuse, neglect, exploitation, mental health difficulties, bullying, family crisis or other harm.

- Attendance will be recorded accurately and monitored daily.
- Unexplained absence will be followed up promptly in accordance with IWYS and placing-school procedures.
- Patterns of absence, lateness, repeated non-attendance at particular sessions or unexplained withdrawal will be considered as potential safeguarding indicators.
- Where there are concerns about a child missing education, IWYS will act with the placing school and local authority in accordance with local procedures.
- Safeguarding information will be shared when necessary to protect a child.

12. Online safety, filtering, monitoring, mobile phones and generative AI

IWYS recognises that safeguarding risks occur online as well as offline. The setting will maintain appropriate filtering and monitoring arrangements, acceptable-use expectations and procedures for responding to online incidents.

- Online safety education will address content, contact, conduct and commerce risks and emerging technology-related risks.
- Filtering and monitoring will be reviewed for effectiveness at least once each academic year and checks will include relevant internet-connected devices and locations. Records of reviews/checks will be retained.
- Staff will know how to report inappropriate or unsafe online content or activity.
- Mobile phone use will be controlled through the IWYS mobile phone arrangements and safeguarding expectations.
- Generative AI will be addressed through safe and effective use, privacy, image manipulation, impersonation, misinformation, deepfakes and other relevant risks.
- Incidents involving sexual images, threats, coercion, exploitation or serious harm will be treated as safeguarding matters.

13. Child-on-child abuse and harmful sexual behaviour

IWYS has a zero-tolerance approach to abuse between pupils. The setting will not dismiss harmful behaviour as 'banter', 'just messing around' or 'boys/girls being boys/girls'. Responses will be proportionate, child-centred and informed by the nature and severity of the behaviour, vulnerability, age, developmental level and safeguarding context.

- Physical abuse and violence.
- Bullying, including cyberbullying.
- Sexual violence and sexual harassment.
- Harmful sexual behaviour.
- Coercive or controlling behaviour.

- Sharing or requesting nude/semi-nude images.
- Discriminatory or prejudice-based abuse.
- Abuse linked to gangs, exploitation or serious violence.

14. Sexual violence, sexual harassment and nude/semi-nude images

Any report of sexual violence or sexual harassment will be taken seriously. Staff will listen calmly, avoid leading questions, record the child's words as accurately as possible and report the concern immediately to the DSL.

- Do not promise secrecy.
- Do not investigate beyond what is necessary to establish immediate safety and pass information to the DSL.
- Consider the needs of the victim, alleged perpetrator and other affected pupils separately.
- Consider whether the behaviour indicates wider safeguarding risk or harmful sexual behaviour.
- Where a nude or semi-nude image is involved, do not copy, forward, save or print the image. Follow the DSL procedure and current national guidance.
- AI-generated or altered sexual images are treated as a safeguarding concern.

15. Prevent, radicalisation and extremism

IWYS will support pupils to develop resilience, critical thinking and the ability to recognise harmful or extremist content. Staff will understand the Prevent duty and local referral process.

- Staff will report concerns about radicalisation or extremist influence to the DSL.
- The DSL will consider the local Prevent referral route and whether other safeguarding referrals are required.
- Online extremist content, grooming, manipulation or coercion will be treated as potential safeguarding concerns.
- IWYS will promote respectful dialogue and challenge prejudice, racism and discriminatory behaviour.

16. Domestic abuse and Operation Encompass

IWYS recognises that children are victims of domestic abuse in their own right where they see, hear or experience the effects of domestic abuse. The setting will participate in local arrangements for responding to domestic abuse notifications, including Operation Encompass where this operates.

- Concerns will be shared with the DSL immediately.
- The DSL will follow local referral and information-sharing procedures.
- Staff will avoid placing a child at additional risk by contacting a parent/carer without considering the safeguarding context.

17. Mental health and safeguarding

Mental health difficulties may be indicators of safeguarding concerns, consequences of abuse, or vulnerabilities that increase risk. IWYS will respond to mental health needs while recognising that mental health concerns do not replace child protection procedures.

- Staff will listen and take concerns seriously.
- Immediate risks will be escalated without delay.
- Where there is risk of significant harm, child protection procedures take priority.
- IWYS will work with families, placing schools, health services and other agencies as appropriate.
- Information will be shared where necessary to protect the child.

18. Children who are LGB or questioning their gender

IWYS will safeguard all pupils without discrimination. Staff will respond to individual children respectfully, sensitively and on a case-by-case basis. Safeguarding decisions must consider the child's welfare, privacy, dignity, safety and the safety and welfare of other pupils, alongside applicable law and statutory guidance.

- Any bullying, abuse, harassment or discriminatory behaviour will be addressed.
- Staff will not make assumptions about a child's circumstances or vulnerability.
- Where a child is questioning their gender, staff will seek DSL/senior leadership advice and follow the current statutory guidance and IWYS procedures.
- Information will be shared appropriately where necessary to safeguard the child, with careful consideration of confidentiality and risk.

19. Young carers, SEND and medical conditions

IWYS will identify and support young carers and will consider whether caring responsibilities contribute to attendance, wellbeing, fatigue or educational difficulties.

Children with SEND may face additional barriers to recognising, communicating or reporting abuse. Staff will consider communication methods, dependency on adults, social isolation, peer relationships and the possibility that behaviour or communication differences may mask harm.

Medical conditions will be managed through appropriate care plans and safeguarding arrangements. Staff will consider whether unmet medical needs, fabricated/induced illness, neglect or inappropriate medication create safeguarding concerns.

20. Safer recruitment, DBS and regulated activity

IWYS will operate safer recruitment procedures in accordance with KCSIE 2026 and applicable legislation. Recruitment decisions will seek to prevent unsuitable people from working with children.

- Appropriate identity, right-to-work, qualification and employment-history checks will be completed.
- References will be obtained and scrutinised appropriately.
- Required DBS checks and barred-list checks will be completed before regulated activity begins, subject to the applicable legal framework.
- Changes to the definition and supervision arrangements for regulated activity introduced for 2026 will be reflected in recruitment and volunteer procedures.
- Self-employed, visiting, agency and contracted staff will be subject to appropriate safeguarding checks and contractual arrangements.
- Any concern about an applicant's suitability will be escalated and recorded.
- Recruitment records will be maintained securely and accurately.

21. Allegations against staff and other adults

IWYS will act immediately where an allegation or concern is raised that an adult working with children has harmed a child, may have harmed a child, may pose a risk of harm, or may have behaved in a way that indicates they may be unsuitable to work with children.

37. Report the concern immediately to the Headteacher/Head of Provision or DSL, unless the concern involves that person.
38. If the concern involves the Headteacher/Head of Provision, report to the Proprietor/appropriate senior person.
39. Seek advice from the Local Authority Designated Officer (LADO) in accordance with local procedures.
40. Where required, make referrals to children's social care, police or other agencies.

41. Do not conduct an internal investigation before consulting the LADO/police where this could prejudice enquiries.
42. Maintain confidentiality and share information only on a need-to-know basis.
43. Consider suspension or other measures only with appropriate professional advice.

22. Low-level concerns and staff code of conduct

IWYS will maintain a culture where concerns about adult conduct can be raised without fear of retaliation. A low-level concern is any concern, however small, about an adult's behaviour towards children that does not meet the harm threshold but may be inconsistent with the staff code of conduct.

- Low-level concerns will be reported to the DSL/Headteacher in accordance with IWYS procedures.
- Records will be factual, objective and proportionate.
- Patterns or repeated concerns will be reviewed to identify potential escalation.
- Low-level concerns will not be ignored because the adult is well regarded or the behaviour appears minor.
- Where the threshold for an allegation is met, the concern will be managed through the allegation's procedure and LADO process.

23. Visitors, contractors, visiting tutors and third parties

All visitors and third parties will be subject to proportionate safeguarding arrangements based on the nature of their role, access to pupils and legal requirements.

- Visitors sign in and follow site safeguarding instructions.
- Visitors are accompanied where required.
- Contractors and visiting tutors are expected to comply with IWYS safeguarding procedures.
- Where third parties provide education or activities, IWYS will obtain appropriate safeguarding assurance.
- Concerns about third-party staff are reported immediately to IWYS and managed through the appropriate employer/LADO arrangements.

24. Information sharing, confidentiality and record keeping

Safeguarding information will be shared lawfully, proportionately and securely. Staff should understand that data protection law does not prevent appropriate information sharing to safeguard a child.

- Record concerns promptly and factually.
- Separate fact from professional opinion and clearly identify the source of information.
- Record decisions, actions, referrals, outcomes and follow-up.
- Keep child protection records securely and separately from general educational records where appropriate.
- Transfer safeguarding files securely when a pupil moves setting.
- Where there is a safeguarding reason to share information, staff should not delay necessary action because parental consent cannot be obtained.
- Use secure systems and avoid safeguarding information being transmitted through insecure personal accounts or devices.

25. Managing safeguarding concerns: staff procedure

44. Listen and take the concern seriously.
45. Do not promise confidentiality or secrecy.
46. Ask only necessary, open and non-leading questions.
47. Consider immediate safety and whether emergency services are required.
48. Record the concern as soon as possible using the child's own words where appropriate.

49. Report to the DSL immediately.
50. Follow the DSL's instructions and local safeguarding procedures.
51. Continue to support the child and monitor for further concerns.

Emergency: If a child is in immediate danger, staff should contact emergency services as appropriate and then notify the DSL/senior leader.

26. Referral, escalation and multi-agency working

IWYS will follow the local safeguarding partnership's threshold document and referral procedures. Anyone with concerns should consider whether a referral to children's social care is required and must refer immediately where there is concern that a child is suffering significant harm or is likely to do so.

- DSLs will maintain up-to-date local referral contacts and thresholds.
- Where a referral is made, IWYS will record the date, time, recipient, information shared and agreed next steps.
- If a referral is not accepted and the DSL believes risk remains, the DSL will seek advice and escalate in accordance with local procedures.
- Where professionals disagree, IWYS will use local escalation/challenge arrangements.
- Information will be shared with safeguarding partners where necessary to protect children.

27. Safeguarding on school premises and off-site activities

IWYS will maintain safe premises and appropriate safeguarding controls for pupils, staff and visitors. The setting will take account of the 2026 safeguarding requirements relating to school premises and will ensure facilities, supervision and arrangements protect privacy, dignity and safety.

- Site risk assessments will identify safeguarding as well as physical health and safety risks.
- Toilet/changing arrangements will comply with applicable statutory requirements and current KCSIE guidance.
- Off-site visits and activities will have appropriate risk assessments, emergency contacts and safeguarding arrangements.
- Overnight accommodation will be planned with safeguarding, privacy and supervision requirements in mind.
- Sport and physical activity will be delivered with suitable supervision, equipment, boundaries and safeguarding controls.

28. Reasonable force and restrictive intervention

Physical intervention will only be used in accordance with law, staff training, IWYS policy and the principles of necessity, proportionality and minimum reasonable force. Any incident involving physical intervention will be recorded, reported and reviewed.

- Use preventative and de-escalation strategies wherever possible.
- Use reasonable force only when lawful and necessary.
- Never use force as punishment.
- Record and report incidents promptly.
- Consider the pupil's SEND, medical needs, trauma and known vulnerabilities.
- Where patterns emerge, review the pupil's risk assessment and support plan.

29. Safeguarding pupils placed with or from other providers

Where pupils are educated across settings, IWYS will establish clear lines of safeguarding responsibility. Safeguarding information will be exchanged securely and promptly, and the welfare of the pupil will remain the priority.

- Confirm the commissioning school's safeguarding contact and DSL.
- Share significant safeguarding concerns promptly.
- Agree attendance reporting and absence escalation.
- Ensure relevant risk assessments and support plans are understood.
- Record and communicate incidents occurring during the IWYS placement.
- Ensure safeguarding records are transferred appropriately when the placement ends.

30. Complaints, whistleblowing and escalation

IWYS will maintain an open culture where safeguarding concerns can be raised about children, adults, policies or organisational practice. Staff may use the whistleblowing procedure where they believe safeguarding concerns are not being addressed.

- Concerns about a colleague: report to the Headteacher/DSL or appropriate senior person.
- Concerns about the DSL: report to the Headteacher/Proprietor or appropriate safeguarding lead.
- Concerns about the Headteacher/Head of Provision: report to the Proprietor/appropriate external safeguarding route.
- Concerns about organisational safeguarding failure may be escalated to the local authority, safeguarding partnership, Ofsted or other appropriate body as applicable.
- Staff will not be penalised for raising a genuine safeguarding concern in good faith.

31. Equality, anti-discrimination and inclusive safeguarding

Safeguarding at IWYS is inclusive and anti-discriminatory. The setting will challenge racism, faith-based prejudice, misogyny, misandry, homophobia, biphobia, transphobia, disability-related abuse and other discriminatory behaviour.

- All pupils will be able to report concerns in accessible ways.
- Communication needs will be accommodated.
- Staff will consider the impact of discrimination and prejudice on safeguarding risk.
- Incidents will be recorded and monitored for patterns.
- Children will be supported to understand respectful relationships and safe behaviour.

32. Monitoring, assurance and policy review

The effectiveness of safeguarding will be reviewed throughout the year. Leadership will monitor training, referrals, attendance, child protection records, low-level concerns, allegations, online incidents, child-on-child abuse, complaints, safer recruitment and safeguarding culture.

- DSL reports to leadership/proprietor at least termly, or more frequently where risk requires.
- Annual review of safeguarding policy and procedures.
- Annual review of filtering and monitoring effectiveness with documented checks.
- Regular review of staff training and induction compliance.
- Regular review of safeguarding files and transfer arrangements.
- Review following any serious incident, safeguarding review, inspection feedback or material change in guidance.
- Policy reviews by September 2027 at the latest.

Appendix A – Safeguarding concern recording template

Field	Entry
Pupil name	
Date of birth	
Date/time of concern	
Staff member recording	
What was seen/heard/disclosed?	
Exact words used by pupil (where relevant)	
Immediate action taken	
Reported to DSL (name/time)	
Referral made? To whom/date/time?	
Outcome/next steps	
Follow-up date	

Appendix B – Staff safeguarding quick-reference procedure

IF YOU ARE WORRIED ABOUT A CHILD:

52. ACT: If there is immediate danger, seek emergency help.

53. LISTEN: Stay calm and listen.

54. DO NOT PROMISE SECRECY.

55. RECORD: Write what happened/was said as soon as possible.

56. REPORT: Tell the DSL immediately.

57. SHARE: Provide information to safeguarding professionals when instructed or when necessary to protect the child.

58. FOLLOW UP: Continue to support the child and report any further concern.

DSL: Charmaine Baines Tel: 07341 214173 Deputy DSL: Joy Baines 07341 214170

Emergency services: 999 **Non-emergency police:** 101 **Local children's social care/MASH:** Phone: 01782 235100 (available Monday to Thursday 8:30 am - 5:00 pm, Friday 8:30 am - 4:30 pm). **Emergency Duty:** 01782 234234 (available outside of office hours).

Contact	Number / email / website
DSL	Charmaine Baines
Deputy DSL	Joy Baines
Head of Provision	Charmaine Baines
Proprietor / Safeguarding Lead	Charmaine Baines
Local Children's Social Care / MASH	Integrated Front door between office hours on 01782 235100
Emergency Duty Team (out of hours)	01782 234234 (Out of Hours)
Local Authority Designated Officer (LADO)	Name: Mr John Hanlon Email: John.hanlon@stoke.gov.uk Direct Line: 01782 233342 Mobile: 07385 362877
Local Safeguarding Children Partnership	https://safeguardingchildren.stoke.gov.uk/
Police	999 / 101
Prevent referral route	Prevent and Channel Prevent and Channel Stoke-on-Trent – 01782 238771
Childline Free counselling service for kids and young people	0800 1111
NSPCC Helpline - NSPCC The UK children's charity	0808 800 5000
Keeping children safe in education (KCSIE) 2026: summary of changes NSPCC Learning	

Appendix C – Key safeguarding contacts to complete locally

Local contacts must be checked and updated whenever local safeguarding arrangements change. Appendix D – Annual safeguarding compliance checklist

Area	Completed / evidence
KCSIE 2026 Part One read by all staff	☐ / evidence:
DSL/deputy DSL training current	☐ / evidence:
Annual safeguarding training completed	☐ / evidence:
Safer recruitment/SCR arrangements checked	☐ / evidence:
Regulated activity/volunteer checks reviewed	☐ / evidence:
Alternative provision safeguarding agreements reviewed	☐ / evidence:
Attendance and CME procedures reviewed	☐ / evidence:
Online filtering/monitoring annual effectiveness review recorded	☐ / evidence:
Mobile phone arrangements reviewed	☐ / evidence:
Child-on-child abuse procedures reviewed	☐ / evidence:
Nude/semi-nude image response procedure reviewed	☐ / evidence:
Mental health support arrangements reviewed	☐ / evidence:
Young carers identified/supported	☐ / evidence:
SEND/medical safeguarding arrangements reviewed	☐ / evidence:
Premises/toilet/changing safeguarding arrangements reviewed	☐ / evidence:
Low-level concerns log reviewed	☐ / evidence:
Allegations/LADO procedures checked	☐ / evidence:
Safeguarding records audit completed	☐ / evidence:
Policy reviewed and approved	☐ / evidence:

References and statutory guidance

Department for Education (2026), Keeping children safe in education 2026: statutory guidance for schools and colleges on safeguarding children and safer recruitment.

Department for Education (2026), Working together to safeguard children 2026: statutory guidance on multi-agency working to help, support and protect children.

Other relevant legislation and guidance include the Children Act 1989 and 2004; Education Act 2002; Equality Act 2010; Children and Social Work Act 2017; Domestic Abuse Act 2021; Data (Use and Access) Act 2025; relevant safeguarding, Prevent, attendance, online safety, SEND, medical conditions, reasonable force and alternative provision guidance; and local safeguarding partnership procedures. This policy must be read alongside the current version of KCSIE 2026 and local safeguarding procedures. If statutory guidance changes, IWYS will update this policy without waiting for the scheduled annual review. Approval and review record

Approval / review	Name	Signature	Date
Approved by Head of Provision/Proprietor	Charmaine Baines		September 2026
DSL review	Charmaine Baines		September 2026
Next review	September 2027 or in line with government guidelines		September 2026

