

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 (2026)
- 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, schools 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 safeguarding concern to the DSL without delay using a safeguarding form.
- The DSL will assess concerns and determine the appropriate threshold for referral. Referrals will be made to the commissioner/school without delay.
- Referrals may be made to PREVENT / Children's Social Care / MASH, Early Help, the Police or other statutory agencies.
- Once a safeguarding concern has been referred, the Local Authority / commissioning school becomes the lead agency for assessment and follow-up.
- Liminal Education East Anglia does not investigate safeguarding concerns but will cooperate fully and provide information as required.
- The provision continues to provide day-to-day safeguarding while pupils attend and will escalate or re-refer concerns if risk remains or increases.
- All concerns and actions are recorded securely and confidentially.

5a. Procedure for handling a disclosure from a child

Key points to consider when dealing with a disclosure:

- Listen and be supportive.
- 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 be to be passed on to help keep them safe.
- Using a safeguarding form, 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 **DSP or DSL** immediately who will decide on what action to take.

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 Safeguarding - Suffolk
2. Contact details for Safeguarding and LADO - Norfolk
3. Safeguarding flowchart
4. Safeguarding Concern Form

Appendix 1: Contact Details for Safeguarding - Suffolk

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

Appendix 2: Contact Details for Safeguarding & LADO - Norfolk

Norfolk

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

Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.

[How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

When to Contact the Children's Advice & Duty Service (CADS)

Child Protection or Immediate Safeguarding concerns

If there are concerns that a child may be suffering significant harm, a child with unexplained injuries, domestic abuse in the household or a child at risk of exploitation.

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.

Please choose from the following options:

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

Press 2 -your call relates to Child Exploitation

Press 3 -your call relates to Domestic Abuse

Press 0 -for Child Protection and immediate Safeguarding Concerns

(Please note, during busy periods, if your call is not answered within 40 minutes, a call back option will be offered).

If you have an emergency, please call **999**.

Request a Consultation

If you feel a consultation is necessary, an initial conversation should take place with your Designated Safeguarding Lead prior to completing a Request for Support form, once received a Consultant Social Worker will call you.

When to complete a request for support form

Request support for universal, community based early help and Family Help

Community-based support and targeted early help 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.

Universal services and community-based early help

Universal services and community-based early help provide preventative support for children and families of all ages, strengthening resilience, improving outcomes, and reducing the risk of needs escalating. Delivered as a coordinated local system rather than a single service, this support is offered through universal provision such as education, health, and wider community services. It includes services like Best Start Family Hubs, youth and housing support, and after-school provision.

Best Start Family Hubs offer a clear pathway from pregnancy to age 19 (or 25 for young people with SEND), bringing together multi-agency partners to provide accessible, ongoing community support and to safeguard families, including those transferring from targeted or specialist services [Contact a Best Start Family Hub - Norfolk County Council](#)

Family Help – targeted early help, safeguarding, and promoting the welfare of children

Family Help is offered where universal services and community-based early help have not achieved sufficient or sustained improvement, or where a child and family present with multiple, complex, or escalating needs. Delivered through a coordinated, multi-agency approach led by Children’s Services and its partners, Family Help provides structured support to address identified risks and concerns. Family Help will only be initiated where there is an agreed Family Plan, or a Graded Care Profile (GCP) in cases of neglect, which has been shared with CADS.

Family Help is a voluntary, consent-based approach that supports families to build capacity, improve outcomes, and reduce risks, including families in kinship arrangements and those requiring additional support during pregnancy, with the aim of preventing the need for statutory child protection intervention.

Preventing radicalisation and extremism

- the safeguarding lead will notify the school or commissioner of any concerns in this area without delay
- the safeguarding lead may act as the point of contact for any concerns relating to radicalisation and extremism
- the safeguarding lead may make referrals in accordance with [Prevent duty - Norfolk Schools and Learning Providers - Norfolk County Council](#) and may represent our setting at Channel meetings as required.

Norfolk LADO Procedure for non-school alternative provision

We will take all possible steps to safeguard our children and to ensure that the adults in our setting are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of [Keeping Children Safe in Education](#) are adhered to and will seek appropriate advice.

The first point of contact for settings regarding concerns and/or allegation issues is via the **Local Authority Education Duty Desk on 01603 307797**.

A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed.

The completed LADO referral form is then sent via email to: LADO@norfolk.gov.uk.

If an allegation is made or information is received about *any* adult who works/volunteers in our setting which indicates that they may be unsuitable to work/volunteer with children, the member of staff receiving the information should inform the proprietor immediately. Should an allegation be made against the proprietor, this will be reported to _____

The proprietor will seek advice from the LADO within one working day. No member of staff will undertake further investigations before receiving advice from the LADO.

Any member of staff who does not feel confident to raise their concerns with the proprietor should contact the LADO directly via email to lado@norfolk.gov.uk.

Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children

Procedures are found on the Norfolk Safeguarding Children Partnership website.

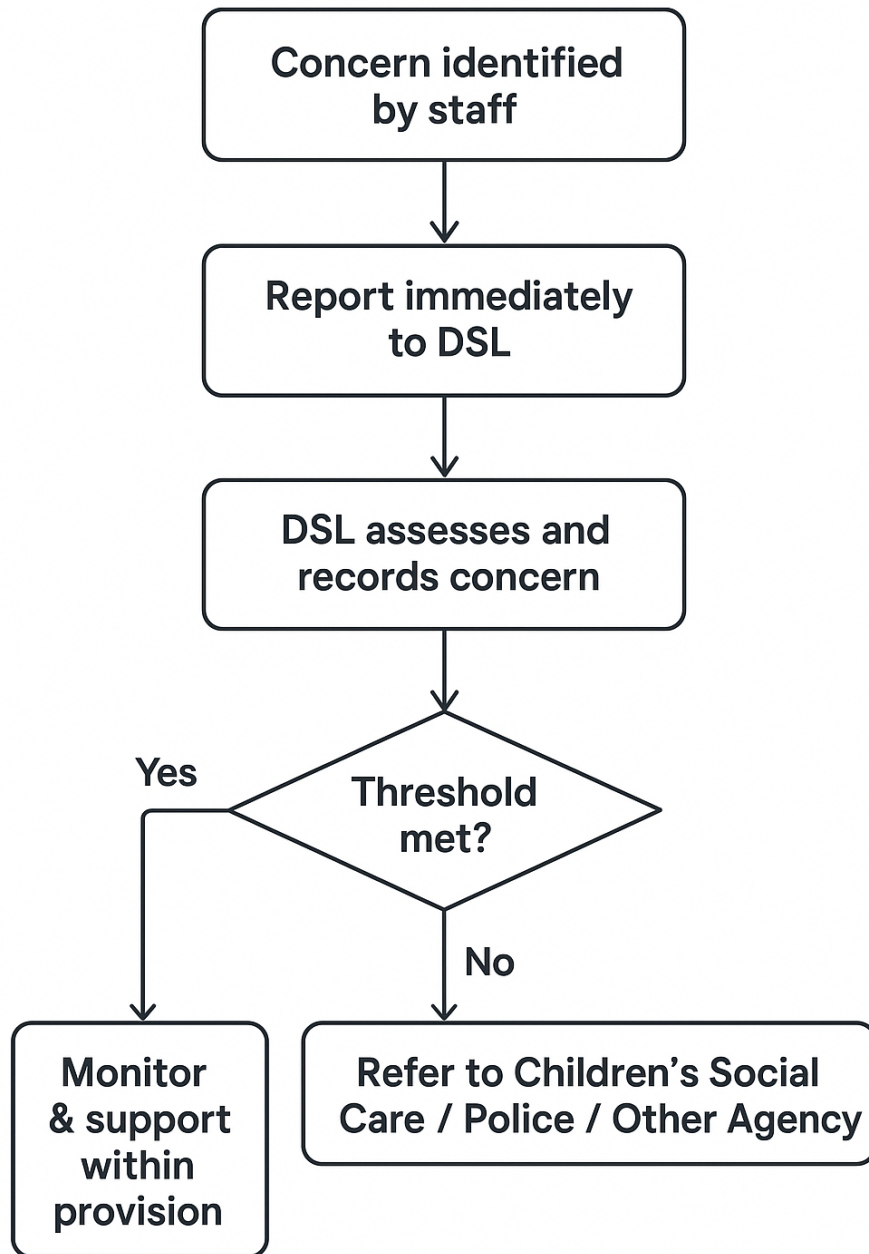
Local Authority Education Duty Desk	Advice where there is a concern about an adult working with a child		01603 307797
LADO	Making referrals about an adult who may have caused harm to a child, using LADO referral form	LADO@norfolk.gov.uk	Call the Duty Desk above for advice before making a LADO referral

If the placement involves an electively home-educated student, any safeguarding concerns will be directed to the [Services to Home Educators - Norfolk County Council](#)

Emergency Services (Police/Medical): 999

Non-emergency Police: 101

Appendix 3: Safeguarding Referral Flowchart



Signed: Print:	Date:										
Action taken by Designated Safeguarding Lead:											
Who at commissioning school/LA was contacted and when:											
Any other relevant information:											
Signed: Print:	Date:										
• Evaluate Outcome of actions:	Linked incidents <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Right Services Right Time</th> </tr> </thead> <tbody> <tr> <td style="width: 20px; text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Universal</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Universal+</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Additional</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Complex/Significant</td> </tr> </tbody> </table>	Right Services Right Time		<input type="checkbox"/>	Universal	<input type="checkbox"/>	Universal+	<input type="checkbox"/>	Additional	<input type="checkbox"/>	Complex/Significant
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

