

Safeguarding Policy and Procedure



Safeguarding and Child Protection Policy

Organisation Name: RESTA Alternative Provision

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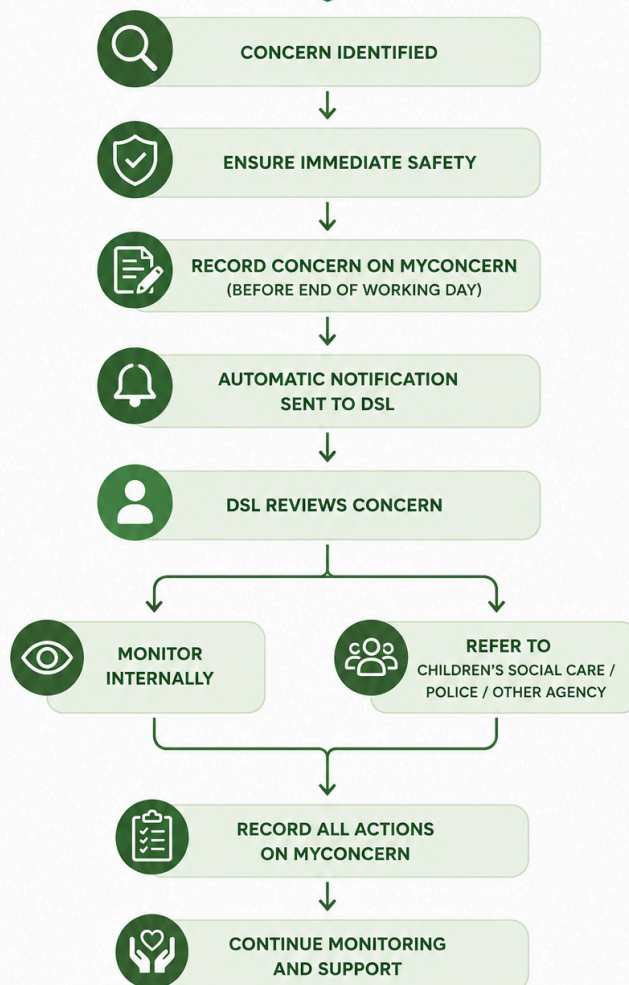
Approved By: Sophie Caparn

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SAFEGUARDING CONCERN REPORTING FLOWCHART



1. Policy Statement

Our Alternative Provision is committed to safeguarding and promoting the welfare of every child and young person in our care.

We recognise that many of the young people we support may have experienced trauma, adverse childhood experiences (ACEs), disrupted education, mental health challenges, social disadvantage, or additional educational needs. These experiences can increase vulnerability, making safeguarding central to everything we do.

Safeguarding is everyone's responsibility. Every member of staff, volunteer, contractor and visitor has a duty to protect children from harm, promote their welfare and respond appropriately to any concerns.

We are committed to creating an environment where children and young people feel safe, respected, valued and listened to, enabling them to develop positive relationships and achieve their full potential.

2. Equality and Diversity Statement

RESTA AP is committed to safeguarding all children and young people equally, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, or any other characteristic protected under the Equality Act 2010 (as amended 2023).

We recognise that some children and young people may face additional barriers to disclosing abuse or accessing support, including those with special educational needs and disabilities (SEND), those from minority ethnic or faith communities, and those who identify as LGBTQ+. Staff remain alert to these additional barriers and adapt their approach so every child feels safe, respected and able to raise a concern.

RESTA AP will not tolerate discrimination, harassment or victimisation of any kind. Safeguarding practice is applied consistently, fairly and without prejudice to all children and young people accessing our provision.

3. Legislative Framework

This policy has been developed in accordance with current safeguarding legislation and national guidance, including:

- **Children Act 1989**
<https://www.legislation.gov.uk/ukpga/1989/41/contents>
- **Children Act 2004**
<https://www.legislation.gov.uk/ukpga/2004/31/contents>
- **Working Together to Safeguard Children**
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- **Keeping Children Safe in Education (KCSIE)**
<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>
- **Human Rights Act 1998**
<https://www.legislation.gov.uk/ukpga/1998/42/contents>
- **Equality Act 2010**
<https://www.legislation.gov.uk/ukpga/2010/15/contents>
- **Data Protection Act 2018**
<https://www.legislation.gov.uk/ukpga/2018/12/contents>
- **UK General Data Protection Regulation (UK GDPR)**
<https://www.legislation.gov.uk/eur/2016/679/contents>
- **Counter-Terrorism and Security Act 2015**
<https://www.legislation.gov.uk/ukpga/2015/6/contents>
- **The Prevent Duty Guidance (England and Wales)**
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- **Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers**
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or organisational practice require it. The organisation is committed to ensuring its safeguarding arrangements remain compliant with current UK legislation and recognised best practice.

4. Scope

This policy applies to:

- Employees
- Volunteers
- Trustees and Directors
- Contractors
- Agency staff
- Students on placement
- Visitors working within the provision

Every adult working within the organisation has a responsibility to safeguard children and young people.

5. Our Safeguarding Principles

We will:

- Always place the welfare of the child at the centre of our decision making.
- Provide a safe, supportive and trauma-informed environment.
- Listen to children and ensure their voices are heard.
- Promote positive relationships built on trust and respect.
- Respond quickly to safeguarding concerns.
- Work collaboratively with families, schools, local authorities and partner agencies.
- Maintain accurate safeguarding records.
- Ensure all staff receive appropriate safeguarding training.

6. Roles and Responsibilities

Safeguarding is the responsibility of every member of staff.

All staff are expected to:

- Remain vigilant to signs of abuse or neglect.
- Act immediately if they have concerns.
- Record concerns accurately using MyConcern.
- Maintain professional boundaries.
- Attend safeguarding training.
- Follow this policy at all times.

7. Designated Safeguarding Leads

Designated Safeguarding Lead

Sophie Caparn

Telephone: **+44 7718 246640**

sophie@resta-ap.co.uk

The DSL is responsible for:

- Receiving safeguarding concerns.
- Assessing risk.
- Making referrals to external agencies.
- Liaising with commissioning schools and local authorities.
- Maintaining safeguarding records.
- Providing safeguarding advice and guidance.
- Monitoring ongoing safeguarding concerns.

Deputy Designated Safeguarding Lead

Esther Borrett

Telephone: **+44 7415 240902**

esther@resta-ap.co.uk

The Deputy DSL will undertake safeguarding responsibilities in the absence of the DSL and provide additional safeguarding support across the organisation.

8. Recognising Abuse

Staff should remain alert to all forms of abuse and neglect, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- County Lines
- Domestic abuse
- Child-on-child abuse
- Online abuse
- Grooming
- Radicalisation
- Honour-based abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Upskirting
- Self-harm and suicide risk
- Mental health concerns

Safeguarding concerns may also arise through changes in behaviour, attendance, appearance, emotional wellbeing or relationships.

9. Trauma-Informed Practice

Our Alternative Provision recognises that many young people have experienced trauma.

Staff understand that behaviour is often a form of communication and will respond with curiosity, empathy and consistency rather than judgement.

We seek to build trusting relationships, provide predictable routines and support emotional regulation whilst maintaining appropriate professional boundaries.

10. Safeguarding Concern Reporting and Recording Procedure

Any safeguarding concern, regardless of how small it may appear, must be reported immediately.

Concerns may arise through:

- A direct disclosure.
- Observed injuries.
- Changes in behaviour.
- Information from parents, carers or professionals.
- Online activity.
- Attendance concerns.
- Concerns regarding another member of staff.

All concerns must be reported to the Designated Safeguarding Lead **on the same working day**.

Where there is an immediate risk of significant harm and the DSL cannot be contacted, staff must contact:

- Children's Social Care
- The Police (999 in an emergency)

The DSL should then be informed as soon as possible.

11. Using MyConcern

The organisation uses **MyConcern** as its secure electronic safeguarding recording system.

All safeguarding concerns, disclosures, welfare concerns and low-level concerns must be recorded on MyConcern as soon as possible and **before the end of the working day**.

MyConcern provides:

- Secure electronic safeguarding records.
- Automatic notification to the Designated Safeguarding Lead.
- A chronological record of safeguarding concerns.
- Secure information sharing.
- Audit trails of actions taken.

Further information is available at:

<https://www.tes.com/en-gb/for-schools/myconcern>

12. Completing a MyConcern Record

All safeguarding records must be factual, accurate and completed promptly.

Every report should include:

- Date and time.
- Location.
- Child's full name.
- Names of anyone present.
- What was seen or heard.
- The child's exact words wherever possible.
- Any injuries observed.
- Immediate action taken.
- Name of the person completing the report.

When writing a safeguarding record, staff should:

- Record facts, not opinions.
- Avoid assumptions.
- Use the child's own words.
- Clearly separate fact from professional opinion.
- Record objectively and professionally.
- Complete the report as soon as possible after the incident.

Staff must never investigate safeguarding concerns themselves.

13. Responding to a Disclosure

If a child discloses abuse or neglect:

- Stay calm.
- Listen carefully.
- Do not interrupt.
- Avoid asking leading questions.
- Reassure the child they have done the right thing.
- Never promise confidentiality.
- Explain that the information will need to be shared with people who can help keep them safe.
- Record the disclosure immediately using MyConcern.
- Inform the DSL without delay.

14. DSL Review

Following submission of a safeguarding concern, the Designated Safeguarding Lead (DSL) will:

- Review the concern without delay.
- Assess the level of risk.
- Decide whether immediate protective action is required.
- Seek further information where appropriate.
- Make referrals to Children's Social Care, the Police or other safeguarding agencies where necessary.
- Liaise with commissioning schools, parents/carers (where appropriate) and partner agencies.
- **Consult with the Local Authority Designated Officer (LADO) where concerns relate to the conduct of an adult working with children.**
- Record all decisions, actions and outcomes securely within MyConcern.
- Monitor safeguarding concerns until they are appropriately resolved or transferred to another agency.

15. Children Missing from Education (CME) Policy

RESTA AP recognises that a child or young person going missing from education, or from a scheduled session, can be an indicator of risk and requires an immediate and proportionate response.

A child is considered to be 'missing from education' when they are not on a school roll and are not receiving a suitable education otherwise, or when a child of statutory school age is not attending an education setting, or receiving education otherwise, without a valid and agreed reason.

If a child does not attend a scheduled RESTA AP session without prior notice, staff will:

- Attempt to make contact with the child, parent/carers or referring school/agency on the same day (first-day calling).
- Record the absence and any actions taken on MyConcern.
- Inform the Designated Safeguarding Lead where contact cannot be made or the absence gives rise to concern.

Where a child has been absent from education, or from RESTA AP's provision, for 10 school days or more without explanation, the Designated Safeguarding Lead will report this to the relevant Local Authority as a child missing education, in line with statutory guidance.

RESTA AP will work with commissioning schools, the Local Authority and other professionals to share relevant information promptly where a child is known or suspected to be missing from education.

16. Confidentiality and Information Sharing

Safeguarding information is confidential.

Information will only be shared on a lawful, proportionate and need-to-know basis to protect the welfare of children and young people.

Access to MyConcern is restricted to authorised users.

Safeguarding records will never be stored on personal devices or shared via personal email or messaging platforms.

17. Managing Allegations Against Staff

The organisation takes all allegations and concerns regarding the behaviour of staff, volunteers, contractors or anyone working on behalf of the organisation seriously.

Any allegation or concern that an adult working with children has:

- Behaved in a way that has harmed, 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 they may pose a risk of harm.
- Behaved in a way that may indicate they are unsuitable to work with children.

must be reported immediately.

Concerns should be reported without delay to the **Designated Safeguarding Lead (DSL)**.

If the allegation concerns the DSL, the concern must be reported directly to the organisation's Director or appropriate governance lead.

The DSL (or Director where appropriate) will consult with the **Local Authority Designated Officer (LADO)** before undertaking any investigation where the allegation meets the threshold for referral.

No internal investigation will commence until advice has been sought from the LADO.

Where advised to do so by the LADO, the organisation will make a referral to the Disclosure and Barring Service (DBS) and, where the individual is a qualified teacher, to the Teaching Regulation Agency (TRA), so that they can consider whether the individual should be prohibited from working with children.

The organisation will fully cooperate with the LADO, Children's Social Care, the Police and any other relevant agencies throughout the management of the allegation.

All allegations, decisions and actions taken will be recorded securely and confidentially.

18. Low Level Concerns

The organisation recognises the importance of creating and maintaining a culture of openness, transparency and accountability. All adults working with children and young people have a responsibility to maintain the highest standards of professional conduct.

A **low-level concern** is any behaviour by an adult working with children that is inconsistent with the organisation's Code of Conduct or expected professional standards but does not meet the threshold for referral to the **Local Authority Designated Officer (LADO)**.

Examples of low-level concerns may include, but are not limited to:

- Using inappropriate language or humour.
- Blurring professional boundaries.
- Showing favouritism towards a child or young person.
- Inappropriate communication with a child or young person, including via social media or electronic messaging.
- Being alone with a child where this is not appropriate or has not been authorised.
- Any behaviour that causes unease or could be perceived as unprofessional.

All low-level concerns, regardless of how minor they may appear, should be reported to the **Designated Safeguarding Lead (DSL)** as soon as possible.

The Designated Safeguarding Lead will:

- Record the concern securely.
- Consider the context and any previous concerns relating to the individual.
- Determine whether the concern forms part of a pattern of behaviour.
- Decide whether additional action, support or monitoring is required.
- Consult with the **Local Authority Designated Officer (LADO)** where the threshold for referral may have been met.

Low-level concerns will be managed fairly, proportionately and confidentially, while ensuring that the welfare of children and young people remains paramount.

The organisation believes that encouraging the reporting of low-level concerns helps to identify patterns of behaviour at an early stage, promotes a positive safeguarding culture and protects both children and staff.

19. Whistleblowing

The organisation is committed to promoting a culture of openness, honesty and accountability.

All staff, volunteers and contractors have a professional responsibility to raise concerns where they believe safeguarding practices are unsafe, unethical or inconsistent with this policy.

Concerns may relate to:

- Poor safeguarding practice.
- Failure to follow safeguarding procedures.
- Conduct that places children or young people at risk.
- Attempts to conceal safeguarding concerns.
- Unsafe working practices.
- Breaches of professional boundaries.

Individuals raising concerns in good faith will be supported and treated fairly. No person will suffer detriment or victimisation for reporting a genuine safeguarding concern.

Where appropriate, concerns may be raised externally through the Local Authority, the NSPCC Whistleblowing Advice Line or other relevant statutory bodies.

20. Online Safety

RESTA AP recognises that many young people we support access the internet and digital devices regularly, and that online safety is an integral part of safeguarding.

Online Safety Lead

Sophie Caparn, in her role as Designated Safeguarding Lead, also holds responsibility for online safety across the organisation, including staff awareness, safe use of digital tools during sessions, and responding to any online safety concerns. Contact: Sophie@resta-ap.co.uk, +44 7718 246640.

Where sessions are delivered remotely, or digital tools are used as part of a child's pathway plan, staff will:

- Use only approved and secure platforms for remote sessions.
- Ensure remote sessions take place in an appropriate setting, with a parent/carer aware the session is taking place.
- Never contact a child or young person using personal social media, messaging apps or personal devices.
- Record any online safety concern on MyConcern in the same way as any other safeguarding concern.

Staff remain alert to the four main areas of online risk identified in Keeping Children Safe in Education:

- Content: exposure to illegal, inappropriate or harmful material.
- Contact: harmful interaction with other users, including grooming or cyberbullying.
- Conduct: online behaviour that increases the likelihood of, or causes, harm to themselves or others.
- Commerce: risks such as online gambling, inappropriate advertising, phishing or financial scams.

Staff receive online safety training as part of induction and ongoing professional development.

21. Physical Intervention

RESTA AP does not use planned physical intervention or restraint as part of its practice. Our relationship-led, trauma-informed approach is built around de-escalation, co-regulation and predictable routines, which are used to reduce the likelihood of a situation ever reaching a point where physical intervention might be considered.

In rare and genuinely exceptional circumstances, where there is an immediate risk of serious harm to the child, to another person, or to staff, and no other means of managing the situation is available, a member of staff may use the minimum physical contact necessary, for the shortest possible time, to prevent that harm. This reflects the common law position that reasonable, proportionate action may be taken to prevent harm where there is no reasonable alternative, and is a genuine last resort rather than a planned technique.

Where physical intervention has occurred, staff will:

- Ensure the immediate safety of the child and all others present.
- Use the minimum degree of contact necessary, for the shortest time possible, and stop as soon as the risk of harm has passed.
- Never intervene alone where support from another adult is available.
- Record the incident on MyConcern in full and factual detail immediately, and in any event before the end of the working day.
- Inform the Designated Safeguarding Lead without delay.
- Inform the child's parent/carer and referring school or Local Authority on the same day.

Following any incident, the Designated Safeguarding Lead will review what happened with the staff involved, consider whether the child's pathway plan, risk assessment or staff support needs to change as a result, and ensure the child is offered appropriate follow-up support. Staff involved will also be offered support and, where useful, supervision to reflect on the incident.

22. Safer Recruitment

The organisation is committed to ensuring that all reasonable steps are taken to prevent unsuitable individuals from working with children and young people.

Recruitment procedures will follow safer recruitment principles and may include:

- Verification of identity.
- Verification of qualifications where appropriate.
- Employment history checks.
- Professional references.
- Enhanced Disclosure and Barring Service (DBS) checks where required.
- Right to work checks.
- Appropriate safeguarding interview questions.

All successful applicants will receive safeguarding induction before commencing work with children and young people.

23. Staff Training

Safeguarding training is essential in ensuring staff understand their responsibilities and remain confident in recognising and responding to concerns.

All staff will receive safeguarding induction prior to working with children and young people.

Training will be refreshed regularly and will include:

- Child Protection.
- Keeping Children Safe in Education (KCSIE).
- Trauma-informed practice.
- Adverse Childhood Experiences (ACEs).
- Professional boundaries.
- Online safety.
- Prevent Duty and Channel programme awareness.
- Recording safeguarding concerns using MyConcern.
- Responding to disclosures.
- Information sharing and confidentiality.
- Recent updates to Keeping Children Safe in Education (including up-skirting).

The Designated Safeguarding Lead and Deputy DSL will undertake enhanced safeguarding training appropriate to their role and maintain their knowledge through ongoing professional development.

24. Working with Schools and Partner Agencies

Safeguarding is most effective when organisations work collaboratively.

The organisation will work proactively with:

- Commissioning schools.
- Local Authorities.
- Children's Social Care.
- Police.
- Child and Adolescent Mental Health Services (CAMHS).
- Health professionals.
- Youth Justice Services.
- Early Help Services.
- Multi-Agency Safeguarding Hubs (MASH), where appropriate.
- Other relevant safeguarding partners.

Information will be shared appropriately and lawfully where it is necessary to safeguard a child or young person.

The welfare of the child will always be the primary consideration when making decisions regarding information sharing.

25. Monitoring and Review

This policy will be reviewed annually by the Designated Safeguarding Lead and organisational leadership.

The policy will also be reviewed sooner if:

- National legislation changes.
- Statutory safeguarding guidance is updated.
- Local safeguarding procedures change.
- Organisational practices change.
- A safeguarding incident highlights the need for policy review.

The organisation is committed to continuous improvement and ensuring safeguarding practice reflects current legislation, statutory guidance and recognised best practice.

Emergency Contacts

Emergency Services (Police, Fire or Ambulance)

999

Police (Non-Emergency)

101

Children's Social Care

Contact details for the relevant Local Authority should be used according to the child's home authority or the commissioning authority.

NSPCC Helpline

0808 800 5000

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/>

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Sophie Caparn

+44 7718 246640

sophie@resta-ap.co.uk

Deputy Designated Safeguarding Lead

Esther Borrett

+44 7415 240902

esther@resta-ap.co.uk

Local Authority Designated Officer (LADO)

The Designated Safeguarding Lead will contact the appropriate **Local Authority Designated Officer (LADO)** for the local authority in which the child resides or where the allegation has arisen, in accordance with local safeguarding partnership procedures.

Policy Approval

Approved by: Sophie Caparn

Position: Director of Education and Curriculum Development

Signature:

A handwritten signature in black ink, appearing to be 'SC' or a stylized version of the name 'Sophie Caparn'.

Date Approved: August 2026

Review Date: August 2027