Child Protection including Adults at Risk Policy and Procedures

Academic year 2026–2027

LIMISHA

TRAINING ACADEMY

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Child Protection including Adults at Risk Policy and Procedures

1. Policy Statement

Limisha Training Academy is committed to safeguarding and promoting the welfare of all children and young people who take part in its services, activities, training, programmes or learning opportunities. The welfare of the child is paramount. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, family circumstances or background, have the right to be protected from harm, abuse, neglect and exploitation.

This policy applies to all Limisha Training Academy, directors, committee members, employees, volunteers, sessional workers, contractors, students, visitors and anyone acting on behalf of the Academy. It should be read alongside Limisha Training Academy's safer recruitment, staff code of conduct, whistleblowing, complaints, health and safety, data protection, online safety and behaviour policies.

2. Legal and Statutory Framework

This policy is informed by relevant legislation and statutory guidance in England, including Keeping Children Safe in Education 2026 and previous versions, Working Together to Safeguard Children, the Children Act 1989 and 2004, the Education Act 2002 where applicable, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, and local safeguarding arrangements published by Hampshire Safeguarding Children Partnership.

Local context: Limisha Training Academy will follow Hampshire Safeguarding Children Partnership procedures and will use Hampshire Children's Services and LADO reporting routes where a safeguarding concern relates to a child in Hampshire or an adult working with children in Hampshire.

3. Definitions of Abuse and Safeguarding Concerns

Safeguarding means protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring children grow up in circumstances consistent with safe and effective care; and taking action to enable all children to have the best outcomes.

- **Physical abuse:** deliberately hurting a child, including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm.
- **Emotional abuse:** persistent emotional maltreatment that adversely affects a child's emotional development, including humiliation, intimidation, isolation, coercive control, witnessing domestic abuse or being made to feel worthless.
- **Sexual abuse:** forcing or enticing a child to take part in sexual activities, including online sexual abuse, grooming, exploitation and non-contact activities.
- **Neglect:** persistent failure to meet a child's basic physical or psychological needs, including inadequate food, shelter, supervision, medical care, emotional support or protection from danger.
- **Other safeguarding risks:** child exploitation, trafficking, radicalisation, harmful sexual behaviour, online harm, bullying, cyberbullying, child-on-child abuse, sexual violence and sexual harassment, upskirting, sharing or threatening to share intimate images, self-harm, domestic abuse, honour-based abuse, female genital mutilation, forced marriage, fabricated or induced illness, substance misuse, mental health concerns, and children missing from home, care or education.

4. Specific Safeguarding Areas of Concern

The following are examples of safeguarding concerns that staff and volunteers should be alert to. This list is not exhaustive and more detailed guidance may be covered in related policies, procedures or training.

- Bullying, including cyberbullying, prejudice-based bullying and sexualised bullying.
- Child-on-child abuse, including sexual harassment, sexual violence, coercion, intimidation and harmful sexual behaviour.
- Upskirting, image-based abuse, sharing or threatening to share intimate images, and other online safety concerns.
- Child sexual exploitation, child criminal exploitation, trafficking, county lines and grooming.
- Domestic abuse, coercive control, honour-based abuse, female genital mutilation and forced marriage.
- Mental health concerns, self-harm, suicidal ideation, substance misuse and neglect of wellbeing.
- Radicalisation, extremism, harmful online influences, and children missing from education, home or care.

Any concern in these areas must be reported to the DSL promptly and managed in line with this policy and any relevant linked policies, including behaviour, online safety, anti-bullying, staff conduct and complaints procedures.

5. Roles and Responsibilities

Everyone at Limisha Training Academy has a responsibility to safeguard children and adults at risk and must act promptly if they have a concern. Staff and volunteers must never assume that someone else will take action.

- **Designated Safeguarding Lead (DSL):** acts as the first point of contact for safeguarding concerns, maintains secure records, supports referrals, liaises with Hampshire Children's Services and ensures staff and volunteers receive appropriate safeguarding information and training.
- **Deputy DSL:** acts when the DSL is unavailable and supports safeguarding practice across the organisation.
- **Senior leadership:** ensure safeguarding is embedded in governance, policy, recruitment, risk management and quality assurance.
- **Staff and volunteers:** follow this policy, report concerns immediately, maintain professional boundaries and record concerns accurately.

6. Recognising Concerns

Concerns may arise from a disclosure, observed signs or injuries, changes in behaviour, attendance or appearance, online activity, bullying or peer conflict, information shared by another person, or concerns about an adult working with children. Indicators should never be viewed in isolation; staff and volunteers must report any worry, however small, to the DSL.

7. Responding to a Disclosure or Concern

- Listen calmly and give the young person time to speak.
- Reassure the child that they have done the right thing by telling you.

- Do not promise confidentiality; explain that you may need to share information to help keep them safe.
- Do not investigate, ask leading questions or press for details.
- Record the young person's words as accurately as possible, including date, time, location, who was present and any visible injuries or immediate risks.
- Report the concern to the DSL immediately. If a child is in immediate danger, call 999.

8. Reporting and Referral Procedure

1. If there is an immediate risk of significant harm or a young person needs urgent protection, call 999.
2. Report all concerns to the DSL or Deputy DSL as soon as possible on the same day.
3. The DSL will consider the concern, check existing records, consult local thresholds where appropriate and decide whether to make a referral to Hampshire Children's or Adult's social Services.
4. Professionals should use Hampshire's Inter-Agency Referral Form for social care referrals, information sharing, information requests and updates. For urgent child protection enquiries, professionals should telephone the Hampshire professional line.
5. If the DSL or Deputy DSL is unavailable, or if a staff member believes a referral has not been made when it should be, the staff member must contact Hampshire Children's Services directly.
6. Parents or carers should usually be informed before a referral unless doing so would place the child or another person at increased risk, prejudice a police investigation or cause an unreasonable delay.

9. Hampshire-Specific Safeguarding Contacts

Situation	Contact / action
Emergency: young person in immediate danger	Call 999 immediately.
Member of the public reporting a welfare or safeguarding concern in Hampshire	Hampshire Children's Services: 0300 555 1384. Out of hours: 0300 555 1373. Email: childrens.services@hants.gov.uk. Add adult social care details here
Professional reporting a child welfare or safeguarding concern in Hampshire	Complete the Hampshire Inter-Agency Referral Form. For urgent child protection enquiries, call the professional line: 01329 225379. Professional email: csprofessional@hants.gov.uk. Add adult referral information here
Hampshire Safeguarding Children Partnership	HSCP provides local multi-agency safeguarding guidance and procedures. General contact: 01962 876355. Email: hscp@hants.gov.uk.
Concern about an adult working or volunteering with children	Contact the Hampshire Local Authority Designated Officer (LADO). New enquiries should be submitted using the Hampshire LADO enquiry form; LADO referrals should be sent using the Hampshire LADO notification form to LADO@hants.gov.uk.
Police non-emergency	Call 101 where a young person is not in immediate danger but police advice or reporting is needed.
NSPCC Helpline	For national safeguarding advice: 0808 800 5000.
Childline	For children and young people seeking confidential support: 0800 1111.

10. Allegations Against Staff, Volunteers or People in a Position of Trust

Any allegation or concern that an adult working or volunteering with children has harmed a young person, may have harmed a yonng person, may have committed a criminal offence against or related to a young person, behaved in a way that indicates they may pose a risk of harm to children, or behaved in a way that indicates they may not be suitable to work with children must be reported to the DSL or senior lead immediately. The organisation will follow Hampshire LADO procedures and make contact within one working day where the threshold is met.

Where the concern is about the DSL, the report must be made to the organisation's senior safeguarding lead, or equivalent named person. Where there is an immediate risk of harm, emergency services must be contacted without delay.

11. Low-Level Concerns and Professional Boundaries

All adults must maintain clear professional boundaries with young people. Any concern, no matter how small, that an adult may have acted in a way inconsistent with the staff code of conduct should be reported to the DSL or senior lead. Low-level concerns will be recorded, reviewed and managed proportionately to identify patterns and prevent escalation.

12. Safer Recruitment and Suitability

Limisha Training Academy will use safer recruitment procedures for all roles involving contact with children. This includes clear role descriptions, application forms, interviews, identity checks, references, right to work checks, appropriate Disclosure and Barring Service checks, barred list checks where eligible, induction, probation and ongoing supervision.

13. Safeguarding Records and Information Sharing

Safeguarding records must be factual, accurate, dated, signed and stored securely with restricted access. Records should include the concern, the child's words where relevant, observations, actions taken, decisions made, advice received, referrals made and outcomes. Information will be shared on a need-to-know basis where necessary to safeguard a young person, in line with data protection law and statutory safeguarding guidance.

14. Training, Induction and Supervision

All staff and volunteers will receive safeguarding induction before working with young people and will be required to understand this policy, the reporting procedure, the role of the DSL, the staff code of conduct and how to record concerns. Safeguarding training will be refreshed regularly and appropriate to role, and will include awareness of key safeguarding risks, including child-on-child abuse, bullying, upskirting, online harms, exploitation, radicalisation, mental health concerns and adults at risk. The DSL and Deputy DSL will undertake enhanced training suitable for their responsibilities and local Hampshire procedures.

15. Online Safety, Photography and Communication

Limisha Training Academy will take steps to keep young people safe online and when using digital technology. Staff and volunteers must use approved communication channels, avoid private or inappropriate contact with young people, and follow consent procedures for photographs, videos and personal information. Images of children will be used only with appropriate consent and never in a way that places a child at risk.

16. Whistleblowing and Escalation

Staff and volunteers must raise concerns about unsafe practice, poor safeguarding responses or failures to follow this policy. Concerns should be raised with the DSL, senior lead, or another appropriate person. If a concern is not addressed, staff and volunteers should escalate it to Hampshire Children's Services, the LADO, police or relevant regulatory body as appropriate.

17. Confidentiality and Working with Parents or Carers

Limisha Training Academy aims to work openly with parents and carers wherever it is safe and appropriate to do so. However, safeguarding concerns may need to be shared with children's social care, police or other agencies without parental consent where this is necessary to protect a child or avoid increasing risk. When concerned are raised for those over the age of 18 consent will be sort from the young person and their wishes respected; however should there be concern for safety adult social services or the police will be contacted. Parents or carers for those over 18 will only be contacted with the consent of the young person.

18. Review and Monitoring

This policy will be reviewed at least annually, or sooner if there are changes in legislation, statutory guidance, local Hampshire procedures, organisational structure or following a safeguarding incident or learning review. The DSL will monitor implementation and report safeguarding themes, training completion and policy compliance to the organisation's leadership or governance body.

Appendix A: Immediate Action Flowchart

1. Concern arises or child makes a disclosure.
2. If the child is in immediate danger, call 999.
3. Listen, reassure, do not investigate and do not promise confidentiality.

4. Record the facts promptly and accurately.
5. Report to the DSL or Deputy DSL immediately.
6. DSL decides whether to consult, refer to Hampshire Children's Services, contact the LADO, or take internal action.
7. Record decisions, actions and outcomes securely.
8. Continue to monitor and support the child, following advice from statutory agencies.