Safeguarding Children, Young People and Adults at Risk Policy and Procedures

Academic Year 2026–2027

LIMISHA

TRAINING ACADEMY

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Safeguarding Children, Young People and Adults at Risk Policy and Procedures

1. Policy Statement

Limisha Training Academy is committed to safeguarding and promoting the welfare of all learners who take part in its services, activities, training, programmes or learning opportunities. The Academy primarily works with learners aged 16 to 25 and may also work with younger learners. Learners under the age of 18 are legally children and will be safeguarded in line with child protection legislation and guidance. Learners aged 18 and over will be supported as young adults, and any adult who has care and support needs and is experiencing, or at risk of, abuse or neglect will be treated as an adult at risk. The welfare, safety and wellbeing of all learners is paramount. All learners, 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, employees, volunteers, sessional workers, contractors, learners, visitors and anyone acting on behalf of the Academy. It applies to work with children, young people and adults at risk, including learners aged 16 to 25 and any younger learners accessing provision. 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 the current version of Keeping Children Safe in Education, Working Together to Safeguard Children, the Children Act 1989 and 2004, the Education Act 2002 where applicable, the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, the Mental Capacity Act 2005, the Counter-Terrorism and Security Act 2015, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, and relevant local safeguarding arrangements. The current versions of statutory guidance and local procedures will be checked when this policy is reviewed or issued.

Limisha Training Academy will follow relevant Hampshire safeguarding procedures. Child safeguarding concerns will be referred through Hampshire Children's Services where required. Concerns about an adult working with children will be managed through the Hampshire LADO process. Adult safeguarding concerns will be referred to Adult Social Care where appropriate, in line with Care Act 2014 safeguarding duties.

3. Named Internal and Essential Safeguarding Contacts

Role / service	Named contact / action
Designated Safeguarding Lead	Sallyanne Gibson – Designated Safeguarding Lead. Email: sallyanne@limisha.co.uk. Telephone: 07948 205279.
Deputy DSL(s)	Deputy DSL to be appointed/confirmed Name, telephone, email and training date to be added once confirmed.
Board/SLT safeguarding lead	Bev Gowman – Senior/Board safeguarding lead. Email: bevgowman1@gmail.com.
Hampshire MASH / Children's Services	Professionals should complete the Hampshire Inter-Agency Referral Form for social care referrals, information shares, information requests and updates. For urgent child protection enquiries, telephone 01329 225379. Members of the public can contact Children's Services on 0300 555 1384 during office hours, or 0300 555 1373 out of hours. In an emergency, call 999.
Hampshire Adult Social Care	Adult safeguarding concerns should be referred to Adult Social Care where appropriate. Hampshire Adult Services can be contacted on 0300 555 1386 during office hours, or 0300 555 1373 out of hours. In an emergency, call 999.
Hampshire LADO	For allegations or concerns about an adult in the children's workforce, follow the Hampshire LADO process. If unsure whether a referral is needed, submit the Hampshire LADO Enquiry Form. To make a referral, complete the Hampshire LADO Notification Form and email it to LADO@hants.gov.uk. New referrals should not be emailed directly to individual LADOs.
Emergency	Call 999 where a child, young person or adult at risk is in immediate danger.

4. Definitions of Abuse and Safeguarding Concerns

Safeguarding means protecting children, young people and adults at risk from maltreatment, abuse, neglect and exploitation; preventing impairment of health, wellbeing or development; ensuring that learners are supported in circumstances consistent with safe and effective care; and taking action to enable children, young people and adults at risk to have the best outcomes.

- **Physical abuse:** deliberately causing physical harm to a child, young person or adult at risk, including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, inappropriate restraint or otherwise causing physical harm.
- **Emotional or psychological abuse:** persistent emotional or psychological maltreatment that may affect a child's development or an adult at risk's wellbeing, including humiliation, intimidation, isolation, coercive control, threats, harassment, witnessing domestic abuse or being made to feel worthless.

- **Sexual abuse:** forcing, coercing or enticing a child, young person or adult at risk to take part in sexual activities, including online sexual abuse, grooming, exploitation and non-contact activities.
- **Neglect:** persistent or serious failure to meet a child, young person or adult at risk's basic physical, emotional, medical or care needs, including inadequate food, shelter, supervision, treatment, emotional support or protection from danger.
- **Safeguarding risks:** concerns may include, but are not limited to, bullying including cyberbullying, child-on-child abuse, sexual harassment, sexual violence, harmful sexual behaviour, grooming, child sexual exploitation, child criminal exploitation, trafficking, modern slavery, radicalisation, online abuse, sharing of nude or semi-nude images, domestic abuse, self-harm, mental health concerns, serious violence, substance misuse, honour-based abuse, forced marriage, female genital mutilation, fabricated or induced illness, homelessness, children missing from home, care or education, and any behaviour or situation that may place a child, young person or adult at risk of harm.
- **Adult safeguarding concerns:** may include physical, emotional, sexual, financial or material abuse, domestic abuse, neglect, self-neglect, discriminatory abuse, organisational abuse, modern slavery or exploitation.
- **Adults at risk:** adult safeguarding applies where a person aged 18 or over has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs.

5. Roles and Responsibilities

Everyone at Limisha Training Academy has a responsibility to safeguard children, young people 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. Senior leaders will approve and review this policy, appoint a trained DSL and deputies, maintain safer recruitment and Single Central Record arrangements, ensure adequate resources, receive safeguarding reports, scrutinise trends and actions, and commission periodic internal or external assurance where appropriate.

- **Designated Safeguarding Lead (DSL):** has lead responsibility for safeguarding and child protection, including referrals to children's social care/MASH, Adult Social Care, police, Channel and other agencies; liaison with parents, carers, relevant professionals, education providers and statutory agencies where appropriate; secure records; advice to staff; transfer of records where required; oversight of risk assessments and safety plans; staff training; learner voice; and quality assurance.
- **Deputy DSL:** acts when the DSL is unavailable and supports safeguarding practice across the organisation. If a Deputy DSL has not yet been appointed, staff must report urgent safeguarding concerns to the DSL, senior safeguarding lead or the appropriate statutory agency without delay.
- **Senior leadership/trustees/committee:** 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. Staff Responsibilities

All staff must complete induction and safeguarding training appropriate to role, understand local reporting routes, maintain professional boundaries, report concerns immediately, record facts accurately and attend safeguarding updates. Staff must act even where a concern appears minor when combined with other information.

7. Recognising Concerns

Concerns may arise from something a learner says, signs or injuries observed, changes in behaviour, information shared by another person, online activity, concerns about parental, carer or household behaviour, concerns affecting an adult at risk, or concerns about another adult working with children, young people or adults at risk. Indicators should never be viewed in isolation; staff and volunteers must report any worry, however small, to the DSL.

8. Responding to a Disclosure or Concern

- Listen calmly and give the learner time to speak.
- Reassure the learner 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 learner'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, young person or adult at risk is in immediate danger, call 999.

9. Local Authority and Multi-Agency Information Sharing

The DSL will follow Hampshire referral and escalation arrangements and will share information with parents, carers, relevant professionals, education providers, Adult Social Care, Children's Services, police or other statutory agencies where necessary to protect a learner, coordinate support, report a serious incident or meet safeguarding requirements. Information sharing will be proportionate, lawful and recorded.

10. Reporting and Referral Procedure

1. If there is an immediate risk of significant harm or a learner 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 a referral is needed to Hampshire Children's Services, Adult Social Care or another relevant safeguarding agency.
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, Adult Social Care, the police or another appropriate safeguarding agency directly, depending on the nature and urgency of the concern.

6. Parents or carers should usually be informed before a referral involving a child unless doing so would place the child, learner or another person at increased risk, prejudice a police investigation or cause an unreasonable delay. For learners aged 18 or over, consent and information sharing should follow the principles set out in Section 16, including consideration of capacity, coercion, serious risk and the safety of others.

11. Early Help and Multi-Agency Working

The Academy will identify emerging needs and contribute to early help, child-in-need, child-protection, EHCP, PEP, risk-management and multi-agency plans where relevant. The Academy will cooperate with Hampshire Children's Services, MASH, the safeguarding partnership, Adult Social Care, police, health, CAMHS, social care, youth services, families, carers, education providers and other relevant professionals.

12. External Hampshire Safeguarding Contacts

Situation	Contact / action
Emergency: learner 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. Hampshire Adult Services: 0300 555 1386. Out of hours: 0300 555 1373.
Professional reporting a child, young person or adult safeguarding concern in Hampshire	Use the Hampshire Inter-Agency Referral Form for children's social care referrals, information sharing, information requests and updates. For urgent child protection enquiries, call 01329 225379. For adult safeguarding concerns, use the appropriate Hampshire Adults' Health and Care safeguarding referral route, or call Hampshire Adult Services on 0300 555 1386 if urgent support is needed within 24 hours.
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.

13. Child-on-Child Abuse and Sexual Harassment

All child-on-child abuse is unacceptable, including bullying, prejudice-based abuse, sexual violence, sexual harassment, harmful sexual behaviour, intimate-image abuse, coercive control, initiation or hazing and online abuse. Staff must not minimise reports as banter. The DSL will record, risk assess, support the victim, consider the needs and risks associated with the alleged perpetrator, preserve evidence, make referrals and notify parents, carers, relevant agencies, education providers or placing/referring organisations where appropriate.

14. Domestic Abuse and Prevent Duty

Staff will be trained to recognise the impact of domestic abuse on learners and families. Prevent concerns are safeguarding concerns and must be reported to the DSL. The Academy will maintain a proportionate Prevent risk assessment, train staff, promote critical thinking and shared values, monitor relevant risks and use local Prevent or Channel referral arrangements where appropriate.

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

Any allegation or concern that an adult working or volunteering with learners has harmed a child, young person or adult at risk, may have harmed a child, young person or adult at risk, may have committed a criminal offence against or related to a learner, behaved in a way that indicates they may pose a risk of harm to children, young people or adults at risk, or behaved in a way that indicates they may not be suitable to work with children, young people or adults at risk must be reported to the DSL or senior lead immediately. Where the concern relates to an adult working with children, 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.

16. Low-Level Concerns and Professional Boundaries

All adults must maintain clear professional boundaries with learners, including children, young people and adults at risk. 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.

17. Safer Recruitment and Suitability

Limisha Training Academy will use safer recruitment procedures for all roles involving contact with children, young people or adults at risk, including learners aged 16 to 25 and younger learners. 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.

18. 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 learner'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 child, young person, adult at risk or another person, in line with data protection law and statutory safeguarding guidance.

19. Training, Induction and Supervision

All staff and volunteers will receive safeguarding induction before working with learners 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, covering children, young people and adults at risk where relevant. The DSL and

Deputy DSL will undertake enhanced training suitable for their responsibilities and local Hampshire procedures.

20. Online Safety, Photography and Communication

Limisha Training Academy will take steps to keep learners safe online and when using digital technology. Staff and volunteers must use approved communication channels, avoid private or inappropriate contact with learners, and follow consent procedures for photographs, videos and personal information. Images of children, young people or adults at risk will be used only with appropriate consent and never in a way that places a learner or another person at risk. Where the Academy provides online learning, devices, systems or supervised digital access, appropriate filtering, monitoring and clear reporting routes will be maintained and reviewed.

21. Learners with SEND, Additional Vulnerabilities and Mental Health Needs

Staff will recognise communication barriers, possible over-reliance on behaviour explanations, increased isolation and the risk that indicators of abuse may be missed. Reasonable adjustments, accessible reporting methods, trusted adults and collaboration with families and SEND professionals will be used where appropriate. Mental-health difficulties, self-harm, suicidal ideation or significant changes in behaviour, attendance, presentation or engagement must be reported to the DSL and considered as possible indicators of unmet need or safeguarding risk.

22. Attendance, Missing Education, Work Experience and Off-Site Learning

Unexplained absence, repeated lateness, disengagement or failure to attend an expected placement may indicate safeguarding risk. Staff will follow attendance and escalation procedures, notify parents, carers, relevant agencies, education providers or placing/referring organisations where appropriate, and refer concerns where a learner may be missing education or at risk. Where applicable, work experience, off-site activity, transport, community activity and remote learning will have safeguarding and risk-assessment arrangements, named contacts, attendance monitoring, emergency procedures and a process for reporting concerns.

23. 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, Adult Social Care, the LADO, police or another relevant safeguarding or regulatory body as appropriate.

24. 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. Safeguarding concerns may need to be shared with children's social care, adult social care, police or other appropriate agencies without parental, carer or learner consent where this is necessary to protect a child, young person, adult at risk or another person from harm, where others may be at risk, where a crime may have been committed, or where seeking consent would increase risk, prejudice an investigation or cause an unreasonable delay. For learners aged 18 or over, consent will be sought wherever possible and their wishes will be respected, but information may still be shared without consent where there are concerns about serious risk, coercion or capacity. Parents or carers of learners aged 18 or over will only be contacted with the learner's consent unless

there is a legal or safeguarding reason to share information. Staff must seek DSL advice before making decisions about adult safeguarding referrals.

25. 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.

26. Quality Assurance and Learner Voice

The Academy will use safeguarding audits, Single Central Record checks, record sampling, training compliance, incident and referral analysis, supervision, learner safety feedback, complaints and whistleblowing themes, multi-agency feedback and action-plan monitoring to improve safeguarding practice. Findings will be reported to senior leadership and used to strengthen policy, training and procedures.

Appendix A: Immediate Action Flowchart

1. Concern arises or a learner makes a disclosure.
2. If the learner 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 or Adult Social Care, contact the LADO or police, notify relevant agencies or take internal action.
7. Record decisions, actions and outcomes securely.
8. Continue to monitor and support the learner, following advice from statutory agencies.

Appendix B: Evidence Required for Assurance

- Current staff training matrix and certificates
- Named DSL/deputy details and advanced training records
- Current Single Central Record and safer recruitment files
- Safeguarding concern form and secure recording system
- MASH/IARF, Adult Social Care, LADO, Prevent and emergency referral details
- Safeguarding audit, learner voice feedback and action plan
- Filtering and monitoring review
- Third-party, work experience, off-site and remote learning due diligence records