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Child Protection and Safeguarding Policy

1. Policy Statement

Learn to Shine Education Ltd is committed to safeguarding and promoting the welfare of all children and young people.

We believe every child has the right to feel safe, valued, and respected, and to be free from all forms of abuse and neglect.

We recognise our duty of care to protect children and to respond effectively to safeguarding concerns.

All staff, volunteers, tutors, and visitors share this responsibility and must act without delay if they suspect a child is at risk of harm.

2. Aims

- To ensure the safety and wellbeing of all children in our care.
- To establish clear procedures for identifying, reporting, and responding to concerns.
- To promote awareness of safeguarding, online safety, and equality.
- To ensure staff and volunteers are fully trained and confident in their safeguarding responsibilities.

3. Legal Framework

This policy is based on the following statutory and regulatory guidance:

- Keeping Children Safe in Education 2026 (where applicable; otherwise used as a good-practice reference), DfE 2025
- Working Together to Safeguard Children, DfE 2023
- The Children Act 1989 & 2004
- Education Act 2002 (Section 175/157)
- The Equality Act 2010
- The Prevent Duty 2015
- Data Protection Act 2018 and UK GDPR

4. Roles and Responsibilities

The Designated Safeguarding Lead(s) (DSL) is responsible for:

- Managing safeguarding concerns and referrals.
- Liaising with the local safeguarding partners and other agencies.
- Ensuring that all staff receive appropriate safeguarding and child protection training.
- Maintaining confidential and accurate safeguarding records.

All Staff and Volunteers must:

- Be alert to the signs of abuse and neglect.
- Report concerns immediately to the DSL on duty (or Deputy DSL).
- Never promise confidentiality to a child.
- Complete safeguarding induction and annual refresher training.

5. Recognising Abuse and Neglect

Abuse may be:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Staff must also be vigilant to:

- Child-on-child (peer-on-peer) abuse
- Online abuse and cyberbullying
- Radicalisation or extremist influences
- Domestic abuse
- Criminal or sexual exploitation (including county lines)

6. Child-on-Child (Peer-on-Peer) Abuse

Child-on-child abuse can include:

- Bullying (including cyberbullying)
- Physical violence
- Sexual harassment or sexual violence
- Upskirting
- Initiation or hazing-type violence

All such incidents are taken seriously. Victims and alleged perpetrators will be supported,

and the DSL will assess whether a referral to Derbyshire Children's Services or the Police is required.

We foster a culture of openness where children feel confident to report concerns and know they will be heard.

Preventive measures include:

- Relationship and online safety education
- Positive behaviour management
- Anti-bullying initiatives and restorative practice

6a. Cyberbullying, Prejudice and Discrimination

At Learn to Shine Education Ltd, we are committed to providing an inclusive, respectful and safe learning environment for all students. Any form of bullying, cyberbullying, prejudice or discrimination is unacceptable and will be addressed promptly, consistently, and with care for all involved.

Cyberbullying

Cyberbullying is bullying that takes place through technology - including text messages, social media, gaming platforms, or email.

It may include:

- Sending threatening or hurtful messages or images
- Sharing private information or images without consent
- Excluding others online or spreading rumours
- Impersonating another person to cause distress

Cyberbullying is treated with the same seriousness as face-to-face bullying.

Students will be taught about responsible digital behaviour and the consequences of misuse.

The DSL will assess all online concerns to determine whether they amount to a safeguarding issue, including whether the child is at risk of harm, grooming, or exploitation.

<u>Prejudice and Discrimination</u>

We do not tolerate prejudice or discriminatory behaviour of any kind.

Discrimination against any individual based on one or more of the protected characteristics under the Equality Act 2010 is unacceptable.

These characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Prejudice-based incidents might include:

- Derogatory language, jokes, or name-calling
- Excluding or isolating someone based on difference
- Physical or emotional intimidation linked to a protected characteristic
- Online comments or images targeting specific groups

Such behaviours undermine our values and the principles of equality, respect, and inclusion.

Responding to Bullying, Prejudice and Discrimination

When incidents of bullying, cyberbullying, or discriminatory behaviour occur, they will be investigated fully and dealt with fairly and proportionately.

Our approach is both educational and restorative, recognising that children and young people may need guidance to understand the impact of their actions.

A three-step supported plan will be put in place to help the student recognise why the

behaviour is wrong and to support positive change:

1. Step 1 – Awareness and Reflection:

- The student meets with a senior member of staff or the DSL to discuss what happened and why it is unacceptable.
- Parents/carers are informed and invited to contribute to the support process.
- The student reflects on the impact of their actions and receives guidance on empathy, respect, and digital citizenship.

2. Step 2 – Behaviour Support Plan:

- A written plan is created outlining clear expectations, support strategies, and positive behaviour targets.
- The plan may include restorative work, supervised online learning, or additional pastoral sessions.
- Progress is reviewed regularly with the student, staff, and parents/carers.

3. Step 3 – Formal Review:

- If the behaviour persists or escalates, a formal review is held involving senior leaders and parents/carers.
- Further sanctions may apply, including fixed-term exclusion, or end of placement.
- Permanent exclusion will be considered if, despite all reasonable support, the bullying, prejudice, or discriminatory behaviour continues or poses a risk to others' safety or wellbeing.

Preventative Education

We promote respect and tolerance through our PSHE/RSE curriculum, and daily practice.

Students learn about equality, diversity, online safety, and the importance of standing up against bullying or discrimination.

Our goal is to build a culture of empathy, understanding, and kindness where all children feel valued and safe.

7. Online Safety and Safeguarding

Learn to Shine Education Ltd ensures:

- Safe and secure online learning environments.
- Appropriate filtering and monitoring systems.
- Clear staff guidance on acceptable use of technology.
- Education for children on safe internet use and digital wellbeing.
- Parental engagement and support for home online safety.

All online incidents will be reported to the DSL, who will decide if external referral (e.g., to CEOP or the Police) is required.

8. Reporting and Escalating Concerns

All safeguarding concerns must be reported immediately to the DSL on duty (or Deputy DSL).

The DSL will work with the staff member to:

- Record the concern accurately and confidentially.
- Consider thresholds and determine whether a referral is needed.
- Liaise with Derbyshire Children's Services via the Starting Point team if a child may be suffering or at risk of significant harm.

If a staff member disagrees with the DSL's decision, they must escalate their concern following the whistleblowing procedure or contact:

- Derbyshire Starting Point (Children's Services): 01629 533190
- Derbyshire Police (non-emergency): 101 / Emergency: 999
- NSPCC Whistleblowing Advice Line: 0800 028 0285

9. Allegations Against Staff

Any allegation that a staff member or volunteer has:

- Behaved in a way that harmed or may have harmed a child;
- Possibly committed a criminal offence; or
- Behaved in a way that indicates they may pose a risk to children,

must be reported to the DSL and Local Authority Designated Officer (LADO) immediately.

Derbyshire LADO: 01629 533190

The DSL will follow local safeguarding partnership procedures and not investigate personally.

This matter will also be reported by the DSL to the DBS Update Service.

10. Confidentiality and Record Keeping

All safeguarding information will be:

- Recorded accurately, dated, and signed.
- Stored securely and separately from general records.
- Shared only on a "need-to-know" basis and in line with UK GDPR.

11. Training

- All staff receive safeguarding and child protection training at induction.
- Refresher training is provided annually.
- The DSL(s) and Deputy DSL(s) undertake advanced training every two years.

12. Safer Recruitment

Learn to Shine Education Ltd operates a safer recruitment process including:

- Enhanced DBS checks for all staff and volunteers.
- Right to Work checks.
- Verification of identity and references.
- Safeguarding questions at interview and ongoing vigilance in practice.
- Monthly UDS checks on DBS status.
- Section 128 checks for senior staff.
- Regular Safer Recruitment phone calls for staff in post.

13. Monitoring and Review

This policy will be reviewed annually, or sooner if:

- Statutory guidance changes;
- Local safeguarding procedures are updated; or
- A safeguarding incident highlights a need for revision.

14. Key Contacts

Role	Name / Organisation	Contact Details
DSL	Katie McDonough	07312276588
DSL	Gabrielle Nicholson	07817520183
DSL	Shannon Crooks	07930527109
Derbyshire Starting Point	Derbyshire County	01629 533190
Derbyshire LADO	Local Authority	01629 533190
Designated Officer		
Police (non-emergency)	Derbyshire	101
Constabulary		
NSPCC Helpline	National Helpline	0808 800 5000
CEOP	Online Reporting	www.ceop.police.uk

This policy was approved by:

Katie McDonough

Safeguarding contacts and local referral routes

Learn to Shine Education Ltd Designated Safeguarding Leads (DSLs):

Katie McDonough, Gabrielle Nicholson and Shannon Crooks.

Staff must report concerns promptly to a DSL. If a concern involves a DSL, or action is not taken and a child may be at risk, staff must use the appropriate external route without delay.

For a child in immediate danger, call 999. For a child in Derbyshire who may be suffering, or at risk of, significant harm, contact Call Derbyshire / Starting Point on 01629 533190. Professionals seeking non-urgent consultation may call the Starting Point advice line on 01629 535353 (Monday to Friday, 10am–4pm). Follow the current local referral process and record actions taken.

Prevent: concerns about possible radicalisation should be raised with a DSL promptly and referred through the appropriate Derbyshire Prevent route where necessary. For current referral instructions and contacts, use the Safer Derbyshire Prevent referrals page: https://www.saferderbyshire.gov.uk/what-we-do/counter-terrorism/prevent-referrals/prevent-referrals.aspx

This policy should be applied alongside current statutory guidance and local procedures. The Department for Education's Keeping Children Safe in Education 2026 applies directly to schools and colleges; for private tuition, use it where relevant and as a good-practice reference.

SEND information and local support

Where relevant to a learner's needs, staff should work with the student and their parent/carer, make reasonable adjustments, and co-ordinate with the placing school or other professionals where agreed and appropriate. The Derbyshire Local Offer provides information about SEND services, education support and local pathways: https://www.localoffer.derbyshire.gov.uk /

Local resource: Derbyshire Local Offer for SEND