



Move the Mind Learning AP Ltd
Lyndhurst
Lipyeate
Holcombe
BA35EN

Registered company-16511536

Safeguarding and Child Protection Policy

1. Policy Statement

Move the Mind Learning Alternative Provision Alternative Provision Ltd is committed to ensuring the safety and well-being of all children and young people who participate in our AP sessions. We recognize our duty of care to protect children from harm, abuse, or neglect, and to promote their welfare in line with statutory guidance, including:

- *Keeping Children Safe in Education (KCSIE) 2026*
- *Working Together to Safeguard Children (2023)*
- *The Children Act (1989 and 2004)*
- *The Equality Act (2010)*

We are committed to providing an inclusive, nurturing environment where all children — including those with additional needs — can thrive, learn, and explore safely.

2. Scope

This policy applies to:

- All staff, volunteers, and visiting practitioners delivering or supporting our AP sessions
- All children and young people participating in sessions, including those with physical, learning, sensory, social, or emotional needs.
- Parents, carers, and any external partners involved in our provision.

3. Aims

- To safeguard and promote the welfare of all children participating in our AP Sessions
- To create a safe and supportive environment that meets the individual needs of each child.
- To ensure that all staff understand their safeguarding responsibilities and act appropriately if concerns arise.
- To ensure accessibility, dignity, and equality for children with additional needs.

4. Designated Safeguarding Lead (DSL)

The **Designated Safeguarding Lead (DSL)** is responsible for managing safeguarding concerns and ensuring compliance with this policy.

- **Joint DSL:** Nicole Gillard
- **Joint DSL:** Cordelia Scott
- **Contact:** 07483221030/ 07753610386

The DSL will liaise with the Local Authority safeguarding partners, parents, and other agencies as appropriate.

5. Safeguarding Principles

a. Safe Environment

- Risk assessments are completed for all activities and sites, including dynamic risk assessments on the day.
- All areas are checked for hazards before use.
- Emergency procedures (including first aid and evacuation plans) are clearly communicated to all staff and children (in an appropriate way)

b. Supervision and Ratios

- Appropriate adult-to-child ratios are maintained according to age, activity type, and additional needs.
- Extra adults or 1:1 support are provided for children requiring personal care or mobility assistance.

c. Inclusion and Accessibility

- All sessions are planned and adapted to meet the individual needs of each child.
- Reasonable adjustments are made to ensure full participation.
- Staff are trained in supporting children with sensory, behavioural, or communication needs.

d. Behaviour and Respect

- Positive behaviour management strategies are used, rooted in empathy, understanding, and clear boundaries.
- Bullying, discrimination, or exclusionary behaviour are not tolerated.

6. Safer Recruitment and Training

- All staff and volunteers undergo **enhanced DBS checks** before working with children.
- References and identity checks are completed for all new staff.

- Staff receive **safeguarding training** (renewed annually) and **additional training** in:
 - Forest School risk management (where relevant)
 - First aid and emergency response
 - Supporting children with SEND/additional needs
 - Manual handling and personal care (where relevant)

7. Recognising and Responding to Safeguarding Concerns (see appendices)

Staff must remain alert to the signs of abuse, neglect, or emotional distress, including indicators that may be masked by a child's additional needs.

If a member of staff has a concern:

1. **Listen carefully** and reassure the child.
2. **Do not promise confidentiality.**
3. **Record** concerns factually using the safeguarding reporting form on Learn Trek
4. **Report immediately** to the joint DSL
5. The DSL will assess and, if appropriate, make a referral to **Children's Social Care** or the **Local Authority Designated Officer (LADO)**.

In an emergency or if a child is at immediate risk, contact **999**.

8. Confidentiality and Information Sharing

- Information will be shared only with those who need to know, in line with GDPR and safeguarding law.
- All safeguarding records are stored securely and confidentially.

9. Health, Safety, and Wellbeing

- All staff hold up-to-date first aid qualifications
- A minimum of one first aider is present at all times.
- Medication, allergies, and medical conditions are documented and managed according to individual care plans.
- Toileting and personal care procedures are agreed with parents/carers in advance, following dignity and privacy protocols.

10. Partnership with Parents and Carers

- Parents and carers are informed about safeguarding policies and risk assessments.
- Where a safeguarding concern arises, the DSL will liaise with parents/carers unless doing so may place the child at further risk.

11. Monitoring and Review

This policy will be reviewed **annually** or sooner if:

- There are changes in legislation or guidance.
- A safeguarding incident occurs.
- Feedback from staff, parents, or children identifies the need for improvement.

12. Related Policies and Documents

- Health and Safety Policy
- Code of Conduct Policy
- Risk Assessment Policy
- Equality Policy
- Disciplinary and Behaviour Policy
- Whistleblowing Policy
- GDPR Policy

Policy Approval

Approved by: N Gillard

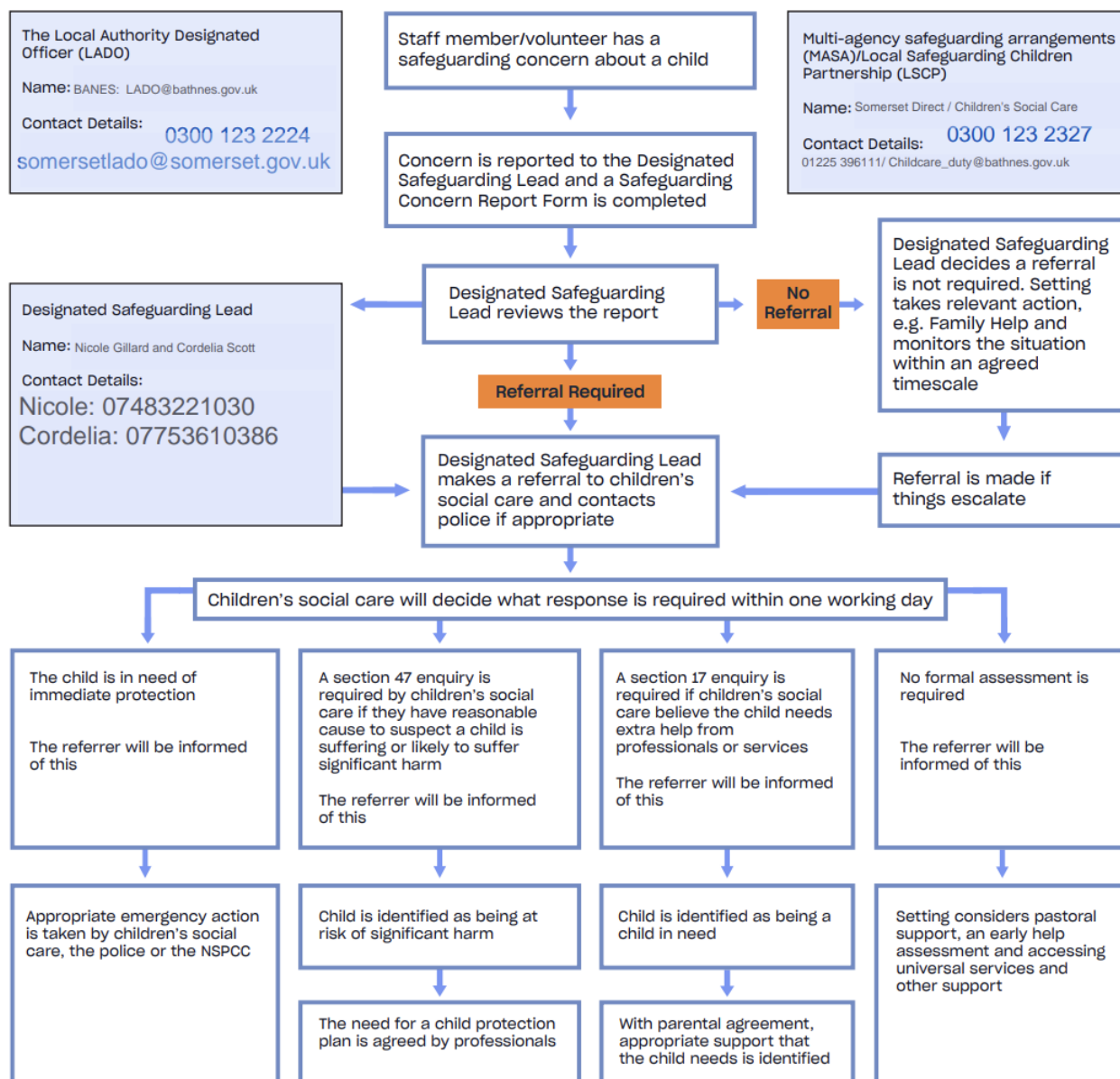
Position: Director

Date: September 2026

Review Date: September 2027

Appendices

Flowchart of procedures for responding to safeguarding concerns



**All concerns and correspondence will be kept in a secure, confidential file.
The child's circumstances will be kept under review at all stages and a referral will be made again if needs be. The child's best interests must always come first.**

If the concern is about a staff member or volunteer working in your setting, the DSL should either refer it to the LADO (depending on the nature of the concern), contact the LADO for guidance or address the concern in line with internal policies and procedures.

If your concern would involve a Prevent/Channel referral, contact:
0800 011 3764 / 999

If you have a concern that a child has undergone, or is about to undergo, Female genital mutilation (FGM), contact:
0800 028 3550 (NSPCC FGM Helpline)
or 999 or 101

Responding to a disclosure

If a child makes a disclosure:

Do



Remain calm and level-headed



Reassure the child



Listen carefully and actively



Let them know that you are taking what they say seriously



Tell them what will happen next and what might happen as a result of their disclosure. Be honest about what you know and do not know



Make a note of exactly what they have told you as soon as possible



Share the concern following procedure

Don't



Promise to keep secrets



Rush the child's account



Ask leading questions or try to interview the child



Make assumptions



Show that you are upset or angry



Show disbelief or dismiss them



Talk negatively about the potential abuser



A

ABUSE

A form of maltreatment of a child (anyone under the age of 18). Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm.

C

CHILD/CHILDREN

Anyone under the age of 18.

CHILD PROTECTION

Activity taken to protect specific children who are suffering, or likely to suffer, significant harm, or about whom there are those concerns.

CHILD IN NEED

A child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development are likely to be significantly impaired, without the provision of services; or a child who is disabled.

CODE OF CONDUCT

Sometimes referred to as a Staff Behaviour Policy, a setting's Code of Conduct should set out the expectations for all members of staff and include details relevant to safeguarding, including appropriate boundaries, language and relationships.

COUNTY LINES

A form of criminal exploitation in which illegal drugs are transported from one area to another, usually by children or adults at risk who have been exploited and coerced by criminal gangs.

CCE

Child criminal exploitation. Where an individual or group takes advantage of a power imbalance to coerce, manipulate or deceive a child into criminal activity.

CSE

Child sexual exploitation. Where an individual or group takes advantage of a power imbalance to coerce, manipulate or deceive a child into sexual activity.

CSPRs

Child Safeguarding Practice Reviews (previously known as serious case reviews (SCRs) take place when a child dies or has been seriously harmed.

CULTURE OF SAFEGUARDING

A culture of safeguarding means striving to create environments and cultures which keep children safe from all forms of harm. An effective safeguarding culture exists when safeguarding is found at the heart of a setting's ethos, practices and procedures.

D

DISCLOSURE

When a child provides information relating to maltreatment. This might involve directly telling you they are being maltreated, or describing something they themselves do not recognise as maltreatment, but you do.

DSL

Designated Safeguarding Lead. A setting's DSL takes lead responsibility for safeguarding and child protection. They are usually the first point of contact if there is a concern about the safety or wellbeing of a child.

E

ESCALATION PROCESS

The process to follow, as outlined in a local area's multi-agency safeguarding arrangements (MASA), if you are not satisfied with a response or outcome following the referral of a concern about a child.

F

FGM

Female genital mutilation. A type of maltreatment, practised most commonly in Africa, the Middle East and Asia, involving the partial or total removal of external female genitalia for non-medical reasons.

G

GDPR

General Data Protection Regulation. The Data Protection Act 2018 is the UK's implementation of the GDPR. No data protection legislation prevents you from sharing information for the purposes of keeping children safe.

H

HSB

Harmful sexual behaviour. A form of child-on-child abuse which takes the form of sexual harassment and/or sexual violence.

K

KCSIE

Keeping Children Safe in Education. A key statutory guidance document that outlines safeguarding and child protection information for schools and colleges.



L

LAC

Looked after child/children. Any child up to the age of 18 who has been in the care of their local authority for more than 24 hours. This includes children in the care system, such as those living in a children's home or in foster care and those living away from their parents, as well as children held on remand.

LADO

Local Authority Designated Officer. The LADO should be contacted to discuss or access support regarding allegations made against staff in your setting.

LGBTQIA+

An acronym used to describe a person's sexual orientation or gender identity. It stands for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual/aromantic/agender, and the plus sign incorporates all other sexual orientations and gender identities not represented by a specific letter.

LSCP

Local Safeguarding Children Partnerships. Multi-agency safeguarding arrangements (MASA) are often delivered through LSCPs, although some LSCPs now refer to themselves directly as the MASA.

LOW-LEVEL CONCERNS

Where a member of staff behaved in a way that is inconsistent with the setting's code of conduct, but it is not considered serious enough to refer to the LADO. Education settings must have a Low-Level Concerns policy that outlines procedures for managing such concerns. Other settings may incorporate this into the Staff Code of Conduct.

M

MALTREATMENT

Maltreatment encompasses all forms of ill-treatment, including abuse, neglect and exploitation.

MASA

Multi-agency safeguarding arrangements. The arrangements set out by local safeguarding partners to ensure agencies work together effectively.

N

NEGLECT

Where someone fails to prevent harm from happening to a child. Examples of neglect include failing to provide adequate supervision for a child or being unresponsive to a child's basic needs.

P

PREVENT DUTY

This places safeguarding obligations on specified authorities under the Counter-Terrorism and Security Act 2015. Specified authorities must have due regard to the need to prevent people from being drawn into terrorism.

PROFESSIONAL CURIOSITY

Exploring and understanding what is happening within a family, rather than making assumptions or accepting things at face value. This has also been described as practising respectful uncertainty – where staff critically evaluate any information they receive and maintain an open mind.

R

RADICALISATION

The process by which someone comes to believe or support extremist ideologies.

S

SECTION 17

The part of the Children Act 1989 that defines the concept of a child in need.

SECTION 47

The part of the Children Act 1989 that defines the concept of protection of a child at risk of significant harm.

SEND

Special educational needs and disabilities

T

THRESHOLD GUIDANCE DOCUMENT

These form the basis for all safeguarding partners in the local area and are based on the safeguarding framework set out in Working Together to Safeguard Children. They are made available as part of multi-agency safeguarding arrangements (MASA) and help practitioners understand which intervention/support threshold a concern about a child meets.

W

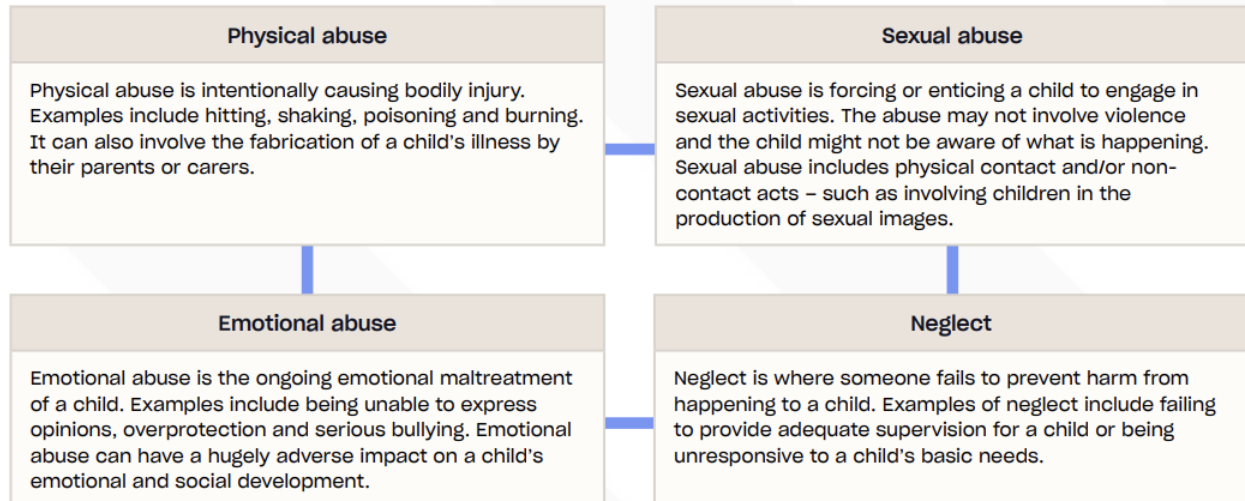
WORKING TOGETHER

Working Together to Safeguard Children. A key statutory guidance document containing safeguarding and child protection information for all organisations working with children.

Types of maltreatment

What is child maltreatment?

Child maltreatment is a term used to encompass all forms abuse, neglect and exploitation. There are four overarching categories of abuse (listed below), and the various types of maltreatment generally sit within one or more of these four categories.



You can find the full definitions of the main categories of abuse, as stated in *Working Together to Safeguard Children*, at the end of this document.

Below are some other specific types of safeguarding and child protection issues that all staff should be aware of:



Types of maltreatment

Online abuse

Online abuse is any type of abuse that happens over the internet or a mobile network. For example, exposure to harmful content and interactions on social networks or online gaming. Online abuse may be committed by people the child knows (including other children) or by strangers and it can occur alongside offline abuse.

Child Sexual Exploitation (CSE)

CSE is when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity. It is a form of child sexual abuse, although it can sometimes appear as if the activity is consensual.

Child Criminal Exploitation (CCE)

CCE is where drug networks or gangs groom and exploit children to carry drugs, guns, money and other items that are used in criminal activity. County Lines is a form of CCE – here, criminal groups exploit children to supply or move the items mentioned above from one geographical area to another - for example, drugs from a city to coastal towns.

Grooming

Grooming is when somebody builds an emotional connection with a child either online or face to face – gaining their trust for the purpose of sexual abuse, exploitation, radicalisation or trafficking.

Harmful Sexual Behaviour (HSB)

HSB is when children display developmentally inappropriate sexual behaviour for their age. It is seen as a continuum, from behaviour which is deemed to be inappropriate to that which is abusive and violent. It can happen in person or online (or both).

Studies have found that children who display harmful sexual behaviour have usually experienced maltreatment themselves, such as neglect, domestic abuse, parental substance misuse and, sometimes, sexual abuse.

Forced marriage

In a forced marriage, one or both people do not or cannot consent to the marriage (due to age or disability), duress may have been used and actions may have been taken to coerce one or both of the people into the marriage. Since the introduction of The Marriage and Civil Partnership (Minimum Age) Act 2022, it is illegal for 16 and 17 year-olds to marry in England and Wales, even with parental consent, and a penalty of up to seven years in prison can be given to anyone arranging child marriages (without the need to prove coercion, which was previously required). Forced marriage also includes non-legally binding ceremonies viewed as marriage by the parties and their families.

Types of maltreatment

Honour of faith-based abuse (HBA)

HBA is a crime or incident committed to protect or defend the 'honour' of a family or community. Examples include:

Female Genital Mutilation (FGM) - FGM involves intentionally altering or injuring the female genital organs for non-medical reasons. It is a criminal offence in the UK.

Breast ironing - Breast ironing or flattening is when a girl's breasts are flattened over time to prevent them from growing. This can involve using heated or heavy objects, as well as elastic belts or binders.

Radicalisation and extremism

Radicalisation is the process by which someone comes to believe or support extremist ideologies that are associated with terrorist groups. Extremist views can be political, religious or ideological. In some cases, radicalisation can lead to involvement in terrorist groups or acts.

Terrorism is the use or threat of action designed to influence the government or an international governmental organisation, or to intimidate the public.

Modern slavery

Modern slavery is a type of abuse that is more likely to be associated with adults, but children can also be victims of modern slavery. It encompasses slavery, human trafficking, forced labour and domestic servitude. It can also be linked to exploitation, such as CSE and CCE.

Child trafficking

Child trafficking is when children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for many reasons, including sexual abuse, benefit fraud, forced marriage, domestic servitude, forced labour in factories or agriculture, criminal activity and low-wage labour. It is important to note that trafficking is not about distance. A child can be trafficked from one end of the street to another.

safeguarding and child protection issues rarely happen in isolation and therefore it can be difficult to use a single label to define a child's experience. safeguarding and child protection issues may well encompass several different elements of maltreatment. There is very often overlap in the different types of maltreatment.



Speak to your Designated Safeguarding Lead (DSL) for further information and support

Types of maltreatment

Full definitions taken from *Working Together to Safeguard Children*:

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. Children may be abused in a family or in an institutional or community setting 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.
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 abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Emotional abuse	The persistent emotional maltreatment of a child such 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.
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: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.