

Safeguarding and Child Protection Policy



For: Liminal Education East Anglia Ltd

Date: 01/09/2025

Review Date: September 2026

Designated Safeguarding Lead (DSL): Richard Henwood

1. Policy Statement

Liminal Education East Anglia is committed to safeguarding and promoting the welfare of all children and young people. We recognise our duty of care to pupils referred to us by schools and local authorities and will take all reasonable steps to ensure they are safe, supported, and protected from harm.

Although we are not a registered school, we follow statutory guidance, including:

- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2023)
- Local Safeguarding Children Partnership (LSCP) procedures

2. Scope

This policy applies to:

- All staff, contractors, and volunteers working at Liminal Education East Anglia
- Pupils attending provision (part-time or full-time, time-limited placements)
- Interaction with parents, carers, commissioners, and partner agencies

3. Roles and Responsibilities

- DSL: Leads safeguarding practice, referrals to local authority children's services, maintains records.
- Deputy DSL: Acts in absence of DSL.
- All staff: Must read Part 1 of KCSIE 2025, attend safeguarding training, and report concerns immediately.
- Head of Centre: Ensures policy is implemented, reviewed annually, and that safeguarding is prioritised in all decision-making.

4. Safer Recruitment

- All staff and volunteers undergo enhanced DBS checks before working with pupils.
- Recruitment follows safer recruitment principles, including references, identity checks, and safeguarding questions at interview.

5. Safeguarding Procedures

- Staff must report any concern about a pupil to the DSL without delay.
- DSL will decide whether to make a referral to:
 - Local authority Children's Social Care

- Police (if a crime has been committed)
- Other safeguarding agencies as appropriate
- Concerns are recorded securely and confidentially without delay.

6. Child Protection

We will respond to:

- Abuse (physical, emotional, sexual, neglect)
- Child criminal exploitation (CCE), county lines, gangs
- Child sexual exploitation (CSE)
- Radicalisation / Prevent duty
- Online safety risks
- Children missing from education
- Children with SEND, EHCPs or additional vulnerabilities

Staff must remain alert to changes in behaviour, disclosure of harm, or signs of abuse.

7. Attendance and Missing Pupils

- Daily registers are kept.
- Any unexplained absence is followed up with the parent/carer and commissioning school immediately.
- Persistent absence is escalated to the commissioner and safeguarding partners if necessary.

8. Information Sharing

- We comply with Data Protection Act 2018 and UK GDPR.
- Safeguarding concerns override confidentiality – we will share information with statutory agencies when needed to protect a child.
- Records are kept securely and transferred appropriately when a pupil leaves.

9. Training

- DSL receives advanced safeguarding training every 2 years.
- All staff receive annual safeguarding training and updates.
- Induction training includes safeguarding responsibilities and procedures.

10. Whistleblowing and Allegations

- Staff can raise concerns about safeguarding practice confidentially.
- Allegations against staff are reported to the DSL, who will liaise with the Local Authority Designated Officer (LADO).
- Staff are protected under the Whistleblowing Policy if they raise concerns in good faith.

11. Safer Environment

- Risk assessments are carried out for premises, activities, and trips.
- First aid and fire safety arrangements are in place.
- Pupils are supervised at all times during provision.

12. Policy Review

This policy will be reviewed annually, or sooner if guidance changes.
All staff and commissioners will be notified of any updates.

Approved by: *Richard Henwood* (Head of Centre)

Date: 01/09/25

Next Review: September 2026

Appendices

1. Contact details for Local Authority Safeguarding Team & LADO
2. Referral flowchart (DSL action steps)
3. Record of concern form

Appendix 1: Contact Details for Safeguarding

Suffolk

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 0345 606 1499

MASH [webchat facility](#)

Customer First (Professional Referral Line) for use in emergencies only: 0345 606 6167

Customer First: 0808 800 4005

Police (emergency only): 999

Suffolk Police main switchboard: 01473 613500

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Partnership www.suffolksp.org.uk

Suffolk County Council: www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/

LADO 0300 123 2044 or lado@suffolk.gov.uk or on the [LADO pages](#) on Suffolk Safeguarding Partnership website

Norfolk

Children's Advice and Duty Service (CADS) 0344 800 8021
<https://norfolklscp.org.uk>

Contact to CADS should be made on the professionals only phone line 0344 800 8021 to have a discussion with a Consultant Social Worker

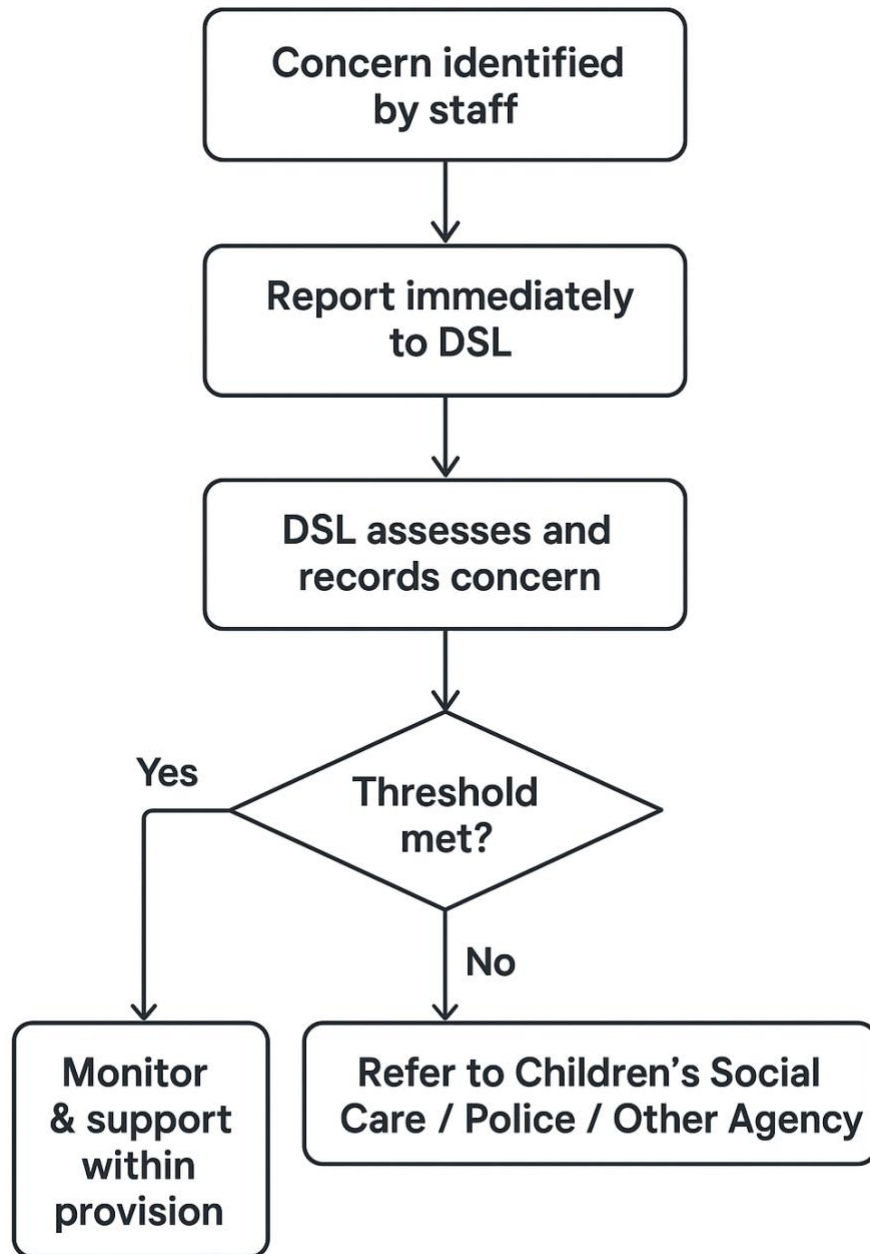
Norfolk Safeguarding Children's Partnership <https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern>

LADO: Completed LADO referral forms should be sent to LADO@norfolk.gov.uk

Emergency Services (Police/Medical): 999

Non-emergency Police: 101

Appendix 2: Safeguarding Referral Flowchart



Appendix 3: Record of Concern Form

Notice of Concern / Incident Form	
Child's Name:	Class: n/a
Date of incident:	Time of incident:
<p>This form must be completed, signed and dated by any member of staff who identifies a possible child protection or safeguarding concern:</p> <ul style="list-style-type: none">• All child protection concerns must be reported immediately to the designated Safeguarding Lead. Richard Henwood in person and via email.• Record the facts and do not make judgements. Record dates, times, places, actual words, what was observed, who was present and questions asked.• Any concerns about staff should be reported directly to the COO Dave Smith.• Concerns about the COO should be reported to the CEO Andy Hawkins	
Details of Concern/Incident:	
Immediate Actions by staff:	

Signed:		Date:	
Print:			
Action taken by Designated Safeguarding Lead:			
Who at commissioning school/LA was contacted and when:			
Any other relevant information:			
Signed:		Date:	
Print:			
<ul style="list-style-type: none"> Evaluate Outcome of actions: 		Linked incidents Right Services Right Time <input type="checkbox"/> Universal <input type="checkbox"/> Universal+ <input type="checkbox"/> Additional <input type="checkbox"/> Complex/Significant	

☐ Nil Action needed
 ☐ Incident Record
 ☐ Early Help
 ☐ Health & Safety
 ☐ Request 4 Support
 ☐

Appendix 4: Safeguarding Concern Log

This log should be maintained securely by the DSL.

Date	Pupil	Concern	Action Taken	Outcome/Follow-up
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