

Safeguarding Children and Adults at Risk Policy and Procedure



Policy Last Review Date: 27 February 2025

Policy Next Review Date: 20 February 2026

Purpose and scope

The work of Creekside Education Trust (CET), in the London Borough of Lewisham, brings us into contact with members of the public including children and adults at risk. This policy outlines our commitment to safeguarding everyone's wellbeing on our site and participating in our wide range of activities.

The purpose of this policy and procedure document is to:

- protect from harm, children under the age of 18 and adults at risk who access Creekside Education Trust activities.
- provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy and procedure document has been read and understood by the following who all have responsibility to support safeguarding:

- CET Trustees
- CET Staff
- Freelancers and partners on site
- CET Volunteers (including adults on placements)

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and adults at risk in England, with regard to [Safeguarding Lewisham resources](#).

Supporting documents

This policy statement should be considered alongside CET organisational policies, procedures, guidance, and other related documents:

- Code of conduct for staff and volunteers (Handbook / Volunteer policy)
- Equal opportunities policy
- Photo, social media & online safety policy
- Anti-bullying policy
- Complaints procedure
- Whistleblowing policy
- Health and safety policy
- Recruitment, induction, training, supervision, and support (Employee Handbook)

This policy applies to anyone working on behalf of CET, including senior managers and the board of trustees, paid staff, volunteers, and sessional workers.

Policy statement

We believe that:

- children and adults at risk should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and adults at risk, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children and adults at risk is paramount in all the work we do and in all the decisions we take.
- Working in partnership with children and adults at risk, their parents/carers and other agencies is essential in promoting young people's welfare.
- All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep people who are additionally vulnerable safe from abuse.

We will seek to keep at risk children and adults safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead and a lead trustee/board member for safeguarding
- adopting safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- annually reviewing our policies and procedures
- providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that everyone accessing the Centre knows where to go for help if they have a concern
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- using our procedures to manage any allegations against staff, trustees and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff, volunteers and trustees, and all visitors to the Centre, treat each other with respect and are comfortable about sharing concerns.

Safeguarding procedures

Organisational planning

CET aims to reduce situations where it may be possible for children and young people to be abused. We do this by planning how we use premises to ensure the maximum safety of children and young people using them. This would include:

- Assessing access to the building/venue.
- Limiting the occasions when a single adult is in the company of a lone child through maintenance of adult to child ratios in line with best practice.

- Arranging for activities where a single child or young person working with an adult can be observed by others in nearby areas.
- Following a rigorous staff and volunteer selection, appointment, training and supervision procedure.

Participation in activities

- We will only accept children under the age of 18 on activities without a parent, legal guardian, or other person with equivalent responsibility for them such as a teacher or youth worker under specific conditions:
 - We can provide at least two staff members present on site for the full duration of the activity
 - We can ensure the minimum adult to child ratios from our own staff and volunteer team
 - The Designated Safeguarding Lead has been informed and approved the activity, subject to risk assessment.
 - Parents or carers have access to information about what activities will be carried out, what will happen during sessions and are aware of activity start/ finish times.
 - Parents or carers have access to a copy of our safeguarding policy and know what they can do if they have any concerns about the sessions.
- We will only accept adults who cannot care for themselves independently if accompanied by a carer or support worker to assist with their everyday needs.
- Where working with a school or another organisation, we will make clear to the organisation that they must provide sufficient supervising adults to take responsibility for the children and young people, or adults at risk.
- We will ensure all activities are carried out with the minimum adult to child ratios set out below:
 - under 2 years - one adult to three children
 - 2 - 3 years - one adult to four children
 - 4 - 8 years - one adult to six children
 - 9 - 14 years - one adult to ten children
 - 15 - 18 years - one adult to fifteen children
- Participation in all activities is subject to their suitability for individual participants. CET activity leaders have an enhanced duty of care towards participants, and sometimes need to make judgements that consider the safety and enjoyment of everyone involved in an activity. They have a right to refuse a participant if in the leader's opinion this would result in danger to the individual, or danger or major disruption to the rest of the group. We will strive to make such judgements on a fair and practical basis, without making stereotypical or unwarranted assumptions.

Safer recruitment & training

Safe recruitment practices apply to all staff and volunteers.

Candidates will have their abilities assessed by application, interview and references. These will be used to assess their suitability to be working with children as well as fulfilling the requirements of the role. In addition candidates will be asked to complete a self-declaration form for any criminal records.

On appointment we will:

- Verify identify through photo identification
- Take up references to verify work history and experience including identifying gaps and taking necessary steps to get character references if applicable
- Carry out DBS (Disclosure and Barring Service) checks where applicable
 - Learning Deliverers will undergo Enhanced DBS checks
 - Other staff will undergo standard DBS checks
 - Learning Volunteers will undergo standard DBS checks
 - Other volunteers will undergo referee checks

A DBS is not be relied on in isolation. This type of check can provide a level of assurance about an individual's suitability but we will consider this alongside a wider range of evidence gathered at the application, interview, and pre-employment checking stages.

If a candidate gives false references, ID or the results of the DBS check are deemed to be consequential to the volunteer role they are to undertake, they should not be employed by CET.

As part of a new recruit's induction, they will be subject to a probation period. This will also be used to assess their behaviour with regards to safeguarding. They will be monitored where possible to make sure they are carrying out all the CET policies and working to our Safeguarding guidelines.

During the onboarding and induction period, the staff safeguarding lead will assess the safeguarding understanding of the new recruit and advise on the internal and/ or external training requirements to be implemented.

An ongoing safeguarding training routine for all staff, volunteers and trustees will also be implemented, the scope and schedule of which is to be led by the two safeguarding leads of CET. At a minimum, it will include annual refresher sessions for key personnel delivering/ supporting activities with children under the age of 18 and adults at risk.

Safer partnership working

We will occasionally work with third party providers, in these circumstance:

- We will vet partners we work with to ensure we are satisfied with their approach to safeguarding and risk management.
- We will ensure we are familiar and comfortable with the suitability of the providers content.
- Providers will know our expectations as laid out in our 'Working with Creekside Agreement' and this policy.

Dealing with disclosures and concerns about a child or young person

If anyone is under serious threat of physical harm or in need of urgent treatment during a CET activity:

- Dial 999 immediately and ask for the police, if a criminal offence is being or is likely to be committed, and/or ambulance in cases of medical need.
- When it is safe to do so, make notes of the incident and its outcome, fill in an incident report form and return to the Designated Safeguarding Lead.

If there is no immediate danger but you have a suspicion or concern that abuse is taking place or when an allegation of abuse has been made:

- Notify the Designated Safeguarding Lead with a note of your concerns as soon as possible, within an hour of any incident if you can (see Appendix 2 – Safeguarding Concerns Reporting Form)
- The Designated Safeguarding Lead will contact relevant authorities. They may ask for a written report and will advise what should be in it.
- Keep concerns confidential. Only share details as necessary with the Designated Safeguarding Lead and the appropriate authorities.
- Do not risk putting yourself in difficulty or danger by attempting to investigate the case yourself or confronting the alleged abuser.

The Designated Safeguarding Lead is here to support and guide you throughout this process. Please contact them if you need assistance.

Generally:

- When working with children and adults at risk, be sensible and self-aware, and avoid placing yourself into situations where your actions may be misinterpreted. Avoid agreeing to supervise a

child or vulnerable adult while a parent or carer is absent especially if this means being left alone with them.

- If someone discloses abuse to you, be sympathetic and supportive, but don't agree to keep confidences. Explain it is your duty to pass on information appropriately.

Managing allegations against staff and volunteers

If an incident occurs then it should be reported immediately to the Designated Safeguarding Lead, or if they are not available, a Deputy Designated Safeguarding Lead. If neither are available, it should be reported to the Trustee Safeguarding lead.

If the allegation is against the Designated Safeguarding Lead, it should be reported to the Trustee Safeguarding Lead, or if unavailable to the [Local Authority Designated Officer](#).

Safeguarding records retention and storage

The Designated Safeguarding Lead will ensure that a register of all reported incidents is maintained and will notify the Board of trustees of any incidents that have occurred since the previous meeting. The Designated Safeguarding Lead will immediately inform the Board of Trustees if a serious incident has occurred and how it is being handled.

Contact details

Designated Safeguarding Lead

Kelvin Shewry, CET Manager - Email: Kelvin@creeksidecentre.org.uk & Landline: 0208 692 9922

Deputy Designated Safeguarding Lead

Paddy Hayes, Education Lead - Email: Paddy@creeksidecentre.org.uk & Landline: 0208 692 9922

Deputy Designated Safeguarding Lead

Julia Kerrigan, Education Deliverer - Email: Julia@creeksidecentre.org.uk & Landline: 0208 692 9922

Nominated Trustee Safeguarding Lead:

Gemma Glanville, Trustee – Email: Gemma.Glanville@creeksidecentre.org.uk

NSPCC Helpline:

0808 800 5000

Policy Signatories



Designated Safeguarding Lead

Kelvin Shewry, CET Manager



Nominated Trustee Safeguarding Lead

Gemma Glanville, Trustee

Policy Review

CET are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 27 February 2025

Key Organisations for Support

Additional resources/ support are available through the below, non-exhaustive list of organisations:

- National Society for the Prevention of Cruelty to Children - [Resources](#)
- Ann Craft Trust – Safeguarding adults - [Resources](#)
- National Council for Voluntary Organisations – [Safeguarding](#)
- Protect – Free, confidential whistleblowing advice - [Information](#)

Local information for child safeguarding is available at:

- [Lewisham Safeguarding Children Partnership](#)

Immediate child safeguarding concerns directed to:

- Lewisham Multi-Agency Safeguarding Hub
 - mashagency@lewisham.gov.uk & 0208 314 6660

Appendix 1: Role & Responsibilities of the Designated Safeguarding Lead

As the designated safeguarding lead (DSL) you act as the main source of support, advice and expertise for safeguarding in your organisation. The overall responsibilities are to:

- Advise and support the staff and volunteer team in developing and establishing your organisation's approach to safeguarding.
- Play a lead role in maintaining and reviewing your organisation's approach to safeguarding.
- Coordinate distribution of policies, procedures and safeguarding resources within the organisation.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage safeguarding concerns, allegations or incidents reported to your organisation.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.

Skills and abilities

- Ability to build effective working relationships with staff and others.
- Ability to advise and support individuals at all levels within an organisation.
- Act with integrity and respect when working with others.
- Administration management skills.
- Communication and influencing skills.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.

Knowledge

- The role voluntary organisations have in safeguarding.
- Types of abuse and harm.
- Legislation, guidance and national frameworks for safeguarding children and adults at risk.
- Role and responsibilities of local key safeguarding agencies, including social services and the police.
- Local social services processes for the assessment and referral of safeguarding concerns.
- Local and national agencies that provide support for children, adults and their families.

Appendix 2: Safeguarding concerns: reporting form

These questions are likely to be asked by the local authority should you refer a concern about abuse to them. You may find it helpful to consider them when making notes or a referral. Keep any written documents containing personal details strictly confidential and store them in a safe place.

CET staff are here to support you. If you need any guidance, contact the Designated Safeguarding Lead.

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted to the Designated Safeguarding Lead.	REFERENCE NUMBER
--	-----------------------------

Name & role of person completing this form:	
Activity name:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:		Group name (if applicable):
Location of incident:		
Description of the incident or concern: (continue separate sheet if necessary & include reference number): <i>Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay</i>		
Details of any previous concerns, incidents, or relevant safeguarding records:		
Child, young person, or adult at risk account of the incident or concern: <i>(use their own words)</i>		
Witness account of incident or concern: <i>(include further accounts on separate sheets, as necessary. Include reference number on each accompanying account)</i>		
Details of any witnesses:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person, or adult at risk:	Contact details:

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
---	---	------------------

Outcome of incident & immediate actions taken:

<ul style="list-style-type: none"> • First Aid treatment administered? Y/N – by whom? • Medication administered? Y/N – give details • Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: • Police/fire/rescue services attended? Y/N <p>Notes:</p>
--

Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
--	----------------------------------	--

Signed:	Name:	Date:
---------	-------	-------

Reporting to the Designated Safeguarding Lead (DSL) section: *(to be completed by DSL)*

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):
DSL comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>

External agency referral: (tick box where relevant)		
• Social services notified	• LADO notified	• Other referral made
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
----------------	-------	-------

Follow-up action required:		
Action:	Due date:	Whom responsible: