



Set Your Sights

Fulfilling All Potentials



Set Your Sights Before and After School Club

Safeguarding Policy (taken from full policy document)

Safeguarding and Child Protection including PREVENT

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

This policy is written in adherence to the following legal frameworks:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- What to do if you're Worried a Child is Being Abused 2015
- The Framework for the Assessment of Children in Need and their Families

Policy Statement

Set Your Sights paramount concern is the welfare and well being of the child and we believe all children without exception have the right to be protected from abuse regardless, of gender, ethnicity, disability, sexuality or beliefs.

Safeguarding is EVERYONE'S responsibility and Set Your Sights is committed to maintaining the safety and well-being of all children. Our settings will work with children, parents, carers, schools and the community to ensure the rights and safety of children, to give them the very best start in life

Set Your Sights will safeguard children's welfare by:-

- Being familiar with child protection guidelines laid out in both Set Your Sights policies and the policies of the school in which the club is hosted.
- Making sure that children and parents are informed of the policy and procedures, have them readily available for everyone to view and regularly review them.
- Following safer recruitment, selection and vetting procedures, ensuring all staff involved in recruitment are appropriately trained to do so
- Providing effective training, support and supervision to all Managers and Leaders.
- Not allowing Leaders to carry mobile devices with cameras on site (see Mobile Device Policy). The Managers phone on which parents contact in case of lateness or in an emergency will always be kept in full view of other Leaders and will never be used unless supervised by another Leader.
- Treating all allegations as highly confidential in line with Data Protection.
- Taking all concerns and allegations of abuse seriously

- Creating and maintaining strong communication links with the school Designated Safeguarding Lead, including regular meetings and reviews.

Safeguarding Leads

The Set Your Sights Designated Safeguarding Lead (DSL) is Set Your Sights Director: Tom Pearce : 07881 802769

If the DSL is unavailable the Alternate Designated Safeguarding Lead is the Before and/or After School Manager. Setting specific Manager details can be found in Appendix V.

The role of the DSL is to:

- Share information with the school and relevant professionals and support Managers/ Leaders
- Access information and liaise with outside agencies to ensure information is up-to- date
- Collate information when there are concerns regarding a child
- Communicate areas of concern with other staff members, on a need to know basis only, when not doing so would be a detriment to the child’s care and development
- Refer to the appropriate authorities

We will work with the Safeguarding Leads for each setting. The school specific leads are below:

School Name	School Safeguarding Lead
Avenue Junior School	Mike Hooper
Cringleford Primary School	Julia Humphrey
Queens Hill Primary School	Matthew Cross
The Free School Norwich	Darren Webster

If you feel it is an emergency call the Police on 999.

If the DSL is unavailable anyone with a safeguarding concern can contact The Children’s Advice and Duty Service (CADS).

- A staff member or volunteer can call (0344 800 8021) and choose from the following options:

Option 1 - the child or young person is currently being supported by a Social Worker or Family Practitioner.

Option 2 - your call relates to Child Exploitation.

Option 3 - your call relates to Domestic Abuse.

For all other Safeguarding Concerns please hold until your call is answered.

- A parent or member of the public can call (0344 800 8020).

Roles and Responsibilities of the DSL

- The named person that safeguarding concerns are reported to.

- Liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer (LADO) when required.
- Responsible for making sure the policy is reviewed yearly and updated when changes happen at local/national level.
- Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.
- Ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.
- Ensure that safer recruitment practices are followed.
- Update staff on changes to safeguarding.
- Completed DSL Training.
- Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

Safer Working Practices for staff and volunteers

All staff/volunteers are provided with this policy at point of recruitment and sign to say they have read it. We then provide a sign off sheet which is updated every academic year or as any major changes are made.

Set Your Sights have a Safer Recruitment Policy within this policy document. We provide job description, person specification, application form, interview, references and check qualifications for each successful candidate. All staff will read the Set Your Sights policies and procedures connected to safeguarding and be inducted by an ADSL to understand how to record and report safeguarding concerns.

All Set Your Sights staff will have an enhanced DBS disclosure.

There is no official expiry date for a paper DBS certificate. However, our organisation will request a new paper DBS check every 3 years as part of our ongoing safer working practices, however staff will complete a suitability assessment every 6 months to confirm their is no change to their DBS status.

If using the DBS Update Service, this will be checked annually by the DSL or ADSL.

All staff will attend the Safer Programme's Introduction to Child Safeguarding Course or an equivalent level course. This will be renewed every 2 years and will cover the EYFS Training Annex C Criteria. A range of information materials are made available to them to keep this up to date, examples of these are in the Appendices (appendix K). A termly newsletter is also issued to all staff with any relevant safeguarding updates, along with a half termly manager meeting to discuss. In addition, they are provided with 'Part 1 of Keeping Children Safe in Education' annually. We have an internal Staff Handbook including a Code of Conduct.

All settings are visited half termly to give staff an opportunity to raise any safeguarding practice concerns or questions, and daily safeguarding meetings are undertaken as a setting team to discuss any daily concerns or updates to children in our care. Staff have termly 1:1's where a specific question is asked around safeguarding.

All setting managers undertake a half termly safeguarding meeting with the school DSL and feedback to staff of any outcomes.

All settings will display step by step flowcharts for reporting safeguarding concerns.

All safeguarding concerns and allegations, will be regularly reviewed and learnings will be taken from all occurrences, regardless of outcome, and be used to inform future policy decisions. Explain how staff are supported to understand and follow policies and procedures effectively.

Procedures for a child making a disclosure

When a child makes a disclosure, the Manager/Leader must:

- Listen and be supportive
- Take it seriously
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.
- Contact the DSL immediately who will decide on what action to take.

At no point will a Manager/ Leader make promises to the child that they cannot keep such as, I won't tell anyone.

The Leader must record the conversation in the child's words using the Child Protection Incident Form (Appendix H) making sure they include:-

- The time of the disclosure
- The child's name
- The child's age
- Gender

- The date of the disclosure
- The Leader's name
- The date that they record the disclosure
- If anyone else was present
- Their signature

They must also mark on the body map (Appendix H) any physical indicators of abuse that the child has shown them or they have noticed. They MUST NOT conduct any kind of physical examination or take any photos/videos.

After the disclosure has been recorded, the Manager must inform the DSL or ADSL, who will inform the school as appropriate.

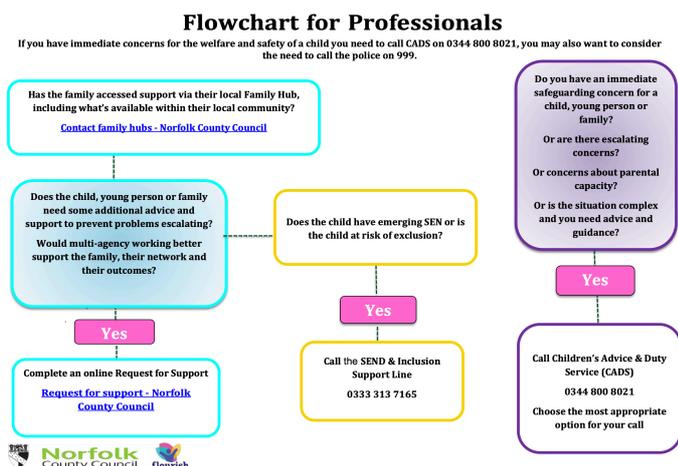
Set Your Sights intention is always to work with the parents/carers and seek consent for information to be shared unless doing so places the child at increased risk of significant harm.

The DSL/ADSL will inform the Children's Advice and Duty Service (CADS) and/or the Police (see below and Appendix J for CADS flowchart and information). The DSL/ADSL will also inform the School and Ofsted as soon as conveniently possible and Morton Michael who provide our Public Liability Insurance as appropriate.

All records will be treated as highly confidential and they will be stored in a locked cupboard with access only for the DSL/ADSL.

When abuse at home is suspected by Set Your Sights, we will continue to welcome the child and the family while investigations proceed.

Set Your Sights recognises that Managers/ Leaders involved in Safeguarding issues will find it distressing and therefore, will offer appropriate support and guidance.



Contacting The Children's Advice and Duty Service (CADS)

If we have an emergency, we will call the Police on 999.

We will contact CADS when there are concerns about a child's safety or wellbeing, and we believe they may be at risk of harm. This includes:

- **Immediate Safeguarding Concerns** - where a child is at risk of significant harm, including physical, emotional, sexual abuse, or neglect.
- **Escalating Concerns** - Where previous support or interventions have not improved the situation and concerns are increasing.
- **Concerns About Parenting Capacity** - Where a parent or carer's ability to meet a child's needs is compromised due to issues such as substance misuse, mental health, or domestic abuse.
- **Professional Consultation** - Where the situation is complex and you require advice or guidance on appropriate next steps.

We will contact CADS on their direct line: 0344 800 8021.

We will choose from the following options:

Option 1 -the child or young person is currently being supported by a Social Worker or Family Practitioner.

Option 2 -your call relates to Child Exploitation.

Option 3 -your call relates to Domestic Abuse.

For all other Safeguarding Concerns please hold until your call is answered.

We will have the following information ready before contacting CADS:

- all of the details known to your organisation about the child (including DOB, current address, contact details for the family, the family composition including siblings, and where possible extended family members and anyone important in the child's life)
- the nature of the concern and worries
- history of the family (including significant events)
- any work/support you have provided to the child or family to date.
- where the child is now
- whether you have informed parents/carers of your concern

We will also consult the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP).

We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine the investigation into a serious crime. Any reasons for not seeking consent should be clearly stated when contacting CADS and recorded on internal systems for our records.

We will have a discussion with a Consultant Social Worker and a copy of the discussion will be securely emailed to us. We will follow the advice given and we will keep written dated records of all conversations with CADS, for our own safeguarding recording process. We will not investigate and will be led by the Local Authority and/or the Police.

We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>

Parents or members of the public can contact CADS on 0344 800 8020

Requesting Early Help support

For concerns that do not meet the above threshold, Early Help support & guidance can be accessed via [Request for support - Norfolk County Council](#).

Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish. It aims to:

- Prevent problems from escalating by addressing issues early.
- Support the wider family context, including parents, carers, and siblings.
- Improve outcomes such as school attendance, mental health, and relationships.
- Encourage multi-agency working, bringing together professionals to create a coordinated support plan.
- Empower families by focusing on strengths and helping build resilience.

Concerns about Radicalisation and Extremism

If we have concerns that a child or young person could be vulnerable to radicalisation, we will follow the procedure below.

PREVENT - Prevent is part of the UK's Counter-terrorism strategy [CONTEST](#). The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. The key terms to be aware of are as follows:

Extremism - the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Radicalisation - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism - action that endangers / causes serious violence to a person/people; causes serious damage to property; or seriously interferes with / disrupts an electronic system.

Responding to a Concern - Notice – Check – Share

Notice - A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

Check - The next step is for the staff member/volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share - Where the staff member/volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to (CADS). Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: preventreferrals-NC@Norfolk.police.uk

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

Additional information and guidance on Prevent is available on the NCC website.

Need advice or support?

If it's not an emergency, please get in touch by emailing prevent@norfolk.police.uk.

You can also contact the Norfolk Police Prevent team on [01953 423905](tel:01953423905) or [01953 423896](tel:01953423896).

Types of Abuse

Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

What is abuse and neglect?

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse-A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse -The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse-Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative

acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline to commit acts of sexual abuse, as can other children.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

For information on indicators of abuse consult Appendix K.

Additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- Child Criminal Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Based Abuse
- County Lines
- Domestic Abuse
- Online Abuse
- Radicalisation

For more information on these consult Appendix K.

All staff, supply staff and volunteers at Set Your Sights have a statutory duty to safeguard and promote the welfare of children, and we take this responsibility seriously within all of our settings.

If a member of staff or volunteer has any concerns about a child or young person in our school, however small, they share this information immediately with our Designated Safeguarding Lead (DSL) and record it using either the Nagging doubt form (appendix T) or the Child Protection Incident Form (appendix H)

We have a separate Absence procedure within our Arrival at Club Policy, which sets out how we approach absences from the setting. Unexplained absences or patterns of non-attendance will be treated as a potential safeguarding concern. Our setting has robust procedures for following up on absences, and any concerns will be escalated to the Designated Safeguarding Lead and, where appropriate, will be followed up with The Children's Advice and Duty Service and or the Police.

Procedures for allegations against a member of staff

This procedure should be read in line with our 'Whistle Blowing Policy'.

If a Manager/Leader is concerned over a colleagues/volunteers behaviour towards a child/ren, they have a duty to report this to the DSL/ADSL.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2023).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/ workplace which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Set Your Sights we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at Set Your Sights are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works / volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the DSL immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

The DSL, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

Should an allegation be made against the DSL this will be reported to Laura Pearce. In the event that Laura is not contactable on that day, the information must be passed to and dealt with by an Alternative Designated Safeguarding Lead.

The LADO referral form can be downloaded here: <https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

Procedure

The DSL/ADSL will listen to the member of staff and record the allegations using the Child Protection Incident Form (appendix H).

If an allegation is made by a child, the DSL/ADSL will record the allegation and contact the parents/carers, using the Child Protection Incident Form (appendix H).

If an allegation is made against a Manager/Leader off site the same procedures will be carried out

The DSL/ADSL will report the allegations to the Local Authority Designated Officer (LADO) as appropriate and/or the Police (see Appendix S for information on LADO or <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/>). This must be done within one working day and is also the procedure for our Whistle Blowing Policy.

A full investigation into the allegations will be carried out to include, how the allegations were followed up and resolved, a note of any actions taken, and decisions reached. A copy of this investigation will be given to the accused Manager/Leader and a copy will be stored on file.

Suspension will be considered in any allegation where there is cause to suspect a child is at risk of significant harm, or the allegations warrants investigation by the police, or is so serious that it may be grounds for dismissal. However, any suspension will not be carried out without careful thought into the matter and is not an indication of admission to the alleged allegation

If the findings of the allegation warrant dismissal the Manager/Leader will be reported to OFSTED.

If the Manager/Leader resigns, it will not stop an investigation being carried out under these procedures.

If an allegation made by a child is deemed to be false the DSL/ADSL will still refer the matter to the LADO as the child concerned may be abused by someone else.

If the allegation by a child or member of staff is found to be deliberately invented or malicious then disciplinary action will be taken and in some cases the Police will be informed.

Low level concerns about adults working or volunteering with children which do not meet the harm threshold for a LADO referral

A low-level concern is any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with your organisations code of conduct.

Behaviour that might be considered as inappropriate often depends on the circumstances. A low-level concern may not be seen as immediately dangerous or intentionally harmful to a child, but it can soon escalate and become a serious safeguarding concern.

Examples of such behaviour could include:

- Being over friendly with children
- Excessive 1-1 to attention beyond what is required for their role
- Having favourites
- Adults taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area
- Using inappropriate sexualised, intimidating or offensive language
- Inappropriate sharing of images
- Humiliating children

This list of examples is not exhaustive, and low-level concerns can arise from various forms of behaviour.

Low-level concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure by a child, parent or other adult within or outside of the organisation.

At our organisation we promote an open and transparent culture in which all concerns about all adults working in or volunteering on behalf of our organisation are dealt with promptly and appropriately.

Through induction, we ensure all staff/volunteers understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Managing a Low-Level Concern

At our organisation staff/volunteers are expected to report all low-level concerns immediately to the setting ADSL.

If reported to the ADSL, they will inform the DSL of the concern.

The DSL will be the ultimate decision maker in respect of all low-level concerns.

At our organisation we understand the importance of recording low-level concerns and the actions taken in light of these being reported. We will review the records we hold to identify potential patterns and take appropriate action. This could be through a disciplinary process, or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold, where it should be referred to the LADO.

If our organisation is in any doubt as to whether the information which has been shared about a member of staff/volunteer as a low-level concern in fact meets the harm threshold, they should consult with the LADO on lado@norfolk.gov.uk

Making a Barring Referral to the Disclosure and Barring Service

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

More information on Barring Referrals can be found [online](#). If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support. A Barring Referral can be completed online via the DBS [website](#).

All barring referrals will be made by the DSL or ADSL. There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

Working with Parents/Carers

All parents will be issued with our policy document upon registration, and at the beginning of each academic year or as any major changes are made.

- Parents will be informed of our legal duty to assist other agencies with Safeguarding enquiries and that we will contact The Children's Advice and Duty Service (CADS) and or Police if we have concerns about the welfare of their child.
- Parents will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

Records and Confidentiality

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service and or Police. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Nagging Doubts

For concerns about a child that do not fall under the disclosure process (low level concerns), we will log on our Nagging Doubt Form (Appendix T) and feed into the School DSL

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches.

No photographs or video will be taken of any children attending Set Your Sights. All staff will lock their personal mobile phones away at the beginning of each session. A club mobile phone will be available for contact, however no pictures or media will be taken with this device.

Please refer to our full Online Safety and Mobile Devices Policy.

Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 1989 / 2004
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023

- Norfolk Continuum of Needs Guidance 2023 [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolklscp.org.uk\)](#)
- Norfolk Safeguarding Children Partnership Policies and Procedures [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](#)
- The Early Years Foundation Stage (2025)
- Keeping Children Safe in Education (2025)

Other Relevant Policies

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

- Safer Recruitment
- Whistle Blowing
- Recruitment and Employment of Staff
- Online Safety and Mobile Devices
- Social Media
- Information Sharing and Confidentiality

Useful Numbers

Set Your Sights Designated Safeguarding Lead - Tom Pearce: 07881 802769

Set Your Sights Alternative Safeguarding Lead – Laura Pearce: office@setyoursights.net

Setting specific Designated Safeguarding Lead - See Appendix V

Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Children's Services 24 hours 0344 800 8020

Norfolk Police 101 / In an emergency 999

LADO Team lado@norfolk.gov.uk

Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk

Safer Programme 01603 228966 safer@norfolk.gov.uk

This policy will be reviewed annually. This policy was updated on 24th February 2026.