



Let's Go Learning – Safeguarding and Child Protection Policy

Approved by: Management Committee of Let's Go Learning

Next Review Date: January 2027

1. Policy Statement

It is the policy of Let's Go Learning to recognise its responsibility to have arrangements in place to safeguard and promote the welfare of students under:

- Section 175 of the Education Act 2002
- The Children Act 2004
- The Care Act 2014
- The Education (Independent School Standards) Regulations 2014
- The Non-Maintained Special Schools (England) Regulation 2015
- *Keeping Children Safe in Education (KCSIE) 2023*, including Annex A

All staff, on joining Let's Go Learning, are required to read and understand **KCSIE Part One and Annex A**, and sign a document confirming this. Records are maintained centrally by the HR Manager.

Through day-to-day contact with students and families, staff have a crucial role in **noticing indicators of abuse or neglect** and referring concerns to the appropriate agency via the referring customer.

Four Key Elements of the Policy

1. **Prevention** – through teaching, pastoral support, and a protective ethos
2. **Procedures** – for identifying and reporting suspected abuse
3. **Support** – for students who may have been abused
4. **Preventing Unsuitable People from Working with Children**

This policy applies to **all staff**, including teachers, mentors, administration, technical support, sales staff, and volunteers. Parents and carers may also contact us directly regarding concerns.

2. Definitions

Child: A person under 18 years old.

Adult at Risk: A person 18 or over who:

- Has needs for care and support (whether or not met by the local authority)
- Is experiencing or at risk of abuse or neglect
- Cannot protect themselves due to those care and support needs

Principles of Adult Safeguarding (Care Act 2014):

- **Empowerment** – Supporting people to make their own decisions
 - **Prevention** – Acting before harm occurs
 - **Proportionality** – Least intrusive response appropriate to the risk
 - **Protection** – Support for those in greatest need
 - **Partnership** – Communities have a role in safeguarding
 - **Accountability** – Transparent and responsible safeguarding
-

3. Raising Concerns

- All disclosures and concerns are **escalated to the main Customer Contact**.
- If the Customer Contact is unavailable, the DSL contacts the school's Safeguarding Officer or Local Authority.
- For home-educated students, concerns about a parent/carer are escalated directly to the Local Authority.

DSL Action:

- Seek advice from the **LADO within one working day**. No staff or governors undertake further investigations before LADO advice.
- Staff unsure about raising concerns internally may contact the **NSPCC Whistleblowing Helpline**:
 - Phone: 0800 028 0285 (Mon–Fri, 8:00–20:00)
 - Email: help@nspcc.org.uk

Disclosure and Barring Service (DBS):

- Legal duty to refer any individual who has harmed, or poses a risk of harm, to a child, or committed listed offences, if removed from regulated activity.
 - Referrals are made **promptly after resignation or removal**, in accordance with LADO/HR advice.
-

4. Staff Training and Prevention

- DSL and deputies receive **formal training every 2 years** and continuous updates throughout the year.
 - All staff receive **annual safeguarding training** with ongoing updates.
 - Key preventative measures:
 1. Promote high self-esteem, confidence, supportive friendships, and trusted adult relationships
 2. Ensure students know who to approach if worried
 3. Provide guidance in the **Virtual Academy Student Portal**
 4. Include online safety awareness and clear communication channels for concerns
 5. Ensure students complete the **E-Safety course**
-

5. Procedures

Designated Safeguarding Lead (DSL) Responsibilities:

1. Undertake accredited child protection training
2. Maintain contingency arrangements for absence
3. Escalate suspected cases to the Customer
4. Consult child protection specialists for complex cases
5. Conduct **annual safeguarding procedure review**
6. Ensure all Board members receive **annual safeguarding training**

Staff Responsibilities:

- Know the DSL and reporting procedures
 - Understand individual responsibility for referral
 - Support children reporting abuse
 - Raise concerns about poor or unsafe practice
-

6. Liaison with Other Agencies

- Work with Customers and relevant agencies for child protection enquiries
 - Notify Customers regarding:
 - Exclusion of a child on the child protection register
 - Unexplained absences of children on the register
 - Maintain good understanding of local Child Protection Boards and procedures
-

7. Record Keeping and Confidentiality

- Maintain **detailed written records** of concerns
 - Keep records secure
 - Share information only on a **need-to-know basis**
 - Staff **cannot promise secrecy** to a child
-

8. Communication with Parents

- Ensure parents understand safeguarding responsibilities via the **Let's Go Learning website**
-

9. Supporting Students at Risk

- Promote self-esteem and motivation
 - Maintain a **positive, supportive environment**
 - Apply a **behaviour policy** that supports vulnerable students without damaging self-worth
 - Liaise with external agencies: Social Services, CAMHS, Educational Psychology, etc.
 - Support children affected by domestic violence, substance abuse, grooming, or abuse
 - Investigate **child-on-child abuse** and allegations against staff following correct procedures
 - Monitor **mental health** and escalate concerns promptly
 - Ensure filtering and monitoring systems are effective
-

10. Potential Signs and Indicators of Abuse and Neglect

Neglect: underweight, poor hygiene, frequent absences, lack of supervision

Physical Abuse: unexplained injuries, high frequency of injuries, covering up

Sexual Abuse: inappropriate sexual behaviour, physical symptoms, reluctance to undress
Emotional Abuse: developmental delays, attachment difficulties, low self-esteem
Indirect Indicators: sudden behaviour changes, eating disorders, aggression, substance misuse, running away

Additional Risks:

- Children of drug-using parents
 - Radicalisation and extremism (*Prevent*)
 - Honour-based abuse: FGM, Forced Marriage, Breast Ironing
 - CSE, CCE, County Lines, Upskirting, sharing of indecent images
 - Missing from education
-

11. Online Safety

- All Virtual Academy access is **personalised and monitored**
 - Student emails are **internal only**
 - Lessons are **recorded for safeguarding**
 - Students complete **E-Safety training** and online safety is reinforced regularly
 - Students' devices (if leased) have **filtering and monitoring software**
-

12. Preventing Unsuitable People from Working with Children

- Strict recruitment: DBS, references, and LADO consultation
 - Maintain professional boundaries with students and parents
 - Sexual relationships with students are **illegal**
 - Staff must **monitor colleagues** and report concerns
-

13. Incident Reporting Form

Staff are trained to complete the following form:

- **Your name & position**
- **Child's details:** Name, Address, DOB, Barriers, Referral reason
- **Parent/Carer details**
- **Customer details**

- **Details of concerns:** Description, Date/Time of incident/disclosure, Communications
 - **Signed / Date**
-

14. Senior Management Team Responsibilities

- Designate a **Senior Staff Member for Child Protection**
 - Ensure **annual reporting** and **policy review**
 - Maintain **filtering and monitoring systems**
 - Confirm external providers have **appropriate safeguarding policies**
-

15. Key Contacts and Guidance

- [KCSIE 2023](#)
- [DfE Mental Health and Behaviour in Schools](#)
- [NSPCC Remote Teaching Guidance](#)
- [DfE Preventing Bullying](#)
- [Digital & Technology Standards](#)
- [NPCC When to Call Police](#)
- [County Lines Exploitation](#)
- [Preventing Youth Violence and Gang Involvement](#)
- [Safeguarding and Remote Education](#)
- [Childnet Cyberbullying Guidance](#)
- [Care Act 2014](#)