NLTE Safeguarding and Child Protection Policy

Policy Title: Safeguarding and Child Protection Policy
Approved by: Samantha Coxon-Smith – Director
Policy Lead: Designated Safeguarding Lead (DSL)
Date Approved: September 2026
Review Date: September 2027

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1. Statement of Intent

This policy applies to:

- All staff
- Volunteers
- Tutors
- Contractors
- Agency staff
- Visitors
- Governors and Directors

NLTE is committed to safeguarding and promoting the welfare of all children and young people. Safeguarding is everyone's responsibility, and all staff have a duty to act in the best interests of children at all times.

NLTE provides a safe, supportive and inclusive environment where children are protected from harm and where concerns are identified, taken seriously and acted upon promptly.

NLTE recognises that learners attending Alternative Provision may be particularly vulnerable and may have experienced adverse childhood experiences, trauma, exploitation, disrupted education, social, emotional and mental health needs, and special educational needs and disabilities.

Staff will take all concerns seriously whilst recognising that some children and young people may not feel ready to tell anyone if they are being mistreated or neglected. Some may not recognise their experiences as being harmful; therefore, it is imperative that staff are trained to look for vital signs.

All staff will complete Child Protection, Safeguarding Young People and Keeping Children Safe in Education (KCSIE) training during their probationary period, as discussed during their interview. Regular updates and training will be provided, and staff will be required to complete these within set timeframes.

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2. Physical Intervention and the Use of Reasonable Force

Staff are encouraged to use de-escalation techniques and alternative strategies appropriate to the individual child.

Restraint will only be used as a last resort. All incidents involving restraint will be recorded, reviewed and monitored.

Any reasonable force used will be in accordance with government guidance and NLTE's Behaviour Policy.

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3. Legislation and Statutory Guidance

This policy has been written in accordance with:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- Children Act 1989
- Children Act 2004
- Education Act 2002
- Human Rights Act 1998
- Equality Act 2010
- Children and Families Act 2014
- Prevent Duty Guidance
- Information Sharing Advice for Practitioners
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges

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4. Safeguarding Principles

At NLTE, we believe that:

- The welfare of the child is paramount.
- All children have the right to feel safe.
- Safeguarding is everyone's responsibility.
- Early intervention is essential.
- Children should be listened to and their wishes considered.
- Effective partnership working is essential.
- Staff should maintain an attitude of "it could happen here."

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5. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) has lead responsibility for safeguarding and child protection.

Designated Safeguarding Lead: Samantha Coxon-Smith

The DSL is responsible for:

- Managing safeguarding referrals.
- Liaising with Children's Social Care.
- Working with the Local Authority Designated Officer (LADO).
- Supporting staff.
- Maintaining safeguarding records.
- Ensuring appropriate safeguarding training.
- Monitoring vulnerable learners.
- Working with referring schools and external agencies.

Deputy Designated Safeguarding Lead: Ezrah Gazelle

Ezrah Gazelle will act in the absence of the DSL and will undertake safeguarding responsibilities as delegated by the DSL.

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6. Roles and Responsibilities

6.1 All Staff

All staff will:

- Read and understand Part One of KCSIE.
- Receive and complete safeguarding training annually via Educare.
- Report concerns immediately via MyConcern.
- Maintain professional curiosity.
- Understand the signs and indicators of abuse and neglect.
- Know how to make appropriate referrals.
- Promote a culture of vigilance.

All staff have a responsibility to act when they have concerns about the welfare or safety of a child.

6.2 Directors

Directors are responsible for:

- Safe recruitment of staff.
- Ensuring safeguarding arrangements are effective.
- Monitoring safeguarding practice.
- Ensuring safer recruitment procedures are followed.
- Reviewing safeguarding policies annually.

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7. Safer Recruitment

NLTE follows safer recruitment procedures designed to ensure that appropriate checks are undertaken before individuals work with children and young people.

These procedures include:

- The interview panel will include at least one DSL/DDSL and one person with Safer Recruitment training.
- An enhanced DBS Certificate, including a Barred List check where applicable.
- Identity checks, including photo identification and proof of address.
- References, including one from the applicant's current or most recent employer.
- Qualification checks as appropriate to the role.
- Online checks.
- Prohibition from teaching checks where applicable.
- Right to work in the UK checks.
- Appropriate checks for individuals who have lived or worked outside the UK.
- Overseas police and professional body checks for those who have lived or worked abroad for more than three months in the last five years.
- Cross-referencing information against individual application forms.
- A CV will not be accepted unless accompanied by a full application form.
- The Single Central Record (SCR) will be maintained and updated with information detailing the range of checks carried out on staff.
- New appointments will be subject to appropriate identity, criminal conviction disclosure, health and right-to-work checks.

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8. Staff Induction and Training

Once in post, staff will undertake an induction covering the day-to-day running of NLTE, including relevant practices, processes and policies.

Particular attention will be given to safeguarding young people and the actions staff must take if they have a safeguarding concern.

Staff will undertake safeguarding training as required via Educare.

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9. Categories of Abuse

Staff will be trained to recognise the different categories of abuse and neglect.

9.1 Physical Abuse

Physical abuse involves deliberately causing physical harm to a child, including:

- Hitting

- Slapping
- Punching
- Kicking
- Biting
- Hair-pulling
- Pushing
- Scalding
- Burning
- Unlawful use of restraint
- Misusing medication

9.2 Emotional Abuse

Emotional abuse includes behaviours that threaten, demean or exert control and persistent emotional maltreatment that affects emotional development.

Examples include:

- Verbal attacks
- Belittling
- Bullying
- Threatening
- Gaslighting
- Intentional isolation

9.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child to participate in sexual activities, including:

- Rape
- Indecent exposure
- Unwanted touching
- Forcing a person to view pornography

9.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and emotional needs.

This may include failing to provide:

- Food
- Shelter
- Warmth
- Medication

- Dental care
- Medical care
- Adequate clothing
- Access to education
- Protection from harm, including leaving a child with unsuitable carers.

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10. Specific Safeguarding Issues

Staff should be aware of, and able to identify concerns relating to:

- Child-on-child abuse.
- Sexual violence and sexual harassment.
- Domestic abuse.
- Child criminal exploitation (CCE).
- Child sexual exploitation (CSE).
- County lines.
- Serious violence.
- Missing education.
- Radicalisation and extremism.
- Female genital mutilation (FGM).
- Forced marriage.
- Honour-based abuse.
- Online safety.
- Mental health concerns.
- Self-harm and suicidal ideation.
- Substance misuse.
- Homelessness.
- Modern slavery.
- Upskirting.
- Bullying and cyberbullying.

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11. Child-on-Child Abuse

NLTE recognises that children and young people can abuse other children and young people.

This can include:

- Bullying.
- Physical abuse.
- Sexual violence.
- Sexual harassment.
- Sexting and sharing indecent images.
- Initiation and hazing behaviour.
- Online abuse.

Abuse will never be dismissed as:

- "Banter."
- "Having a laugh."
- "Part of growing up."

All concerns will be investigated and appropriately recorded.

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12. Online Safety

NLTE teaches learners how to stay safe online.

Staff will remain alert to risks including:

- Grooming.
- Exploitation.
- Cyberbullying.
- Exposure to harmful content.
- Radicalisation.
- Sharing of inappropriate images.

NLTE has filtering and monitoring systems in place and follows relevant Department for Education expectations.

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13. Mental Health

All staff recognise that mental health concerns may be an indicator of abuse, neglect or exploitation.

Safeguarding concerns linked to the following will be reported to the DSL:

- Anxiety.
- Depression.
- Self-harm.
- Suicidal ideation.
- Eating disorders.

Staff should remain professionally curious and consider whether changes in a learner's presentation, behaviour or mental health may indicate an underlying safeguarding concern.

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14. Attendance and Missing Education

Persistent absence or missing education may indicate safeguarding concerns.

NLTE will:

- Monitor attendance daily.
- Follow up unexplained absences.
- Liaise with referring schools and social workers.
- Escalate concerns where necessary.
- Undertake home visits on day three of absence to see what support can be offered.

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15. Information Sharing

NLTE recognises that effective safeguarding relies upon appropriate information sharing.

Staff will undertake training to equip them with the knowledge and skills required to carry out their duties and responsibilities relating to information sharing and child protection effectively.

Training will be updated as required.

Meetings will be held at the beginning of each week to discuss concerns staff may have. A debriefing meeting will also be held at the end of each week. Additional meetings will take place as and when required.

Information will be shared:

- Lawfully.
- Proportionately.
- In accordance with UK GDPR and data protection legislation.

Fear of sharing information should never prevent appropriate action being taken to protect a child.

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16. Learner Information

To help keep children safe, NLTE requires accurate and up-to-date information, including:

- All names by which the child has been known.
- Address.
- Date of birth.
- Parent/carer contact details.
- Details of those with parental responsibility.
- Whether the child is looked after.

- Emergency contact details.
- Whether the child has a Child Protection Plan or Child in Need Plan.
- Contact details of other key professionals.
- Any other factors that may cause a risk to the safety of the child.

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17. Supporting Learners to Stay Safe

NLTE is committed to ensuring that learners understand behaviours towards them and know which behaviours are unacceptable, both within and outside of the learning environment.

Learners will:

- Know who the DSL is.
- Understand their right to be listened to.
- Know what to do if they feel unsafe.
- Receive appropriate opportunities to learn about keeping themselves safe from harm.

PSHE sessions will be incorporated into learning to support learners in developing their understanding of personal safety and safeguarding.

Information and support resources will be made available to learners, including NSPCC and Childline.

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18. Working with Parents and Carers

Parents and carers will be made aware of NLTE's safeguarding policies and procedures, and copies will be made available on request.

Depending on the nature of a safeguarding concern, parents or carers may or may not be contacted regarding a disclosure made by a child.

NLTE is committed to working openly and honestly with parents and carers and ensuring that they are treated with respect, dignity and courtesy.

Sensitive information will only be shared with parental/carer permission where appropriate, or where sharing is necessary to protect a child.

Concerns will normally be shared with parents or carers unless doing so would place the child at risk of harm. In some circumstances, concerns may instead be discussed with Children's Social Care and/or the Police.

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19. Identifying Children and Young People Who May Be Suffering or Likely to Suffer Significant Harm

Protecting children from harm and promoting their welfare is everyone's responsibility.

NLTE strives to protect children from maltreatment, whether this occurs in the home, outside the home or online.

Preventing impairment of children's mental and physical health or development is crucial to ensuring that children grow up in circumstances consistent with safe and effective care and are able to achieve the best possible outcomes in life.

Training and positive relationships with learners will enable staff to identify physical, emotional and behavioural signs that may indicate a child is suffering or is likely to suffer significant harm.

Safeguarding is not limited to protecting children from deliberate harm. It also includes:

- Health and safety.
- Meeting the needs of children with medical conditions.
- Intimate care.
- First aid.
- Educational visits.

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20. Managing Safeguarding Concerns

Where a member of staff has a safeguarding concern, they must follow these steps:

Step 1 – Listen Carefully

Listen to the child or young person carefully and allow them to communicate their concerns in their own words.

Step 2 – Reassure, But Do Not Promise Confidentiality

Reassure the child that they have done the right thing by speaking to someone.

Staff must not promise confidentiality.

Step 3 – Record the Concern

Record the concern factually and accurately, distinguishing between facts, observations and information provided by the child.

Step 4 – Report Immediately

Report the concern immediately to the DSL or, where the DSL is unavailable, the Deputy DSL.

Concerns should also be recorded via My Concern, in accordance with NLTE's safeguarding procedures.

Step 5 – DSL Decision

The DSL will determine the appropriate next steps, including whether:

- Urgent medical attention is required.
- Early Help is required.
- Parents or carers should be contacted.
- Children's Social Care or another agency working with the child should be contacted.
- Police involvement is necessary.

- A referral to the LADO is required.
- No referral should be made at that stage.
- Further monitoring is necessary.

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21. Actions Following a Child Protection Referral

Following a Child Protection referral, NLTE will, where appropriate:

- Maintain regular contact with Children's Social Care.
- Contribute to discussions and assessments.
- Provide reports for subsequent meetings.
- Contribute to the Child Protection Plan where appropriate.
- Share reports with parents/carers prior to relevant meetings where appropriate.
- Inform key workers as appropriate.

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22. Allegations Against Staff and Other Adults

All allegations against adults working with children will be managed in accordance with KCSIE and relevant safeguarding procedures.

Where appropriate, allegations will be reported to the Local Authority Designated Officer (LADO).

Low-level concerns will also be recorded and monitored appropriately.

Where an allegation concerns the DSL, arrangements will be made to ensure that the matter is dealt with appropriately and independently.

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23. Prevent Duty

NLTE fulfils its responsibilities under the Prevent Duty.

Staff receive training in recognising signs of radicalisation and extremism, and safeguarding concerns relating to radicalisation will be referred through appropriate channels.

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24. Whistleblowing

Staff are encouraged to raise concerns about poor, unsafe or inappropriate practice.

Concerns may be raised internally or, where appropriate, directly with:

- Ofsted.
- NSPCC Whistleblowing Helpline.
- Local Authority Designated Officer (LADO).

No member of staff will suffer detriment for raising a genuine safeguarding concern.

25. Monitoring and Review

This policy will be reviewed annually, or sooner where there are significant changes to statutory guidance, legislation or NLTE's safeguarding arrangements.

The Director and DSL will monitor the effectiveness of safeguarding arrangements and ensure that safeguarding remains central to NLTE's practice.

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26. Links with Other Policies

This policy should be read alongside the following NLTE policies and procedures:

- Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- Attendance Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Prevent Risk Assessment
- Prevent Duty Policy
- Positive Handling and Restrictive Physical Intervention Policy
- Allegations Against Staff Policy
- Whistleblowing Policy
- SEND Policy
- Equality and Diversity Policy
- First Aid Policy
- Medical Needs Policy
- Safer Recruitment Policy
- Data Protection and Confidentiality Policy
- Missing Child Policy
- Lone Working Policy
- Educational Visits Policy
- Substance Misuse Policy
- Relationships and Sex Education Policy
- Complaints Policy

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27. Safeguarding Commitment

NLTE is committed to creating an environment in which every child and young person feels safe, valued, listened to and protected from harm.

Safeguarding is the responsibility of everyone working within NLTE. All concerns will be taken seriously, recorded appropriately and acted upon without unnecessary delay.

The organisation will maintain a culture of vigilance, professional curiosity and openness, working collaboratively with learners, families, referring schools, Local Authorities, Children's Social Care, the Police and other relevant professionals to promote the welfare and safety of children and young people.

Key Contacts

Designated Safeguarding Lead (DSL) Name: Samantha Coxon-Smith

Telephone: 07533979495

Email: samcoxonsmith@nlte.co.uk

Deputy DSL Name: Ezrah Gazelle

Telephone: 07746278415

Local Authority Children's Social Care

You can contact the MASH team in one of the following ways:

● online form: concerned about a child

● online form: concerned about an adult

● telephone: 0300 500 80 90

● professional consultation line regarding children: 0115 977 4247 (see MASH consultation line guidance [PDF] for details)

Local Authority Designated Officer (LADO)

You can contact the MASH team in one of the following ways:

● online form: concerned about a child

● online form: concerned about an adult

● telephone: 0300 500 80 90

● professional consultation line regarding children: 0115 977 4247 (see MASH consultation line guidance [PDF] for details)