

YOUNGEDUCATION

Safeguarding and Child Protection Policy

2026/27

Our safeguarding commitment

Never give up on any child. We create safe, trauma-informed and inclusive learning environments in which concerns are heard, recorded and acted upon without delay.

Document owner	Designated Safeguarding Lead
Approved by	Kevin Orral, Managing Director / Alex Young, Education Director
Approval date	September 2026
Effective from	1 September 2026
Review date	September 2027, or sooner following material change or incident
Status	Organisation-wide policy

This policy supersedes the YoungEducation Safeguarding Policy dated September 2022.

1. Immediate safeguarding action

If a child is in immediate danger

Call 999. Do not wait for the DSL or another colleague. Then inform the DSL or DDSL and make a secure CPOMS record as soon as it is safe to do so.

Concern	Action
Concern about a child	Tell the DSL/DDSL immediately and record on CPOMS. Anyone may refer directly to Children's Services.
Urgent Hertfordshire referral	Use the Hertfordshire professional referral portal. For urgent out-of-hours support call 0300 123 4043.
Concern or allegation about an adult working with children	Report to the Managing Director immediately. If the concern is about the Managing Director, report directly to the LADO through Hertfordshire procedures.
Low-level concern about an adult	Report to the Managing Director promptly. Do not investigate or dismiss it as insignificant.
Prevent concern	Tell the DSL/DDSL. For Hertfordshire advice/referral: prevent@hertfordshire.gov.uk or 0800 011 3764. Call 999 for immediate danger.
Safeguarding practice concern	Use the Whistleblowing Policy. Staff may use the NSPCC whistleblowing advice line: 0800 028 0285.

2. Key YoungEducation safeguarding contacts

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Alex Young, Education Director	0800 888 6221 a.young@youngeducation.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Kevin Orral, Managing Director	0800 888 6221 k.orrall@youngeducation.co.uk
Safeguarding governance and allegations case manager	Kevin Orral, Managing Director	0800 888 6221 k.orrall@youngeducation.co.uk
SEND Lead	Sam Pringle, Operations Manager	0800 888 6221 sam@youngeducation.co.uk

At least one appropriately trained DSL or DDSL will be available during provision hours. The senior leadership team will maintain reliable cover during absence, including arrangements for off-site, online and out-of-hours provision. Staff must never delay action because a named safeguarding lead is unavailable.

3. Purpose, scope and status

This policy applies to every employee, worker, self-employed tutor or mentor, agency worker, volunteer, contractor, director, trainee and visitor working for or on behalf of YoungEducation Ltd. It covers Alternative Provision, tuition centres, home tuition, online tuition, in-school support, community-based activity, transport arranged by YoungEducation and enrichment or sporting activity.

YoungEducation is not a maintained school. Nevertheless, it adopts Keeping Children Safe in Education (KCSIE) as its principal safeguarding benchmark and will meet it where it applies through law, commissioning arrangements or contract. This policy must also be read alongside each commissioning school or local authority's safeguarding requirements. Where requirements differ, the more protective lawful requirement will be followed and the DSL will resolve any conflict.

For this policy, a child is anyone under 18. Young people aged 18 or over may also be adults at risk; concerns about them must be addressed under applicable adult safeguarding arrangements without weakening any child protection response for other children.

Core principles

- Safeguarding and promoting children's welfare is everyone's responsibility.
- The child's best interests are the primary consideration and practice will be child-centred, trauma-informed and professionally curious.
- Children will be listened to, taken seriously and helped to understand what happens next.
- Abuse can occur inside or outside the home, between children, in the community and wholly or partly online.
- A child may not feel ready or know how to disclose. Staff must act on signs, changes, partial disclosures and professional concerns.
- No member of staff may assume somebody else will act. Anyone may make a referral when necessary.
- Safeguarding information will be shared lawfully, proportionately and early enough to protect a child; data protection law is not a barrier to safeguarding.

Legal and guidance framework

This policy has regard to current legislation and guidance, including:

- Children Acts 1989 and 2004; Education Act 2002 where applicable; Children and Social Work Act 2017; Domestic Abuse Act 2021; Equality Act 2010; Human Rights Act 1998.
- Keeping Children Safe in Education 2026 (effective 1 September 2026) and KCSIE 2025 until 31 August 2026.
- Working Together to Safeguard Children 2026 and the accompanying statutory framework.
- Prevent duty guidance: England and Wales (2023), in force from 31 December 2023, and the Counter-Terrorism and Security Act 2015.
- Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025.

- Information sharing advice for safeguarding practitioners; What to do if you're worried a child is being abused; mandatory FGM reporting guidance; forced marriage guidance; and UKCIS guidance on sharing nudes and semi-nudes.
- DfE out-of-school settings safeguarding guidance for providers and relevant Hertfordshire Safeguarding Children Partnership procedures, thresholds and escalation arrangements.

4. Roles and accountability

Managing Director and directors

- Provide strategic safeguarding oversight, adequate staffing, resources, safer recruitment and a culture in which concerns can be raised.
- Ensure this policy is reviewed at least annually and after significant incidents, legal changes or safeguarding learning.
- Act as case manager for allegations against adults, consulting the LADO within one working day where the harm threshold may be met.
- Ensure suitable filtering, monitoring, cyber security, premises, lone-working and off-site arrangements.
- Ensure commissioning schools and local authorities receive required safeguarding assurances and timely information.

DSL and DDSL

- Take lead responsibility for safeguarding and child protection, including online safety and understanding filtering and monitoring arrangements.
- Manage referrals to children's social care, police, Channel, DBS and the Teaching Regulation Agency where required.
- Advise and support staff, contribute to assessments and multi-agency work, and challenge or escalate where a child's situation is not improving.
- Maintain accurate, secure child protection records and oversee their lawful transfer.
- Understand children's views, barriers to disclosure and additional vulnerabilities, including SEND, communication needs and trauma.
- Complete Level 1, Level 2 and Level 3 safeguarding training. Level 3 training is renewed at least every two years, with compulsory annual refresher training incorporating current KCSIE updates. The DDSL is trained to the same standard as the DSL.

All staff and representatives

- Read Part One of KCSIE 2026 in full and confirm understanding. The overview does not replace Part One.
- Complete compulsory Level 1 safeguarding training before unsupervised contact and compulsory annual refresher training, including current KCSIE updates, Prevent and online safety.
- Know the signs of abuse, local reporting route, identity of the DSL/DDSL and how to report adult conduct concerns.
- Maintain professional boundaries and comply with the Staff Code of Conduct, acceptable-use, mobile phone, lone-working and whistleblowing arrangements.

- Record and report concerns immediately, even where information is incomplete or the concern appears low-level.

5. Recognising abuse, neglect and exploitation

Safeguarding includes providing help and support as soon as problems emerge; protecting children from maltreatment within or outside the home, including online; preventing impairment of mental or physical health or development; ensuring safe and effective care; and taking action to enable the best outcomes.

Category	Meaning and possible indicators
Physical abuse	Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, fabricated or induced illness, or otherwise causing physical harm. Indicators may include unexplained or patterned injury, changing explanations, fearfulness or reluctance to go home.
Emotional abuse	Persistent maltreatment affecting emotional development, including rejection, silencing, humiliation, verbal abuse, criticism, belittling, name-calling, coercive control, serious bullying, witnessing ill-treatment, developmentally inappropriate expectations or exploitation.
Sexual abuse	Forcing or enticing a child into contact or non-contact sexual activity, including rape, assault by penetration, sexual touching, grooming, involving a child in sexual images or acts, and technology-assisted abuse. It may be perpetrated by adults or children and often by somebody known to the child.
Neglect	Persistent failure to meet basic physical or psychological needs, including food, clothing, shelter, supervision, medical care, education, protection and emotional responsiveness.

Abuse, neglect and exploitation rarely occur in isolation. Staff must consider cumulative harm, patterns across settings and the possibility that apparently consensual behaviour is shaped by coercion, fear, debt, status, grooming or an imbalance of power.

Specific safeguarding issues

Staff must remain alert to, and report, concerns including:

- child criminal exploitation (CCE), child sexual exploitation (CSE), county lines, modern slavery, trafficking, financial exploitation and serious violence;
- domestic abuse, including child-to-parent or caregiver abuse, physical, sexual and emotional abuse, coercive control, stalking and economic abuse;
- child-on-child abuse, bullying and cyberbullying, prejudice-based abuse, racism, misogyny, misandry, sexual harassment, sexual violence, harmful sexual behaviour, initiation/hazing and abuse in intimate personal relationships;
- making or sharing nudes or semi-nudes, whether consensual or non-consensual; every incident requires a safeguarding response;
- female genital mutilation, forced marriage, honour-based abuse and breast flattening/ironing;
- radicalisation, terrorism, extremist influence and online grooming;

- children absent from education, missing episodes, homelessness or temporary accommodation, private fostering, young caring responsibilities and family imprisonment;
- mental health concerns, self-harm, suicidal ideation, substance misuse, eating difficulties and behaviour that may signal abuse, neglect or exploitation;
- cybercrime, online abuse, generative-AI facilitated harm, impersonation, deepfakes, coercion and exposure to harmful content, contact, conduct or commerce;

6. Responding to a concern or disclosure

If a child tells you something

1. Listen carefully, remain calm and take the child seriously.
2. Use the child's own communication method and make reasonable adjustments. Do not interrogate or ask leading questions; use only open prompts needed to clarify immediate safety.
3. Do not promise confidentiality. Explain that you must share the concern with people who can help.
4. Reassure the child that they have done the right thing, they are not to blame and they will be supported.
5. Check whether the child is in immediate danger or needs urgent medical help; call 999 where necessary.
6. Tell the DSL/DDSL immediately and create a factual CPOMS record as soon as possible. Preserve the child's words and distinguish fact, observation and professional opinion.
7. Do not confront an alleged perpetrator, undertake an investigation or ask the child to repeat their account unnecessarily.

Recording on CPOMS

Records must include date, time, location, context, persons present, the child's words, observations, injuries or demeanour, immediate action, advice obtained, decisions, rationale, referrals made or not made, information shared and follow-up. Staff must sign/attribute the record. Body maps may support but never replace narrative. Records must not be altered to disguise the original entry.

Images and devices

Never view, copy, print, forward, save or ask a child to send suspected illegal sexual imagery. Confiscation and searching must follow lawful organisational procedures and DSL/police advice. Record what has been reported, secure the device if instructed and seek immediate DSL advice.

Decision and referral

The DSL/DDSL will assess risk using Hertfordshire thresholds and information from the commissioning school or local authority. Options include universal or internal support, community-based early help, a Family Help assessment, referral under section 17 or section 47 of the Children Act 1989, police action or specialist referral. Parental

involvement will be considered unless it may increase risk, prejudice an investigation or conflict with professional advice.

Where there is reasonable cause to suspect significant harm, a referral must be made immediately. Staff may refer directly. If the DSL decides not to refer and a staff member remains concerned, they may and should make their own referral and record why. Professional disagreements must be challenged and escalated through HSCP procedures.

7. Child-on-child abuse, sexual harassment and sexual violence

YoungEducation has a zero-tolerance approach to child-on-child abuse. Zero tolerance does not mean zero occurrence; it means behaviour is never normalised, dismissed as banter or treated as an inevitable part of growing up. Abuse may occur in person or online, inside or outside provision, and may affect both the child harmed and the child displaying harmful behaviour.

- All reports will be taken seriously, recorded and risk assessed, including the wishes and safety of the child harmed and the needs and risk posed by the alleged perpetrator.
- Support and safety planning will avoid placing responsibility on the child harmed and will consider timetables, transport, online contact, groupings, premises and communication with parents/carers.
- The DSL will consider children's social care, police and specialist harmful sexual behaviour advice. Criminal investigations do not remove YoungEducation's duty to safeguard.
- Consent is freely given, specific, informed, reversible and never assumed. A child under 13 cannot consent to sexual activity; age, power, disability, coercion, intoxication and fear affect consent.
- All making or sharing of nudes or semi-nudes receives a safeguarding response. Staff follow UKCIS guidance and do not view imagery unless specifically authorised within that guidance and role.

8. Children who may face additional barriers

YoungEducation recognises that some children are more likely to experience harm or less likely to be heard. This never means abuse is inevitable. Staff must avoid attributing indicators solely to disability, diagnosis, trauma or behaviour and must make communication accessible.

- children with SEND, communication needs or medical conditions;
- children with a social worker, looked-after and previously looked-after children;
- children absent from education, educated at home, placed in alternative provision or moving between settings;
- young carers, care leavers, children in temporary accommodation, homeless families and privately fostered children;
- children who are lesbian, gay or bisexual, perceived to be LGB, or questioning their gender;
- children affected by domestic abuse, exploitation, poverty, bereavement, parental ill health, substance misuse or imprisonment;
- children facing racism, misogyny, misandry, faith-based abuse or other prejudice.

LGB and gender-questioning children

Staff will respond sensitively, lawfully and without discrimination. Any request involving social transition, names/pronouns, changing, toilets, sport, privacy or information sharing must be referred to the DSL and senior leadership for an individual safeguarding and equality assessment in line with KCSIE 2026. Parents/carers should normally be involved unless there is a clear safeguarding reason not to do so. No child will be humiliated, isolated or denied support while decisions are considered.

9. Alternative provision and multi-agency working

The commissioning school or local authority remains responsible for satisfying itself that a placement meets the child's needs and that safeguarding arrangements are appropriate. YoungEducation will support this by providing accurate information, named safeguarding contacts, attendance and welfare reporting, and access for quality assurance.

- Before placement, obtain sufficient safeguarding, SEND, medical, behaviour, risk, attendance and professional-network information to plan safely.
- Agree in writing who holds day-to-day responsibility, how absence is reported, review frequency, emergency contacts and how safeguarding information is exchanged.
- Notify the commissioner immediately of unexplained absence, significant incidents, placement breakdown risk and safeguarding concerns, subject to lawful information sharing and police/social-care advice.
- Participate in strategy discussions, child protection conferences, child in need/Family Help meetings, PEPs and reviews when requested.
- Do not terminate or pause provision in a way that leaves a child without safeguarding oversight; coordinate urgent contingency planning with the commissioner.

10. Attendance, absence and missing children

Absence can be a warning sign of abuse, exploitation, mental ill health, unmet SEND, homelessness, coercion or placement instability. YoungEducation will maintain accurate attendance for every session and know where each child is expected to be.

- Follow up unexplained non-attendance promptly using agreed parent/carers and commissioner contacts.
- Escalate repeated, unexplained or concerning absence to the DSL and commissioner the same day; call police or children's social care where risk indicates.
- Use more than one emergency contact where possible and never rely solely on a child's message to close a welfare concern.
- Record contact attempts, information received, decisions and actions on the relevant systems, including CPOMS where safeguarding is implicated.

11. Online safety, filtering, monitoring and generative AI

Online safety is integrated with safeguarding and curriculum practice. Risks are considered under content, contact, conduct and commerce, including sexual abuse, exploitation, bullying, extremist material, scams, gambling, privacy breaches and AI-generated or manipulated content.

- Assign an SLT owner for filtering and monitoring, supported by the DSL and competent IT support.
- Use appropriate filtering and monitoring on organisation-managed networks and devices, while avoiding unreasonable restriction of education.
- Review effectiveness at least once every academic year and after material change or incident. Test all internet-connected devices and relevant locations, record checks and remedy gaps.
- Ensure staff know what is monitored, how alerts are handled, who reviews them and how to escalate concerns.
- Risk assess generative AI, including age suitability, personal data, inaccurate or harmful outputs, deepfakes, sexual imagery, academic integrity and vendor safety.
- Apply mobile phone, personal device, photography, livestreaming and recording rules consistently. Children's own devices do not remove YoungEducation's safeguarding responsibility while in its provision.

12. Prevent and radicalisation

YoungEducation protects children from being drawn into terrorism or supporting terrorism. Staff use professional judgement, avoid stereotypes and report changes or material that may indicate susceptibility. The DSL will consider the local Prevent risk assessment, online influence and contextual factors, seek advice and make a Prevent/Channel referral when required. Consent is not required to share information with police for a Prevent referral where there is an appropriate lawful basis; consent is relevant to voluntary Channel support.

13. Female genital mutilation, forced marriage and honour-based abuse

All concerns must be reported immediately to the DSL/DDSL. A teacher who, in the course of professional duties, discovers that FGM appears to have been carried out on a girl under 18 has a personal statutory duty to report this to police. Suspected risk is referred through normal safeguarding procedures. Staff must never approach family or community members where doing so could increase danger. Forced marriage is a crime; marriage involving a person under 18 is illegal in England and Wales even where no coercion is shown.

14. Concerns and allegations about adults

Harm threshold

The Managing Director will act as case manager where an employee, worker, tutor, mentor, volunteer, contractor, trainee or other adult has allegedly:

- behaved in a way that 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 indicating they may pose a risk of harm; or
- behaved or may have behaved in a way indicating they may not be suitable to work with children, including conduct outside work.

The case manager will consult the Hertfordshire LADO within one working day where the criteria may be met and will not investigate before consultation. Police and children's social care will be contacted immediately where required. The person's employer or agency will be involved where applicable. Suspension is not automatic; a risk-managed alternative will be considered without compromising children or an investigation.

Low-level concerns

A low-level concern is any concern, however small, that an adult may have acted inconsistently with the Staff Code of Conduct, including inappropriate conduct outside work, but the behaviour does not appear to meet the harm threshold. Examples include over-familiarity, favouritism, taking photographs contrary to policy, humiliating a child, one-to-one contact in secluded areas or use of personal communications.

- Report concerns to the Managing Director promptly. Self-referral is encouraged where a person realises their conduct may be misinterpreted.
- The Managing Director will record the concern, context, action and rationale; review patterns; consult the LADO when uncertain; and take proportionate employment, training or safeguarding action.
- Records will be confidential, retained in accordance with KCSIE and reviewed for patterns. Low-level concerns will not be included in references unless they relate to issues that would normally be included, such as misconduct or poor performance.

Whistleblowing

Staff must raise poor or unsafe safeguarding practice. No person will suffer detriment for a good-faith concern. Where internal routes are unavailable or ineffective, staff may contact the NSPCC whistleblowing advice line, Ofsted where applicable, the local authority or police.

15. Safer recruitment and ongoing suitability

YoungEducation applies safer recruitment to employees, self-employed workers, volunteers, agency staff and contractors, proportionate to role and legal eligibility.

- Use a role description and person specification that state safeguarding responsibilities.
- Use an application form and scrutinise full education/employment history, gaps, inconsistencies and reasons for leaving.
- Shortlisting will normally involve at least two people. Shortlisted candidates will be informed that an online search may be completed as due diligence.
- Obtain and verify references directly from authoritative sources; do not accept open references or rely on the candidate to obtain them. Resolve concerns before appointment.
- Verify identity, right to work, qualifications, professional status, prohibition/sanction information and overseas history/checks where relevant.
- Obtain the correct level of DBS and children's barred-list information where legally eligible and required. No person will undertake unsupervised regulated activity until required checks and a documented risk decision are complete.
- Record required checks on a secure single central record or equivalent recruitment assurance record.

- Maintain ongoing vigilance and require staff to disclose relevant changes. Make DBS and TRA referrals where the statutory criteria are met, even if a person resigns or services end before dismissal.

From 2026, the previous regulated-activity 'supervision exemption' for relevant volunteer teaching, training, instructing or supervising has been removed by legislative change described in KCSIE 2026. YoungEducation will determine regulated activity and check eligibility using the law and current DBS guidance at the time of appointment, rather than relying on outdated supervision assumptions.

16. Safe working across YoungEducation services

Tuition centres and YoungEducation premises

- Maintain controlled access, visitor sign-in, appropriate supervision, clear sightlines and risk-assessed use of specialist rooms and equipment.
- CCTV, where used, must comply with the CCTV and privacy arrangements. Audio recording is not used unless a separately approved lawful safeguarding necessity applies.
- Private one-to-one work must remain observable or interruptible. Doors should not be locked and unnecessary seclusion is prohibited.

Home tuition and mentoring

- All sessions, location, start/end time and assigned practitioner must be recorded before delivery.
- Work in a suitable shared area wherever practicable; bedrooms are not used. A responsible adult should ordinarily be present in the property unless a written, DSL-approved risk assessment and commissioning agreement provides otherwise.
- Use agreed check-in/check-out and lone-working arrangements. Do not transport a child without authorisation, appropriate insurance, consent and risk assessment.
- Stop or relocate a session and seek advice if the environment, persons present, substances, animals, weapons or behaviour make it unsafe.

Online tuition

- Use only organisation-approved platforms and accounts. Personal accounts and private social-media contact are prohibited.
- Use professional backgrounds, dress and language. Recording requires explicit organisational authorisation, lawful basis and notification.
- Confirm the child's identity and emergency contact arrangements. Escalate unexplained disappearance from a session, concerning background activity or disclosure as safeguarding concerns.

In-school provision

Practitioners must follow the host school's safeguarding and emergency procedures and report concerns immediately to the host DSL as required. YoungEducation's DSL must also be told that a concern was raised and receive sufficient information to fulfil YoungEducation's duties, subject to lawful sharing and agreed protocols. A host setting's process does not remove the practitioner's right to refer directly.

Community, sport and enrichment

Activities must be risk assessed, appropriately supervised and delivered by competent adults. Changing arrangements, physical contact, transport, first aid, photography, overnight activity and use of external venues must have explicit safeguards. Coaching practice must never involve degrading, sexualised, coercive or unsafe conduct.

17. Physical intervention and searching

Physical contact or reasonable force may be used only when lawful, necessary, proportionate and for the minimum time, in line with YoungEducation's restrictive intervention/behaviour arrangements and the child's plan. A blanket 'no contact' approach may itself prevent safe support. Any intervention must be recorded, reported to leadership, communicated to parents/carers and commissioners as appropriate, and reviewed for safeguarding, medical and trauma impact. Searching and confiscation must follow applicable law and organisational procedures; police should be involved where weapons, illegal material or serious risk is suspected.

18. Information sharing, confidentiality and records

YoungEducation processes safeguarding information under the UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025. Information will be adequate, relevant, accurate, timely and limited to what is necessary. Consent is not always required and must not be sought where it could increase risk or impede protection.

- Share with those who need the information to protect and support the child; consider purpose, risk of sharing and risk of not sharing.
- Record the decision, rationale, recipients and any restrictions. Where uncertain, seek DSL or data protection advice without delaying urgent action.
- Keep child protection files separate from ordinary educational records, secure and access-controlled. CPOMS is YoungEducation's primary safeguarding record system.
- Transfer safeguarding information securely and promptly when a child moves or provision ends, normally separately from the main file, with confirmation of receipt and retention of an audit trail.
- Preserve records in line with legal, commissioning and KCSIE requirements. Never delete information simply because an allegation was not substantiated.

19. Training, induction and assurance

Group	Minimum requirement
All workers	Compulsory Level 1 safeguarding training before unsupervised work and compulsory annual refresher training. This applies to employees, tutors, mentors, self-employed workers, agency staff, volunteers and relevant contractors. Training includes Part One of KCSIE 2026, current annual KCSIE updates, local procedures, online safety and Prevent.

Group	Minimum requirement
DSL and DDSL	Compulsory Level 1, Level 2 and Level 3 safeguarding training. Level 3 training is renewed at least every two years, with compulsory annual refresher training incorporating current KCSIE updates. Training also covers multi-agency working, information sharing, online safety and filtering and monitoring responsibilities.
Recruitment decision-makers	At least one appropriately safer-recruitment-trained person involved in recruitment; updated when law or guidance changes.
Directors and senior leaders	Strategic safeguarding, allegations/low-level concerns, safer recruitment, AP commissioning, online safety and policy assurance.

Understanding will be checked through induction discussion, confirmation records, scenarios, supervision, audits and practice review. Training completion alone does not demonstrate competence.

20. Policy monitoring, review and learning

- The DSL reviews safeguarding practice and this policy at least annually.
- Senior leaders review themes, response times, referral outcomes, attendance concerns, child-on-child incidents, adult conduct concerns, training, safer recruitment, filtering/monitoring checks and commissioner feedback.
- Serious incidents, complaints, allegations and near misses trigger a learning review without waiting for the annual cycle.
- The final KCSIE 2026 edition due to take effect on 1 September 2026 will be checked against this policy on publication; any material amendment will be incorporated promptly.
- Children, families, staff, commissioners and safeguarding partners will be invited to inform improvement where appropriate.

Appendix A: Staff safeguarding quick guide

Do	Do not
Act immediately and put the child's safety first.	Wait for proof, a complete disclosure or a colleague to act.
Listen, reassure and use open prompts only.	Investigate, interrogate or promise secrecy.
Tell the DSL/DDSL and record factually on CPOMS.	Keep safeguarding information in personal notes, messages or email.
Call 999 for immediate danger and refer directly if needed.	Delay because the DSL is unavailable.
Report concerns about adults, including low-level concerns.	Dismiss conduct as banter, style or personality.

Do	Do not
Preserve the child's own words and explain next steps.	Ask a child to show, send or forward sexual imagery.

Appendix B: External contacts and authoritative sources

Service/source	Current route
Emergency services	999 for immediate danger or crime in progress; 101 for non-emergency police matters.
Hertfordshire Children's Services	0300 123 4043; professionals use the Hertfordshire online referral portal.
Hertfordshire LADO	Use the current Hertfordshire allegations/LADO referral route. The case manager must verify contact details at the time of referral.
Hertfordshire Prevent	prevent@hertfordshire.gov.uk; ACT Early Support Line 0800 011 3764; 999 for immediate danger.
NSPCC whistleblowing advice	0800 028 0285; help@nspcc.org.uk.
KCSIE 2026	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Working Together 2026	https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
HSCP	https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx

External contact details and web routes can change. The DSL will verify them at least termly and before relying on them in a non-emergency. In an emergency call 999.

Appendix C: Approval and revision record

Version	Date	Approved by	Summary
2026.1	September 2026	Kevin Orral / Alex Young	Full replacement aligned to KCSIE 2026, Working Together 2026 and current YoungEducation operations.
2026.2	August 2026	Pending approval	Updated Sam Pringle's contact details and YoungEducation's compulsory safeguarding training standards.

Signed: _____

Date:

Name and role:
