Safeguarding Children and Young People Policy

Document reference	**SG-CYP-01**
Policy owner	Board of Directors
Operational lead	Jo Rusbridge, Designated Safeguarding Lead
Deputy	Harry Deacon, Deputy Designated Safeguarding Lead
Safeguarding Officer	Michelle Jago
Independent oversight	Tracie, nominated Board Safeguarding Director
Approved / effective	03/11/2026
Next review	Annually by the Board, 12 months after approval, next review date – 22/10/2027
Related documents	SG-AD-01 Safeguarding Adults; SG-PRO-01 Safeguarding Procedures and Reporting; SG-ALG-01 Allegations Management; SG-SWO-01 Safe Working and Outreach; SG-ASS-01 Compliance and Assurance

1. Purpose, commitment and status

Bugle Library of Things CIC (BLoT) works with communities through its physical Community Hub, Mobile Hub, authorised outreach and home visits, activities and events. Children may attend with parents or carers, be present in households receiving support, or disclose concerns during ordinary contact. This policy sets the minimum safeguarding standards for any child (a person under 18) encountered through BLoT activities.

BLoT will act in the child's best interests, take all concerns seriously, promote welfare, respond to emerging needs early and refer suspected harm without delay. Protecting children takes priority over operational convenience, organisational reputation, personal relationships, fundraising or concerns about publicity. Safeguarding is everybody's responsibility; statutory services determine statutory thresholds and investigate abuse.

This is a Board-level policy. The associated procedures prescribe practical steps, referral forms and risk controls. Where this policy and a procedure conflict, take immediate protective action, seek safeguarding advice and escalate the inconsistency for urgent correction; no procedural ambiguity justifies delaying a protective referral.

2. Scope and assumptions

This policy applies to all directors, employees, volunteers, sessional and casual workers, students and placements, and relevant contractors or delivery partners while acting for or on behalf of BLoT. It covers in-person, online, telephone, messaging, event and outreach contact, including concerns identified outside a scheduled session that arise through BLoT activity.

Current agreed delivery model: children attending BLoT activities are accompanied by a parent/carer who remains present and normally supervises them; BLoT undertakes occasional authorised home visits; BLoT does not transport service users or children. These assumptions are not permissions to leave children unprotected: BLoT remains responsible for the safety of its workers, venues, equipment and activities, and for acting on concerns about a child or carer. Any introduction of drop-off, unsupervised activity, transport or regular home visiting requires a documented risk assessment, safeguarding consultation, suitable staffing and Board/management approval before delivery.

3. Safeguarding values and child-centred practice

- Listen to children and respect what they say, taking their age, development, identity, communication and circumstances into account.
- Recognise that children may communicate distress through behaviour, changes in presentation or indirect disclosure, not only through explicit statements.
- Use inclusive, anti-racist, culturally sensitive and trauma-informed approaches; challenge discrimination without stereotyping families or communities.
- Make reasonable adjustments for disabled and neurodivergent children, language differences and communication needs; use appropriate independent interpreters where required.
- Recognise that poverty, overcrowding or temporary accommodation alone do not prove abuse or neglect; look at the child's actual needs, risks and lived experience.
- Share information proportionately to protect children and support partnership action, while respecting privacy and dignity.
- Do not promise secrecy, investigate, confront alleged perpetrators or make promises about outcomes.

4. Legislative and guidance framework

BLoT will work with regard to relevant provisions of the Children Act 1989 (including sections 17 and 47), Children Act 2004, Children's Wellbeing and Schools Act 2026 as commenced, Safeguarding Vulnerable Groups Act 2006, Rehabilitation of Offenders Act 1974 and relevant exceptions, Human Rights Act 1998, Equality Act 2010, UK GDPR and Data Protection Act 2018, and applicable criminal law. The principal multi-agency reference is Working Together to Safeguard Children 2026. Information sharing must reflect the September 2026 statutory guidance and the section 16LA duty where BLoT and recipients fall within its scope; the applicability of that statutory duty must not be assumed without checking the relevant categories and arrangements.

BLoT is a Community Interest Company, not a registered charity. Charity-specific regulatory obligations must not be described as automatically binding, although strong safeguarding governance remains necessary. BLoT will follow Cornwall's current Continuum of Need and local safeguarding partnership procedures, and apply contract or partnership requirements where relevant.

5. Understanding harm, abuse and neglect

Safeguarding concerns may relate to actual, suspected or emerging harm, whether occurring at home, in a community setting, within an organisation or online. More than one category often applies, and repeated incidents that appear minor individually may indicate cumulative harm. Workers should report the facts and their concerns, not attempt to diagnose, prove or classify abuse conclusively.

5.1 Core categories

- Physical abuse: assault, inappropriate physical punishment, shaking, poisoning or deliberate injury; signs may include unexplained injuries, inconsistent accounts or fear of a particular person.
- Emotional abuse: persistent intimidation, humiliation, threats, rejection, coercion, exposure to harmful conflict or behaviour that damages emotional development; signs may include marked anxiety, withdrawal, distress or developmental concerns.
- Sexual abuse: forcing or enticing a child into sexual activity, including online abuse and non-contact exploitation; concerning indicators may include disclosure, age-inappropriate sexualised behaviour, fear or sudden behavioural change.

- Neglect: persistent failure to meet basic physical or psychological needs, including adequate food, shelter, clothing, supervision, healthcare or protection from danger; assess the wider context and actual impact on the child.

5.2 Other forms and contexts of harm

- Domestic abuse, including controlling or coercive behaviour: children who see, hear or experience its effects require careful consideration in their own right.
- Sexual and criminal exploitation, county lines, grooming, trafficking, modern slavery and group-based exploitation, including where a child appears to consent or may be criminalised for exploitation-related behaviour.
- Online risks: grooming, sexual extortion, abusive images, harmful contact, exploitation or sharing of personal information.
- Harmful sexual behaviour and abuse between children, including teenage relationship abuse; take the safety and needs of all children seriously.
- Discriminatory harm including racist, disability-related, homophobic or transphobic abuse, bullying and exclusion.
- Child-on-child or adult-on-child abuse within community activities, unsafe relationships, professional boundary violations and abuse by people in positions of trust.
- Risks involving unborn children, parental substance misuse, serious mental ill health, domestic abuse, family stressors, missing children, unstable accommodation and limited access to services; none should automatically be treated as proof of maltreatment.

6. Recognition, professional curiosity and recording

Workers must be alert to unexplained injury, fearful behaviour, disclosures, persistent unmet needs, concerning interactions, unusual financial or digital control, and cumulative signs across several visits. Consider what the child experiences day to day and whether a parent or carer may be unable or unwilling to protect them. Children may not identify themselves as abused and may retract a disclosure.

Record what was seen, heard or disclosed, with dates, times, exact words where possible, and a clear separation of fact, observation and professional concern. Do not photograph injuries or devices without a clear authorised safeguarding purpose and lawful basis; do not access or circulate potentially illegal child sexual abuse material. Record the child's words respectfully and avoid repeated questioning.

7. Levels of need and routes to support

Early/family help	**Where a family needs additional voluntary support but no immediate protection response appears required, discuss proportionate help, consent and appropriate referral with the DSL and, where necessary, Cornwall MASSH. Record rationale and review emerging concerns.**
Child in need	Where a child may require statutory support under section 17 of the Children Act 1989, seek advice or make a referral through Cornwall's published pathway. BLoT must not decide conclusively whether the statutory threshold is met.
Suspected significant harm	Where there is reasonable cause to suspect a child is suffering or likely to suffer significant harm (section 47 context), contact MASSH/police promptly; do not wait for internal approval.
Immediate danger	Call 999, act within your competence to protect life and safety, and then report to an unconflicted safeguarding lead.

Cornwall's published Continuum of Need should inform practice but must not become a barrier to referrals. If a child already has an allocated social worker or Family Help Worker, contact that practitioner where appropriate, without delaying urgent action. If an initial referral receives no satisfactory response and risks persist, re-escalate, seek advice and document follow-up.

8. How to respond to a disclosure or immediate concern

- Ensure immediate safety. If someone is in danger or urgent police/ambulance help is required, call 999.
- Listen calmly, give the child time, take them seriously and use their own words. Do not express disbelief, lead questioning, ask for unnecessary detail or promise confidentiality.
- Explain in accessible language that information may need to be passed to people who can help keep them safe; do not promise an investigation or a particular result.
- Do not confront an alleged perpetrator, discuss the allegation with bystanders, attempt mediation or conduct an internal fact-finding interview.
- Make a dated and timed factual record as soon as practical, preserving exact words and identifying who was present.
- Report urgent concerns immediately and all other concerns on the same working day to Jo (DSL), Harry (Deputy) or Michelle (Safeguarding Officer) following SG-PRO-01; Michelle must escalate substantive child-protection concerns to Jo or Harry and may facilitate immediate statutory contact. All concerns must be reported within this timeframe even when the worker is uncertain whether statutory referral is necessary; serious harm must be referred externally without delay.
- Where statutory referral is indicated, ensure it occurs without delay. Any worker may contact MASSH or police directly if necessary; inability to reach management is never a reason to wait.
- Record whom you contacted, advice received, decisions, actions, follow-up owner and review time; provide a restricted record to the authorised safeguarding case system.

Do not automatically inform parents or carers of an allegation or referral. Consult statutory services first where notification may increase risk, compromise enquiries, create intimidation or place a child or non-abusive carer in danger.

9. Cornwall referral and emergency arrangements

Immediate emergency	Police, fire or ambulance: 999.
Cornwall MASSH	0300 123 1116 (advice, safeguarding and family help); current published email: massh@cornwall.gov.uk. Written referrals through Cornwall Council's current online form.
Out-of-hours	01208 251300 for Cornwall children's out-of-hours service.
LADO advice	01872 326536; lado@cornwall.gov.uk. Use Cornwall's professional allegations online referral route as directed.
Police non-emergency	101 where appropriate; use 999 for immediate danger.

Referral contacts and form links are operationally controlled in SG-PRO-01 and must be checked before issue and at defined intervals. If a published contact is unavailable, telephone the local authority or police rather than allowing referral to stall. Use appropriate secure communications and do not put detailed identifying safeguarding information into ordinary shared mailboxes.

10. Participation in family activities and the Community Hub

A named session lead must be identified for each relevant session. Parents/carers normally remain present and retain usual supervision responsibilities. BLoT is responsible for managing hazards arising from its own activities and must not rely on parental presence to excuse unsafe practice or failure to refer concerns.

- Complete proportionate activity and venue risk assessments, including entrances/exits, visibility, toilets, equipment, accessibility, first aid and how to respond if a child becomes lost or distressed.
- Give clear information that sessions are accompanied and are not childcare or drop-off provision; do not unexpectedly assume care of children.
- Avoid isolated one-to-one contact; where private conversation is necessary for safeguarding, use a suitable visible or accountable arrangement that preserves dignity and allows reporting.
- Use suitable boundaries for physical contact, comfort and personal care; workers do not provide intimate care without an explicitly approved arrangement and appropriate safeguards.
- Make no unsupervised off-site arrangements, personal invitations, gifts or special relationships with children.
- Apply consent and safeguarding checks to photographs, audio, publication, identification and location data; never photograph or publish a child for publicity against safeguarding advice.
- Brief guest artists, performers, partner staff and volunteers on expected conduct and the immediate reporting route before delivery.

11. Mobile outreach, temporary accommodation and home visits

Mobile Hub sessions and occasional home visits can create heightened risks through unfamiliar locations, lack of privacy, distressed family circumstances, isolated working and inconsistent access to management. Every visit must follow SG-SWO-01, including purpose, authorisation, site risk assessment, check-in/out, emergency response and suitable staffing.

- Every BLoT home visit must be undertaken by at least two authorised workers. A home visit is authorised in advance with a clear purpose, personnel, location, risk screening and planned contact arrangements. Unplanned entry into homes is avoided unless an urgent protective response is necessary and safe.
- Workers must not enter a home alone on BLoT business. If a second authorised worker becomes unavailable, postpone the visit or arrange an alternative safe means of support; any immediate danger must be referred to emergency services. Staff safety and the child's welfare are assessed separately.
- Treat poverty, housing instability and cultural differences without stigma while remaining alert to observed safety risks and unmet needs.
- Do not enter unsafe premises, physically intervene in violence, carry out investigative searches or remove a child except as directed by emergency services or where lawful immediate action is essential.
- Where abuse may involve a household member, speak and record discreetly; do not leave visible safeguarding notes or messages that could place someone at risk.
- BLoT does not provide child transport or routine unsupervised childcare. Any proposed exception requires formal service change approval and bespoke safeguarding review.

12. Digital contact, information and photography

BLoT workers must use approved organisational channels for service communication, not personal social media accounts or private messaging relationships with children. Communication with families should ordinarily involve the responsible adult, unless doing so may compromise safeguarding; exceptions must be agreed and recorded by safeguarding leadership.

When supporting digital tasks, workers must not ask for, retain or use service users' passwords, open private accounts without appropriate authorisation, make undocumented financial decisions, or capture sensitive material for convenience. Online disclosures receive the same safeguarding response as in-person concerns. Records and digital evidence are handled securely, without forwarding abusive images or investigating private devices.

13. Professional boundaries and conduct

- Maintain respectful, non-exploitative relationships and do not use BLoT status for personal, financial, romantic, sexual or social gain.
- Avoid favouritism, secrets, personal gifts, borrowing/lending money, unauthorised contact and unnecessary physical contact.
- Challenge discrimination, bullying and inappropriate language; report low-level boundary concerns before they escalate.
- Do not work while impaired, share intimate personal experiences with children or make comments that undermine safety and trust.
- Disclose conflicts of interest and prior personal relationships relevant to a safeguarding concern; ensure another unconflicted person takes responsibility.
- Protect whistleblowers and people who report concerns in good faith from retaliation.

13.1 Children's and families' safeguarding concerns and complaints

Children, parents and carers may raise a concern about BLoT's safeguarding practice in person, by telephone or email, or directly through Tracie as the independent Board safeguarding contact. Staff must help people access a safe and understandable route, including reasonable adjustments, interpretation or support where needed. A child is not required to raise a concern through a parent or carer where doing so may be unsafe.

Any complaint suggesting a child may be at risk of harm must be treated first as a safeguarding concern, reported immediately where urgent and otherwise on the same working day, and considered for referral to MASSH, police or LADO as appropriate. The person complained about must not control its handling. The outcome and any response to the complainant must respect confidentiality and ongoing statutory enquiries. Contact routes are published in the controlled procedures and explained during activities.

14. Roles, authority and accountability

14.1 Board of Directors

The Board is accountable for approving this policy, resourcing its implementation, overseeing material risks, receiving quarterly anonymised safeguarding assurance, and taking timely action when incidents or compliance failures reveal weaknesses. It must ensure safeguarding authority can operate even when an allegation involves a director or Co-CEO. Board members do not ordinarily access identifiable cases unless necessary for a defined and lawful governance decision.

14.2 Jo Rusbridge — Designated Safeguarding Lead

Jo is the principal operational decision-maker for safeguarding case coordination, referral oversight, statutory liaison, case escalation, practitioner guidance, training needs and quality assurance of records. Jo ensures concerns are not closed without a documented rationale and that follow-up occurs. Jo does not investigate criminal allegations or allegations implicating herself.

14.3 Harry Deacon — Deputy Designated Safeguarding Lead

Harry performs the DSL function during Jo's absence or conflict, supports safeguarding decisions, oversees implementation controls, training/compliance reporting and policy consistency, and ensures serious issues reach Tracie or another unconflicted director as necessary. Where both Jo and Harry are implicated, neither directs the case.

14.4 Michelle Jago — Safeguarding Officer

Michelle is an additional trained operational point of contact: she receives and accurately records concerns, provides immediate safety advice within her competence, supports staff/volunteer induction, promotes good safeguarding practice and ensures prompt referral or escalation to Jo/Harry. She may directly contact statutory services when urgent protection requires it. Michelle is not appointed as an independent investigator and must not unilaterally close complex or contested cases. Her delegated authority, training and supervision must be recorded before implementation.

14.5 Tracie — nominated Board Safeguarding Director

Tracie provides independent Board oversight and an escalation path for concerns about Jo, Harry, other management or systemic safeguarding failures. She monitors policy assurance, checks that independence is maintained and ensures referral to statutory agencies where warranted. Tracie is not assumed to be independent in a case involving herself; such matters go to an unconflicted director and statutory services. A confidential Board contact mechanism must be published.

14.6 All workers and partners

Everyone must undertake required induction, work within their competence, maintain safe boundaries, report and accurately record concerns, cooperate with lawful safeguarding enquiries and challenge unsafe practices. Activity leads are responsible for ensuring local risks and partner arrangements are understood before activities begin.

15. Allegations and concerns involving staff, volunteers or directors

Any allegation that a person working with children has harmed or may have harmed a child, may have committed a relevant offence, or may pose a risk to children must be reported immediately under SG-ALG-01. LADO advice/referral must be considered against Cornwall's applicable criteria; the relevant organisational decision must be recorded. BLoT must not conduct a parallel investigation that could prejudice police or statutory enquiries.

Concerns about Jo go to Harry and Tracie, subject to conflicts. Concerns involving both Co-CEOs go to Tracie and appropriate external services. Concerns involving Tracie go to an unconflicted director and the statutory route as appropriate. Workers may bypass management and refer directly if the chain is compromised or fails to act. Decisions about suspension/redeployment are precautionary, proportionate and taken with appropriate statutory advice and employment consideration; suspension is not automatic.

The DSL/Board must consider whether legal DBS referral duties arise and ensure they are discharged when conditions are met. Separate whistleblowing, disciplinary and complaints processes must never substitute for protecting children or required external referrals.

16. Safer recruitment, vetting and supervision

Every role must have a description, safeguarding risk assessment and appropriate recruitment controls. Depending on the role this includes identity verification, references, review of gaps, interview questions, work history, relevant qualifications and right-to-work checks. Recruitment evidence should be recorded proportionately and handled securely.

DBS level and barred-list eligibility must be assessed individually against statutory criteria and the actual duties and frequency/conditions of activity. Contact with children or vulnerable families does not by itself justify an enhanced or barred-list check. BLoT must not request an ineligible level. Where an eligible role changes materially, its DBS assessment must be reconsidered. Safe supervision applies even where DBS checking is unavailable or not permitted.

No individual may begin unsupervised or higher-risk duties until mandatory vetting, induction and risk controls appropriate to the role are complete; interim supervised duties require explicit authorisation and documented conditions.

17. Training, induction and safeguarding culture

Before beginning relevant delivery, volunteers receive introductory safeguarding training, staff receive more detailed training relevant to their duties, and Jo, Harry and Michelle receive enhanced role-specific safeguarding training. Tracie receives training appropriate to independent Board safeguarding oversight. Every director, employee and volunteer receives an appropriate safeguarding briefing before relevant service delivery, including how to recognise and report concerns, emergency actions, safe boundaries and the alternative escalation route. Learning must be proportionate to role and renewed following changes, concerns or skills gaps. DSL, Deputy, Safeguarding Officer and Board oversight roles require additional recognised training, continued learning and effective supervision.

The SG-ASS-01 training matrix records course, provider, completion, renewal trigger and any outstanding action. All directors, staff and volunteers must complete formal role-appropriate safeguarding refresher training annually. Annual refreshers are BLoT's internal standard, not described as a universal statutory requirement. Additional training or briefings take place following significant practice changes or identified skills gaps. Volunteers should be able to raise uncertainties without fear of blame, while deliberate concealment or serious breaches are addressed.

18. Information sharing, confidentiality and data security

Child safeguarding information is sensitive and shared on a need-to-know basis where necessary and lawful to support welfare or protection. Consent is relevant but does not automatically control whether protective information may lawfully be shared. Assess the applicable UK GDPR lawful basis and special-category condition, consider any applicable Children Act information-sharing duty, record purpose and recipients, and seek data-protection advice where the position is complex. Do not allow uncertainty about consent to delay immediate protective action.

Keep identifiable safeguarding case files in a separate, restricted-access BLoT WorkDrive folder, accessible only to safeguarding personnel specifically authorised for the relevant case. This folder must be separate from the general policies and compliance records, with access controlled, reviewed and auditable. Records should capture the source, date, child/family identifiers, concern, child's words, actions, advice, referral acknowledgements, outcomes and review/closure rationale. Apply access restrictions, secure transfer, retention schedules and breach reporting arrangements. Management reporting should be anonymised wherever practical; do not place detailed disclosures in group chats or shared working documents.

19. Multi-agency working and partner accountability

BLoT collaborates with statutory services, schools, health services, community organisations and event providers where appropriate. Agreements for partner-led activities should identify the designated safeguarding contacts, supervision responsibility, eligibility checks, incident reporting, referral ownership, information-sharing method and response to allegations. BLoT may refer to a partner's process but retains responsibility for acting on concerns encountered by its staff and volunteers.

Where another organisation has made or is managing a referral, BLoT must check that responsibility and follow-up are clear rather than assume the issue has been resolved. Relevant learning from serious incidents and partnership feedback should inform changes to practice.

20. Assurance, breaches and review

The Board receives quarterly anonymised assurance on referrals and themes, staff/volunteer training, DBS eligibility compliance, risks, outstanding corrective actions, partner issues and learning. Serious risks and credible allegations involving leadership are reported promptly to an unconflicted director. The DSL maintains a restricted decision trail; the Deputy oversees whether implementation actions are completed.

Breaches of this policy are considered according to seriousness: immediate protective action where necessary, statutory referral where indicated, then appropriate employment, volunteer or contractual action. The Board conducts one scheduled formal review of this policy annually. Serious incidents, changes in law or guidance, new child-facing activities or systemic risks must nevertheless be escalated promptly and managed through immediate protective action and authorised operational updates; any material policy amendment requiring Board approval must be presented for a formal decision rather than deferred until the annual review. The Board records approval and effective dates; staff receive revised instructions before changes take effect.

Appendix A — One-minute action guide

- DANGER NOW: call 999 and take safe protective action.
- CONCERN OR DISCLOSURE: listen, do not investigate, write down the facts and exact words.
- REPORT: contact Jo, Harry or Michelle promptly; bypass conflicted management.
- REFER: call Cornwall MASSH 0300 123 1116 or police as indicated; never wait for unavailable management.
- RECORD: secure factual note, referral, advice, decision, follow-up owner and date.
- FOLLOW UP: if concerns remain or the response is inadequate, escalate again.

Appendix B — Controlled supporting documents

SG-AD-01	**Safeguarding Adults Policy**
SG-PRO-01	Safeguarding Procedures and Reporting (including local contact verification, disclosure, referral, recording and follow-up)
SG-ALG-01	Allegations Management Procedure (including LADO, independent escalation and DBS consideration)
SG-SWO-01	Safe Working and Outreach Procedures (mobile operations, activities, home visiting, digital and event safeguards)
SG-ASS-01	Safeguarding Compliance and Assurance Framework (training, recruitment eligibility, audit and reporting)

Appendix C — Authority and review references

Department for Education, Working Together to Safeguard Children 2026: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Department for Education, Information sharing to safeguard children and young people, updated September 2026: https://www.gov.uk/government/publications/information-sharing-to-safeguard-children-and-young-people

Cornwall Council, Safeguarding, Support, Advice and Guidance for children, young people and families: https://www.cornwall.gov.uk/health-and-social-care/childrens-services/how-to-find-support-for-your-child-and-family/early-help/

Cornwall Council, LADO: https://www.cornwall.gov.uk/lado

GOV.UK, DBS eligibility for roles working with children: https://www.gov.uk/government/publications/eligibility-for-roles-working-with-children

Appendix D — Implementation approval record

Board meeting/date	**23/10/2026**
Approving minute reference	R11-03-11-26
Effective date	04/11/2026
Next review date	03/11/2026
Confirmed contacts	• Jo Rusbridge — Designated Safeguarding Lead; • Harry Deacon — Deputy Designated Safeguarding Lead; • Michelle Jago — Safeguarding Officer; • Tracie — Independent Board Safeguarding Director. Direct contact details and alternative escalation routes will be maintained in the controlled Safeguarding Procedures and Reporting document (SG-PRO-01), accessible to all relevant staff and volunteers.
Supporting procedures	This policy forms part of BLoT's safeguarding framework, supported by; • SG-AD-01 (Safeguarding Adults Policy), • SG-PRO-01 (Safeguarding Procedures and Reporting), • SG-ALG-01 (Allegations Management), • SG-SWO-01 (Safe Working and Outreach Procedures) • And SG-ASS-01 (Safeguarding Compliance and Assurance). The supporting documents will be maintained in BLoT's WorkDrive policy folders, with confidential case records held separately in restricted-access storage. Full implementation and staff access to be confirmed before the effective date.
Training and delegation	BLoT has adopted a role-based safeguarding training framework, with introductory training for volunteers, more detailed training for employees and enhanced training for safeguarding officers and leads. Formal refresher training is required annually. Michelle Jago is appointed Safeguarding Officer, responsible for receiving and recording concerns, supporting safeguarding induction, promoting good practice and escalating concerns to the Designated Safeguarding Lead or Deputy. Completion of required training, individual competencies and formal delegation arrangements must be verified and recorded before implementation.