SHAPE HOUSE

CHILD PROTECTION AND SAFEGUARDING POLICY

Review Log:

This policy is to be reviewed annually.

Updated by:	Approved by:	Date:	Review Date:
Chris Medwell Jamie Christian	Jane Cox	06/11/25	06/11/26
Chris Medwell Jamie Christian	Jane Cox	21/01/26	01/09/2026
Chris Medwell Jamie Christian	Jane Cox	31/08/2026	31/08/2027
Chris Medwell Jamie Christian	Jane Cox	09/11/2026	31/08/2027

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It is the Local Authority intent that ALL educational establishments will be effective for safeguarding.

Rationale

This policy has been developed in accordance with the Children Act 1989 and 2004, the Education Act 2002 and Working Together to Safeguard Children 2026 (https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf), This policy reflects the statutory requirements within Keeping Children Safe in Education 2026 (KCSIE) and Doncaster Children's Safeguarding Partnership (DSCP) local policy and procedures. It also considers local lessons learned to ensure all children, young people and families in Doncaster are supported.

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents:

- Managing allegations against staff
- Anti-Bullying
- Attendance
- Behaviour
- Complaints
- Equalities
- Health and Safety
- ICT
- Intimate Care
- Managing Medicines/Supporting Medical Needs
- Safer recruitment
- Staff Code of Conduct
- Whistleblowing

This policy comes into force on 1st September 2026 in line with KCSIE regulations. All staff will read at least Part 1 of this guidance as detailed within the policy.
Published guidance can be found at the link below:

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e_in_education_2026.p

Important Safeguarding Contacts

	Name, email and contact no.
Designated Safeguarding Lead (DSL)	Jane Cox jcox@shapehousedoncaster.co.uk 01302 870003 07863 161020
Centre Lead Designated Safeguarding Lead (DDSL)	Chris Medwell **cmedwell@shapehousedoncaster.co.uk** **Jamie Christian** **jchristian@shapehousedoncaster.co.uk** 01302 870003 07863 161020
Local Authority Designated Officer (LADO) Allegations against adults working with children referral form (LADO) - City of Doncaster Council	Milovan Orlandich LADO@doncaster.gov.uk 01302 737332
Safeguarding Adviser – Local Authority	Jo Howe Jo.howe@doncaster.gov.uk 01302 736975/07816353019
Children's Social Care Safeguarding concern - child at risk report form - City of Doncaster Council	01302 737777 ChildrenAssessmentService@doncaster.gov.uk
Out of hours Children's Social Care	01302 796000
Professionals line – Social Care	01302 737033
MASH Early Help Early Help Coordinators Early Help - What is it in Doncaster? - City of Doncaster Council	01302 734110 EarlyHelpHub@doncaster.gov.uk 01302 736250 EarlyHCo@doncaster.gov.uk

Parent and Family Support Services (PAFSS)	Central - Sammy.Taylor-Brown@doncaster.gov.uk 01302 862680 North - Rebecca.Evertons@doncaster.gov.uk 01302 737994 East - Nicola.paterson@doncaster.gov.uk 01302 737686 South - Charlotte.Brookes@doncaster.gov.uk 01302 735906
Your Place, Your Family Your Place Your Family Teams | Doncaster Safeguarding Children Partnership (dscp.org.uk)	Central – 01302 736409 North – 01302 736787 East – 01302 736336 South – 01302 736644 YourPlaceYourFamilyTeam@doncaster.gov.uk
Virtual School Virtual School Children in Care team - City of Doncaster Council	01302 737880
Child Missing in Education (CME) Children Missing Education - City of Doncaster Council	childrenmissingeducation@doncaster.gov.uk
Prevent	Emergency – 999 Non-emergency 101 PreventSouth@ctpne.police.uk Council contact: Rachael Long – Crime & Community Safety Theme Manager 01302 737469 Channel Helpline - 020 7340 7264
Local Police – PCSO link	101
School Nursing Service	Single Point of Contact – 03000 218997 Website - Zone5-19.rdash.nhs.uk Rdash.doncasterchildrenscaregroup@nhs.net

Aims

At Shape House Doncaster, we believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. At Shape House, we will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

We will listen to the children and young people who access Shape House. The voice of the child/young person underpins the values and ethos of Shape House Doncaster. We will not place any value judgement on their concerns or supersede their views with our own cultural or racial profiling to ensure we fully listen to what our pupils are saying. We will take children and young people's health and welfare seriously and to act with urgency to prevent harm and keep them safe. We have a whole 'Shape House approach to safeguarding, where safeguarding and child protection underpins all our relevant polices and processes. We operate with the best interests of the child at heart.

At ***Shape House Doncaster,*** we aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's/young people's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

Our Designated Safeguarding Lead is Jane Cox (jcox@shapehousedoncaster.co.uk)
Our Deputy Designated Safeguarding Leads are Jamie Christian (jchristian@shapehousedoncaster.co.uk) and Chris Medwell (cmedwell@shapehousedoncaster.co.uk).

Equality statement

Some children/young people have an increased risk of abuse, both online and offline, and additional barriers can exist for some children/young people with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's/young people's diverse circumstances. We ensure that all children/young people have the same protection, regardless of any barriers they may face.

We give special consideration to children/young people who:

- Have special educational needs and/or disabilities (SEND) or health conditions.
- Are young carers.
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality.
- Have English as an additional language.
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence.
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation.
- Are asylum seekers.
- Are at risk due to either their own or a family member's mental health needs.
- Are looked after or previously looked after
- Are missing or absent from education for prolonged periods and/or repeat occasions.
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

The Shape House Offer

Shape House Doncaster is an Alternative Provision for children and young people with Special Educational Needs and/or Disabilities. We provide 'Non-School' Alternative Provision for children and young people aged 11-16 (KS3/4) on a short term, part-time basis. Placements may run between 12 and 36 weeks, with the child/young person remaining on roll at their school. Any safeguarding concerns raised at Shape House Doncaster must be communicated with schools and commissioners in a timely manner. Shape House has a robust reporting procedure that promotes effective communication with all partners, ensuring the safety and wellbeing of the children and young people who access our provision.

Shape House delivers a curriculum based around outdoor learning and creative arts. Children and young people will experience activity days and outdoor adventures as part of their provision. All outdoor/adventurous activities have been risk assessed with Shape House using Doncaster's Exeant system as a robust tool for risk assessing activities and keeping children and young people safe from harm.

Shape House staff work to promote alternative, compassionate strategies that prioritise dignity and respect over controls and sanctions. We have a zero-restraint policy. Our curriculum is underpinned by Studio 3, low-arousal strategies to deescalate any incidents and regulate emotional wellbeing.

The Legal Framework

Shape House is an Alternative Provision offering placements for children and young people aged 11-16 with Special Educational Needs. Children and young people will remain on roll with their school.

Shape House still have their relevant local authorities that have an overarching statutory responsibility for safeguarding and promoting the welfare of all children and young people in their area.

The local safeguarding partnerships will work with our provision to support us to safeguard our children and young people. Whilst local authorities play a lead role, safeguarding pupils and protecting them from harm is everyone's responsibility. Under Section 11 of the Children Act 2004 duties are placed on a range of organisations and individuals to ensure their functions are discharged with regards to the safeguarding of children and young people. The statutory guidance Working Together to Safeguard Children 2026 does not identify alternative provision as a separate organisation.

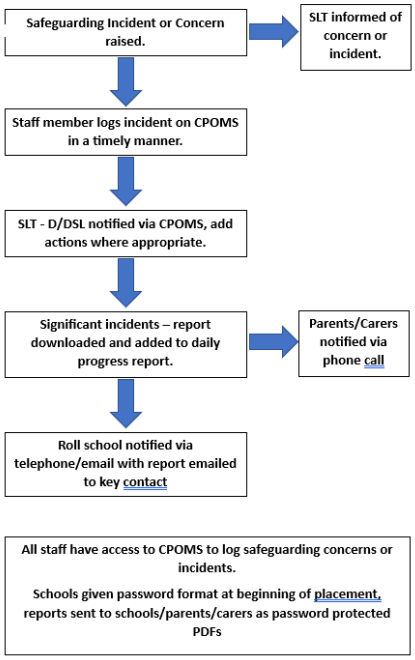
Shape House Procedures

At Shape House Doncaster, Safeguarding incidents and concerns are recorded using CPOMS. All staff have access to CPOMS and can log safeguarding incidents and concerns.

D/DSL will have Level 3 Safeguarding training through Doncaster and a wider L3 Safeguarding certificate. All other staff will have at least Level 2 Safeguarding. All staff to refresh Safeguarding Training annually and sign KCSIE update. L2/L3 training will be competed every 3 years.

Staff will have training on CPOMS during induction period and annual refreshers. Staff will also have training if there are any updates to the system or legislation.

The following diagram demonstrates the procedure for staff when a safeguarding concern or issue is identified. As part of staff induction, safeguarding processes and information are communicated. These processes are also included within the staff induction pack. Staff will know who to report any concerns or disclosures to and will be supported by D/DSLs with reporting processes.



Shape House Record Keeping

To ensure all safeguarding concerns are managed effectively, Shape House Doncaster maintains a robust and secure record keeping system.

1. How Concerns Are Logged:

   • All safeguarding concerns, disclosures, or incidents are recorded promptly using CPOMS. Staff will inform D/DSL about any incident, disclosure or concern and record on CPOMS through their own CPOMS account.

   • Reports should include exact words used by the child, observed behaviours, and actions taken.

   • Staff should not investigate but must refer concerns to the DSL immediately.

2. Confidentiality & Access:

   • Records are stored securely online using CPOMS, with access limited to DSL, DDSLs, and relevant safeguarding professionals.

   • Where necessary, records are shared with external agencies (e.g., schools, social services, police, or safeguarding boards) in line with GDPR and statutory guidance.

3. Tracking & Review:

   • The DSL and DDSL regularly reviews safeguarding logs to identify patterns, repeated concerns, or escalating risks.

   • The DSL/DDLs meet regularly to evaluate interventions and ensure early support is provided.

4. Transition & Information Sharing:

   • If/when a child/young person moves to another education setting or returns to ‘roll school’, safeguarding records are transferred securely within five school days.

   • We ensure the receiving setting is aware of any safeguarding risks to continue the appropriate support.

By maintaining clear, confidential, and secure safeguarding records, we ensure that every child receives timely and appropriate support to keep them safe.

Records will include:

- A clear and comprehensive summary of concerns
- Details of how concerns were followed up and resolved
- Notes of any action taken, decisions reached and the outcomes.

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CPOMS Reporting

Back

Student

Begin typing a student's name

Incident

Categories

☐ Attendance ☐ Behaviour ☐ Cause for Concern ☐ Child on Child ☐ Child Protection ☐ Contact with External Agency ☐ Contact with Parents
☐ Gender Questioning ☐ Medical ☐ Mental Health and Wellbeing ☐ Online Safety ☐ Safeguarding Concern ☐ SEND
☐ Sexual Abuse/Harassment

Date/Time

22/01/2026 19:52

Location of incident

Maps



Assign to

Begin typing a staff member's name

Files

Click to browse or drag a file to upload

Status

Active

Monitoring will end if you select 'No Further Action'

Alert Staff Members

Begin typing a staff member's name

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved

Linked student(s)

Begin typing a student's name

Please do not complete, if another child/young person is involved, please complete a separate form.

Add to planner

☐

Please do not complete

Submit Incident

Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers at Shape House. Our policy and procedures also apply to extended provision, clubs and groups and off-site activities.

All staff

All staff will:

- Read and understand part 1 and annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education Keeping Children safe in education 2026 (publising.service.gov.uk) and review this guidance at least annually
- Sign a declaration at the beginning of each academic year to say that they have reviewed the guidance.
- Reinforce the importance of online safety when communicating with parents and carers. This includes making parents and carers aware of what we ask children/young people to do online (e.g. sites they need to visit or who they'll be interacting with online)
- Provide a safe space for pupils who are LGBTQ+ to speak out and share their concerns.

All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and Centre Lead designated safeguarding lead (DDSL), the behaviour policy, the online safety policy and the safeguarding response to children who go missing from education.
- The Early Help assessment process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- What to do if they identify a safeguarding issue or a child/young person tells them they are being abused or neglected, including specific issues such as female genital mutilation (FGM), and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse, neglect and exploitation, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines).

- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
- The fact that children/young people can be at risk of harm inside and outside of their home, in provision and online
- The fact that children/young people who are (or who are perceived to be) lesbian, gay, bi, or trans (LGBTQ+) can be targeted by other children/young people.
- What to look for to identify children/young people who need help or protection

The Designated Safeguarding lead (DSL)

The DSL is a member of the senior leadership team. Our DSL is (Jane Cox jcox@shapehousedoncaster.co.uk). The DSL takes lead responsibility for child protection and wider safeguarding in the Alternative Provision. This includes online safety and understanding our filtering and monitoring processes on devices and networks to keep children/young people safe online.

During term time, the DSL will be available for staff to discuss any safeguarding concerns.
The DSL can also be contacted out of hours if necessary, by email jcox@shapehousedoncaster.co.uk.
When the DSL is absent, the (DDSL) – (Jamie Christian jchristian@shapehousedoncaster.co.uk and/Chris Medwell cmedwell@shapehousedoncaster.co.uk) will act as cover.

The DSL will be given the time, funding, training, resources, and support to:

- Provide advice and support to other staff on child welfare and child protection matters.
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.
- Have a good understanding of harmful sexual behaviour.
- Have a good understanding of the filtering and monitoring systems and processes in place at Shape House.

The DSL will also:

- Liaise with commissioners and colleagues at roll schools.
- Liaise with local authority case managers and designated officers for child protection concerns as appropriate.

- Be confident that they know what local specialist support is available to support all children/young people involved (including victims and alleged perpetrators) in sexual violence and sexual harassment and be confident as to how to access this support.

The full responsibilities of the DSL and DDSL are set out in their job description and can also be found in KCSIE keeping children safe in education 2026 (publishing.service.gov.uk)

The Director

The Director is responsible for the implementation of this policy and all linked policies, including:

- Ensuring that staff (including temporary staff) and volunteers:
    - Are informed of our systems which support safeguarding, including this policy, as part of their induction.
    - Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect.
- Communicating this policy to parents/carers when their child/young person joins the Alternative Provision and via the Shape House website
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.
- Making decisions regarding all low-level concerns.

Cover Arrangements

The Designated Safeguarding Lead (**Jane Cox**) has overall responsibility for safeguarding and child protection within the provision. The Deputy Designated Safeguarding Leads (**Chris Medwell** and **Jamie Christian**) are trained to provide safeguarding leadership in the absence of the DSL.

Shape House will seek to ensure that at least one member of the safeguarding team is available on site during operating hours. Where the Designated Safeguarding Lead (**Jane Cox**) is unavailable, a Deputy Designated Safeguarding Lead (**Chris Medwell** or **Jamie Christian**) will assume responsibility for all safeguarding and child protection matters, including responding to concerns, making referrals, liaising with external agencies and maintaining safeguarding records.

In the exceptional circumstance that the Designated Safeguarding Lead (**Jane Cox**) and both Deputy Designated Safeguarding Leads (**Chris Medwell** and **Jamie Christian**) are unavailable, **Terri Christian** will be nominated to oversee safeguarding arrangements until a member of the safeguarding team becomes available. Staff must not delay taking action to safeguard a child or young person and should:

- Take immediate action where a child or young person is at risk of significant harm.
- Contact Children's Social Care directly where a referral is required.
- Contact the Police on 999 if a child or young person is in immediate danger.
- Inform the most senior member of staff on site, who will oversee safeguarding arrangements until a member of the safeguarding team becomes available.
- Record all concerns, actions and decisions taken and ensure these are passed to the Designated Safeguarding Lead at the earliest opportunity.

The provision will ensure that contact details for the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads, Children's Social Care, the Local Authority Designated Officer (LADO), emergency services and relevant out-of-hours safeguarding services are readily available to all staff.

Where the Designated Safeguarding Lead (**Jane Cox**) and Deputy Designated Safeguarding Leads (**Chris Medwell** and **Jamie Christian**) are absent for an extended period, **Terri Christian** will be nominated to act as safeguarding lead until normal arrangements resume. Appropriate safeguarding advice and support may also be sought from the local authority safeguarding team where required. These arrangements ensure that there is always clear safeguarding leadership and that concerns are responded to promptly, appropriately and in line with statutory safeguarding guidance and the requirements of *Keeping Children Safe in Education*.



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Safeguarding

It could happen here!

Safeguarding ensures that every child and young person, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm. It's the steps that people take to protect children and vulnerable people from harm.

Designated Safeguarding Lead

Jane Cox (Director)

jcox@shapehousedoncaster.co.uk

Deputy Designated Safeguarding Lead

Chris Medwell (Centre Lead)

cmedwell@shapehousedoncaster.co.uk

Deputy Designated Safeguarding Lead

Jamie Christian (Centre Lead)

jchristian@shapehousedoncaster.co.uk

Any allegation or disclosure involving someone who works with children and young people in a paid or voluntary capacity must be reported directly to Jane Cox or a member of our Senior Leadership Team unless it involves them. If an allegation involves a member of the Senior Leadership Team, then it should be reported directly to the Local Authority Designated Officer (LADO).

LADO 01302 737332 LADO@doncaster.gov.uk

Confidentiality

Shape House will ensure that:

- Timely information sharing is essential to effective safeguarding.
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children/young people.
- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children/young people safe.
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child/young person at risk
- Staff should never promise a child/young person that they will not tell anyone about a report of abuse, as this may not be in the child's best interests.
- If a victim asks staff at Shape House not to tell anyone about the sexual violence or sexual harassment:
    - There is no definitive answer, because even if a victim does not consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies.
    - The DSL will have to balance the victim's wishes against their duty to protect the victim and other children.
    - The DSL should consider that:
        - Parents or carers should normally be informed (unless this would put the victim at greater risk).
        - Commissioners and Roll School will be informed.
        - The basic safeguarding principle is: if a child/young person is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care.
        - Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains.

- Regarding anonymity, all staff will:
    - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system.
    - Do all they reasonably can to protect the anonymity of any children/young people involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children/young people involved.
    - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities.
- The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the DSL (or Centre Lead)

Child protection procedures (including Early Help)

- If there are concerns that a child/young person has experienced or is at risk of suffering significant harm, the DSL/DDSL will consult with Doncaster Children's Social Care, making an online referral or in an emergency, reporting to the police. https://dscp.org.uk/report-concern
- Parents/Carers can contact Children's Social Care on 01302 737777.
- For advice relating specifically to concerns around the mental health of a child/young person, advice can be provided by ringing the Mental Health Specialist Advice Line 01302 796191.
- All staff are aware of MASH (Multi-Agency Safeguarding Hub). The Early Help Enquiry through MASH has been established to improve communication, information sharing and to support more effective delivery of services where there is a need. All enquiries are triaged by a Social Worker, where threshold for Early Help is clear, contacts will be screened within the Early Help Hub, where threshold is unclear the MASH process will be used.
- All staff are aware that Early Help is not a service, but a way of thinking and working. It is a collaborative approach between services and families that provides support as soon as a need is identified. When a child/young person or family is not achieving all outcomes within the Early Help Outcomes Framework, Early Help will be offered to support them to reach those outcomes. Early Help | Doncaster Safeguarding Children Partnership (dscp.org.uk)

- MASH is a multi-disciplinary team with two main functions:
    - Providing information, advice and guidance to professionals who have queries about children who may need a coordinated early help response or a social care response.
    - Screening all early help enquiry forms to ensure an appropriate level of response for the child/young person and family.

The team is available from 8.30am to 5.00pm, Monday to Friday, and telephone messages will be responded to within one working day. Telephone: 01302 734110 for Early Help enquiries or for urgent social care enquiries 01302 737033.
Email: ChildrenAssessmentService@doncaster.gov.uk

Safer Recruitment at Shape House Doncaster

Shape House Doncaster has a robust Safer Recruitment Policy ensuring the safeguarding of children and young people that access the Alternative Provision.

Shape House works with **Advanced HR** to support with staffing, recruitment and Human Resources.

All staff employed by Shape House are required to follow Safer Recruitment procedures. The Senior Leadership Team:

- Have a clear overview of the whole recruitment process
- Carefully scrutinise applications, references, identity checks and qualifications, to reject unsuitable candidates
- Include safeguarding in the selection process, and use probing interview questions to explore motives, experience, attitudes and behaviours
- Make sure records are kept of decisions made and information considered in decision
- Make sure that appropriate pre-appointment vetting checks are completed and the single central record (SCR) is updated and managed appropriately

Any job offer will be conditional upon the completion of satisfactory pre-appointment checks

- We will require the applicant to provide evidence of their right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006
- (Where applicable to the role) An enhanced Disclosure and Barring Service (DBS) check will be required, which may reveal spent and unspent convictions, cautions and bind-overs, as well

as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

- Barred list checks are required for those working in regulated activity It's an offence to apply for a post in regulated activity if you are on a barred list It's an offence to provide or manage childcare covered by the Childcare Disqualification Regulations if you are disqualified.

All staff will require at least two professional references, including from their most recent employer.

For more information, see the Shape House Safer Recruitment Policy

Low Level Concerns

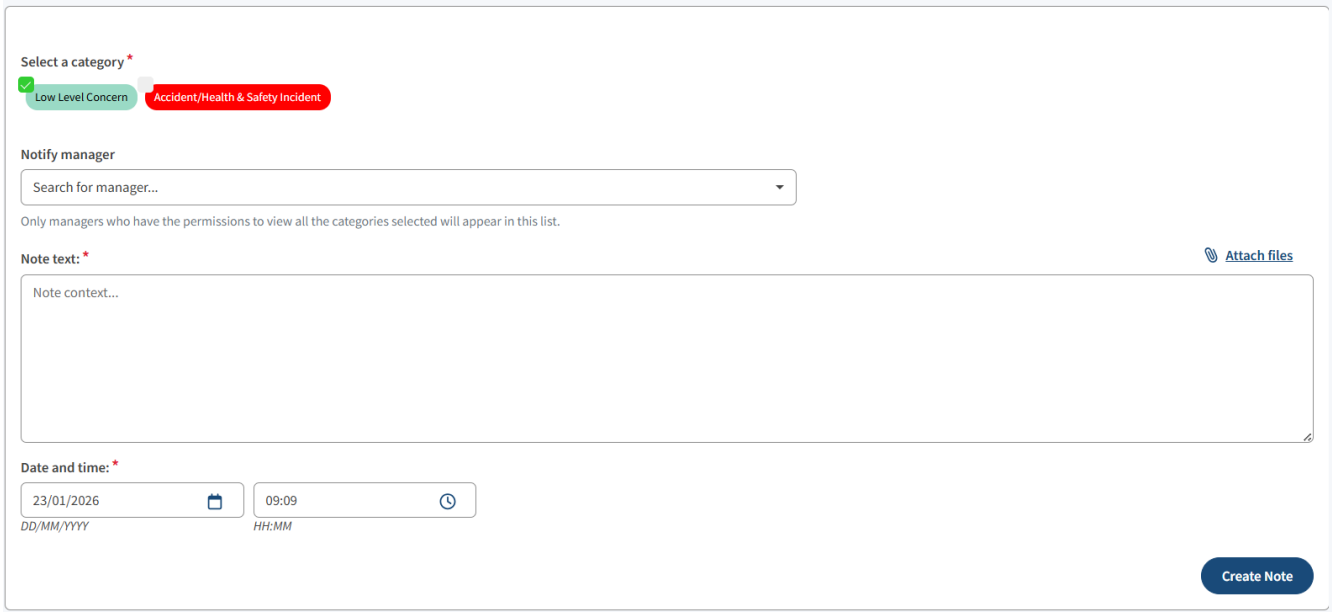
A low-level or lower-level concern is any concern, doubt, or worry that a member of staff or volunteer may have acted in a way that conflicts with the standards and values of your organisation. It includes any behaviour which does not meet the expectations set out in your organisation's code of conduct. Concerns or allegations can relate to behaviour inside or outside of work and do not have to directly involve children.

These worries might not be considered serious enough to meet the "harm threshold" whereby concerns should be referred to the police or children's services. However they still require a response. Low-level concerns might include:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.
- Examples of such behaviour could include:
- being over-friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating children.

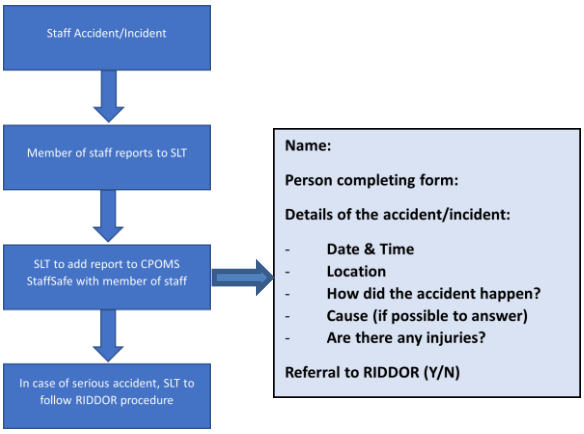
Taken from https://learning.nspcc.org.uk/safeguarding-child-protection/low-level-concerns

Low Level Concerns will be recorded through StaffSafe on CPOMS. The DSL and DDSLs have access to any low-level concerns submitted on CPOMS. If a member of staff has any concerns about a colleague, they will speak with the DSL or DDSL unless the concern involves a member of the SLT, staff are aware of the LADO process in Doncaster and will follow this if any concerns arise regarding SLT or the Directors.



Staff Accident/Injuries

Any staff accidents or injuries must be recorded on CPOMS StaffSafe using the add comment function (pictured above) on a member of staff's profile. The following process must be followed.



Contact with Families

Any issue or concern that results in contact with families must be recorded on CPOMS using the 'Add Incident' Form and select 'Contact with Parents'.

Safeguarding Issues – including local issues and guidance

Anti-Bullying including Child-on-Child abuse, Sexual Violence and Sexual Harassment

At ***Shape House Doncaster,*** we maintain an attitude of 'it could happen here' and staff in our setting recognise that children and young people are capable of abusing other children and young people (including online). All our staff are clear about the policy and procedures regarding anti-bullying, child on child abuse, sexual violence, and sexual harassment.

Staff are aware of and follow the statutory guidance in KCSIE on how to respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of Shape House premises, and/or online.

Refer to the following policies for further information.

Anti-bullying policy
Behaviour policy
Complaints policy

Useful links

https://assets.publishing.service.gov.uk/media/6aba40e0fceb6fb3a650127d/Keeping_children_safe_in_education_2026.pdf
What is sexual consent? | Rape Crisis England & Wales
Working together to safeguard children - GOV.UK (www.gov.uk)

Child Exploitation (Child Criminal Exploitation and Child Sexual Exploitation)

At ***Shape House Doncaster,*** we recognise that child exploitation is a form of abuse. We understand that children/young people often trust their abuser and do not know that what is happening is wrong, or they feel they are unable to tell anyone due to fear, intimidation, and violence. We recognise that we all have a role to play to spot the signs and help keep children/young people safe. All our staff are clear about the policy and procedures with regards to child exploitation and will report concerns to Doncaster Children's Social Care

We understand that there is new legal requirement to report child sexual abuse for anyone working in regulated activity with children/young people. Although this is not yet in force, there is already a statutory duty under KCSIE to report child sexual abuse to the Local Authority and if necessary, the police. ***This information will be updated once the Government release further guidance.***

Useful links:
Mandatory reporting of child sexual abuse: call for evidence - GOV.UK (www.gov.uk)
Exploitation | Doncaster Safeguarding Children Partnership (dscp.org.uk)
Child Sexual Exploitation (proceduresonline.com)
Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC
Child sexual exploitation - City of Doncaster Council
Child exploitation disruption toolkit - GOV.UK (www.gov.uk)
Encouraging Potential and Inspiring Change - supporting young people - City of Doncaster Council
Stop child exploitation - SYP (southyorks.police.uk)

In Doncaster, a Third-Party Intelligence Form (not a referral form) is in place. The DSL will complete this form and pass to the police should low level concerns emerge that may indicate CE.


Blank%20Third%20
Party%20Report%20

Child Victims of Trafficking and/or Modern-Day Slavery

At ***Shape House Doncaster,*** we recognise that 'Trafficking of persons' means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

'Modern slavery' is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal and financial gain. It encompasses human trafficking, slavery, servitude and forced labour.

Children of all ages are affected and can be trafficked into, within ('internal trafficking'), and out of the UK for many reasons and all forms of exploitation.

Parents, carers, or family members may exploit children and young people. Often the child or young person will not realise that family members are involved in the exploitation.

Modern slavery and trafficking are child abuse, and any potential victim of child trafficking or slavery, servitude, or forced or compulsory labour should immediately be referred to Children's Social Care, as they may be suffering significant harm.

Children/young people missing

At ***Shape House Doncaster,*** our procedures are designed to ensure that a missing child/young person is found and returned to effective supervision as soon as possible. Refer to the Absconding Policy for further information. Shape House Doncaster will work closely with Roll Schools and the Local Authority to ensure attendance and any Children/Young People missing. Refer to the Attendance Policy for how Shape House will monitor and report attendance to Roll School and Local Authority Commissioners

If there are significant concerns for a child's/young person's safety, we will call the police using 101 or in an emergency 999. Children's social care will also be informed.

Children Missing Education (CME)

At ***Shape House Doncaster,*** we recognise that all children/young people, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

Shape House Doncaster will work closely with schools to monitor and ensure attendance.

We also recognise that being absent as well as missing from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.

KCSIE 2026 – refers to the term 'deliberately missing in education' being replaced with 'unexplainable and/or persistent absences from education'.

Useful links:

Children Missing Education (proceduresonline.com)
Children missing education - GOV.UK (www.gov.uk)
CME Policy January 2020.doc (live.com)
Microsoft Word - CME Procedures June 2020 V2.docx (windows.net)

Domestic Abuse

At ***Shape House Doncaster,*** we recognise that prolonged or regular exposure to domestic abuse can have a serious impact on a child's/young person's development and emotional well-being, despite the best efforts of the non-abusing parent to protect the child. We recognise that witnessing ill treatment of others is harmful to children including where children can see, hear or experience it's effects.

Domestic abuse impacts on children/young people in a number of ways. The impact of domestic abuse is likely to be exacerbated when combined with any form of substance misuse or mental ill health.

For children/young people living in situations of domestic abuse, the effects may also result in behavioural issues (including anti-social behaviour), absence from school, difficulties concentrating, lower school achievement, ill health, bullying, substance misuse, self-harm, running away, anti-social behaviour, depression and anxiety and physical injury.

At ***Shape House Doncaster,*** if we become concerned that a child/young person is suffering or is at risk of suffering significant harm, we will use our reporting procedures to inform Roll School and make a referral to Children's Social Care.

Useful links
Domestic Abuse - City of Doncaster Council
Domestic Abuse Protocol - City of Doncaster Council
MARAC - Doncaster Council

Female Genital Mutilation (FGM) and Breast Ironing (or flattening)

At ***Shape House Doncaster,*** we recognise that FGM is illegal in the UK and section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover FGM appears to have been carried out on a girl under 18. We also recognise that this does not replace safeguarding children actions, therefore a referral will also be made to Children's Social Care.

At ***Shape House Doncaster,*** all staff have received FGM awareness training as part of safeguarding training.

We also recognise that Breast Flattening is child abuse, illegal and as with female genital mutilation it is pre-pubescent girls that are most at risk.

Useful links

FGM%20Pathway%20Doncaster.docx

Female Genital Mutilation (FGM) (proceduresonline.com)
Mandatory reporting of female genital mutilation: procedural information - GOV.UK (www.gov.uk)
Female Genital Mutilation - Prevent & Protect | NSPCC
https://safeguardinghub.co.uk/breast-ironing-a-guide/

Honour Based Abuse

At ***Shape House Doncaster,*** we recognise that Honour based Abuse is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

For young victims it is a form of child abuse and a serious abuse of human rights.

Any suspicion or disclosure of violence or abuse against a child in the name of honour will be referred to Children's Social Care.

Useful links
Tackling violence against women and girls strategy - GOV.UK (www.gov.uk)
'Honour' Based Abuse (proceduresonline.com)

LADO (Local Authority Designated Officer) – Managing allegations against staff, carers, and volunteers.

At ***Shape House Doncaster,*** we understand that relevant procedures should be applied when there is an allegation that a person who works with children has:

- Behaved in a way which has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.
- Behaved, or may have behaved, in a way towards a child or adult that indicates they may pose a risk of harm to children.

The issue could also be about the behaviour of an individual outside of their work environment, and which would raise concerns about their suitability to work with children. For example, where a domestic abuse incident has taken place or where there are concerns about the individual's own children.

We will follow DSCP procedures and where appropriate will make a referral to LADO within 24 hours/1 working day of the allegation being made. If the concerns are more urgent in regard to the safety of the child, a referral to the Police and/or Children's Social Care will be made.

Where there is uncertainty as to if LADO thresholds have been met, we will call the LADO for advice.

Allegations against staff policy

Useful links
Responding to Allegations Against Staff, Carers or Volunteers (proceduresonline.com)
Allegations against adults working with children referral form (LADO) - City of Doncaster Council
Local Authority Designated Officer - City of Doncaster Council
Keeping children safe in education - GOV.UK (www.gov.uk)

LGBTQ+ support

At ***Shape House Doncaster,*** the DSL understands how to support young people and families to access LGBTQ+ support through family and Youth Hubs. Young people requiring additional support may access CAMHS provision or School Nursing services.

For details of the Youth Group, please email:
LGBTQenquiries@doncaster.gov.uk

The Alternative Provision curriculum reflects opportunity to explore difference and celebrate diversity and has resources as listed on the Stonewall website.

Equality Inclusion and Diversity Policy

Shape House Doncaster supports LGBTQ+ children and young people. We create an inclusive environment where all learners feel welcome and valued.

- The fact that a child or young person may be LGBTQ+ is not in itself an inherent risk factor for harm. However, children who are LGBTQ+ can be targeted by other children. In some cases, a

child who is perceived by other children to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+
- Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

Shape House Doncaster plays a vital role in supporting LGBTQ+ children/young people, those who are gender questioning or requesting social transitioning. We create an inclusive environment where all learners feel welcome and valued.

- The fact that a child or young person being lesbian, gay, or bisexual is not in itself an inherent risk factor for harm. However, they can sometimes be targeted by other children. In some cases, a child who is perceived by other children to be lesbian, gay, or bisexual (whether they are or not) can be just as vulnerable as children who are.
- However, the Cass review identified that caution is necessary for children questioning their gender as there remain many unknowns about the impact of social transition and children may well have wider vulnerabilities, including having complex mental health and psychosocial needs, and in some cases additional diagnoses of autism and/or attention deficit hyperactivity disorder.
- Risks can be compounded where children lack trusted adults with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and create a culture where they can speak out or share their concerns with members of staff.
- The Cass review is clear that outcomes for children and adolescents are best if they have a supportive relationship with their families. Involving a child's/young person's parents/carers will enable school to promote a child's/young person's wellbeing and protect them from harm.

Shape House Doncaster are aware that revised guidance has been released and is detailed in KCSIE 2026.

Low Level Concerns (concerns that do not meet the harm threshold)

At ***Shape House Doncaster,*** we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf Shape House may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority (LADO)

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children/young people
- Having favourites
- Taking photographs of children/young people on their mobile phone
- Engaging with a child/young person on a one-to-one basis in a secluded area or behind a closed door
- Humiliating children/young people

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children/young people.

All low-level concerns will be recorded in writing on CPOMS. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and actions taken.

Useful links:
Keeping children safe in education 2026 (publishing.service.co.uk)
Developing and implementing a low-level concerns policy: a guide for organisations which work with children (farrer.co.uk)

Online Safety

At ***Shape House Doncaster,*** we will ensure that in accordance with KCSIE, appropriate filters and monitoring systems are in place and regularly reviewed to protect children/young people when they are online. We will follow the guidance in KCSIE and ensure that all staff will receive training on the expectations, applicable roles, and responsibilities in relation to filtering and monitoring on devices and networks. With support from the Senior Leadership Team, the DSL will take responsibility for understanding the filtering and monitoring systems and processes in place.

https://assets.publishing.service.gov.uk/media/6aba40e0fceb6fb3a650127d/Keeping_children_safe_in_education_2026.pdf

If there are any immediate safeguarding concerns in respect of online usage, the DSL will follow the appropriate safeguarding procedures.

Please see other policies linked to Online Safety

Useful links
Appropriate Filtering and Monitoring - UK Safer Internet Centre
https://www.nen.gov.uk/
Cyber security training for school staff - NCSC.GOV.UK
Keeping children safe online | NSPCC

Power to Search – searching, screening and confiscation.

At ***Shape House Doncaster,*** we recognise that children/young people may bring prohibited items onto site. To ensure the safety of all children/young people and staff on site, Directors and staff authorised by them, have a power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Alternative Provision staff can also search a pupil for any item if the pupil agrees.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- e-cigarettes/vapes
- fireworks
- pornographic images
- any article that is suspected to have been used or is likely to be used to commit an offence, or to cause personal injury to or damage to the property of any person.

Shape House staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful.

Where there are safeguarding concerns, staff will follow the appropriate safeguarding procedures and where required will call the police.

Behaviour Policy
Anti-Bullying Policy

Prevent

All staff know how to recognise and respond to any behaviour that could link to radicalisation/extremism. Any concerns will be reported using the appropriate safeguarding procedures.

Useful links
http://www.elearning.prevent.homeoffice.gov.uk/
https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals
https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html
https://educateagainsthate.com/
http://preventforfeandtraining.org.uk/

Reporting systems for our children/young people

Where there is a safeguarding concern, we will take the child's/young person's wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring children/young people feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

- Put systems in place for children/young people to confidently report abuse.
- Ensure our reporting systems are well promoted, easily understood and easily accessible for children/young people.
- Make it clear to children/young people that their concerns will be taken seriously, and that they can safely express their views and give feedback.

Children would speak to the trusted adult in Alternative Provision (following the safeguarding guidance)
Record in a timely manner and share with D/DSL on and/or Record on CPOMs

Sharing of nudes and semi-nudes ('sexting')

At ***Shape House Doncaster,*** if staff are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery,' they will report it to the DSL immediately.

Staff will **not**:

- View, copy, print, share, store or save the imagery, or ask a child/young person to share or download it (if staff have already viewed the imagery by accident, they must report this to the DSL).
- Delete the imagery or ask the child/young person to delete it.
- Ask the child/young person(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility).
- Share information about the incident with other members of staff, the child/young person(s) it involves or their, or other, parents and/or carers.
- Say or do anything to blame or shame any children/young people involved.

Staff will explain that they need to report the incident and reassure the child/young person(s) that they will receive support and help from the DSL.

For more detailed guidance please use the link below.

Useful links:
Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk)

Suicide Prevention

At ***Shape House Doncaster,*** staff are trauma informed and know where to signpost to support children/young people and families who are affected by suicide.

Useful Links
Papyrus UK Suicide Prevention | Prevention of Young Suicide (papyrus-uk.org)
Contacting Childline | Childline
Doncaster Samaritans
Support After Suicide
Get help now. Free and confidential, for as long as you need it. (amparo.org.uk)

Supporting children/young people at risk

At ***Shape House Doncaster,*** we recognise that both children's mental and physical health are relevant to safeguarding. Staff should consider when mental health issues might become a

safeguarding concern.

We also recognise the additional safeguarding challenges SEND children can face and the potential barriers to identifying abuse and neglect in this group of children. This might include:

- assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- the potential for children with SEND being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

The use of 'reasonable force'

At ***Shape House Doncaster,*** we recognise that there are circumstances when it is appropriate for staff in care settings to use 'reasonable force' to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

https://assets.publishing.service.gov.uk/media/6aba40e0fceb6fb3a650127d/Keeping_children_safe_in_education_2026.pdf

At ***Shape House Doncaster,*** we will:

- Only use 'reasonable force' as a last resort
- Log all incidents where 'reasonable force' has been used and inform parents/carers.
- Recognise the additional vulnerability of children with SEND, mental health problems or medical conditions when using 'reasonable force.'

Visitors to the Alternative Provision

At ***Shape House Doncaster,*** all visitors will be required to verify their identity to the satisfaction of staff. All visitors will be provided with safeguarding information on their arrival.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors to Shape House who are visiting for a professional purpose, will be asked to show photo ID and are expected to sign the visitor's book and wear a visitor's badge.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times.

Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the leadership team.

At ***Shape House Doncaster,*** all staff are aware of the Whistleblowing policy and know what to do if there are concerns about safeguarding practices within the setting.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them.

- Contact the Safeguarding Adviser or LADO at City of Doncaster Council.

Useful links
Whistleblowing Advice Line | NSPCC
Whistleblowing or Raising Concerns at Work (proceduresonline.com)

Young Carer's Service

At ***Shape House Doncaster,*** we recognise that a young carer is a child or young person who provides regular and on-going care and emotional support to a family member with physical or mental health problems, has a disability, or misuses drugs or alcohol.
Staff understand that the key feature of being a 'young carer' is that caring responsibilities continue over time and can make a young carer vulnerable, when the level of care and their responsibility to the person they look after, becomes excessive or inappropriate and risks impacting on emotional or physical wellbeing, educational achievement, and life chances.

Staff are aware that Doncaster has a team of workers who can support children who are identified as being Young Carers. They can be contacted on 01302 736099 or by email young.carers@doncaster.gov.uk

Useful links
Young Carers - City of Doncaster Council
Young carers | Barnardo's (barnardos.org.uk)

Appendix

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or 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: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious

bullying (including cyberbullying), 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, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: 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. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

KCSIE 2026 – reflects that pupils may experience 'abuse, neglect and exploitation' rather than solely 'abuse and neglect'.

This Safeguarding Policy will be reviewed and updated annually.

Legislation and statutory guidance

This policy is based on the Department for Education's (DfE's) statutory guidance https://assets.publishing.service.gov.uk/media/6aba40e0fceb6fb3a650127d/Keeping_children_safe_in_education_2026.pdf

and Working together to safeguard children - GOV.UK (www.gov.uk)

Definitions and Terminology

Safeguarding and promoting the welfare of children/young people means:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children/young people from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children's/young people's mental and physical health or development.
- Ensuring that children/young people grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children/young people to have the best outcomes.

Child protection is part of this definition and refers to activities undertaken to prevent children/young person suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child/young person and may involve inflicting harm or failing to act to prevent. ***See appendix 1: types of abuse.***

Neglect is a form of abuse and is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's/young person's health or development.

Sharing of nudes and semi-nudes (also known as sexting or youth-produced sexual imagery) is where children/young people share nude or semi-nude images, videos, or live streams.

Child/young person includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – stepparents, foster parents, carer, and adoptive parents.

Staff refers to all those working for or on behalf of the Alternative Provision in either a paid or voluntary capacity.

Victim is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

Alleged perpetrator(s) and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the alleged perpetrator too. Doncaster Local Authority recommend consistency in terminology which is Trauma-informed. For e.g. by referring only to an alleged allegation when discussing children. We will however, decide what's appropriate and which terms to use on a case-by-case basis.

Designated Safeguarding Lead (DSL) and Centre Lead Designated Safeguarding Lead (DDSL) - the named person for safeguarding in education establishments.

LADO – Local Authority Designated Officer – deals with any allegation against any member of staff in a public setting.

DSCP - Doncaster Safeguarding Children Partnership