



Safeguarding and Child Protection Policy

Date Created: November 2025

Created by: Mr P Marsden

Review date: November 2026

1. Policy Statement

At Active Futures Academy, we are fully committed to safeguarding and promoting the welfare of all our students. We recognise that children and young people in alternative education may be particularly vulnerable, and we take proactive steps to ensure their safety, protection, and well-being.

Safeguarding is everyone's responsibility. All staff, volunteers, and visitors have a duty to protect students from harm and to act in the best interests of the child at all times.

2. Legal and Statutory Framework

This policy is based on the following key legislation and statutory guidance:

- Children Act 1989 & 2004
- Education Act 2002 (Section 175/157)
- Keeping Children Safe in Education (KCSIE, 2023)
- Working Together to Safeguard Children (2023)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 and UK GDPR
- Human Rights Act 1998
- Education (Independent School Standards) Regulations 2014

3. Scope

This policy applies to all staff, agency workers, contractors, volunteers, trustees, and visitors to Active Futures Academy. It covers safeguarding during the school day, off-site activities, transport arrangements, online learning, and outreach provision.

4. Definitions

- Safeguarding – Protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling the best outcomes.
- Child Protection – Part of safeguarding; protecting specific children who are suffering, or likely to suffer, significant harm.
- DSL (Designated Safeguarding Lead) – Senior staff member with overall responsibility for safeguarding and child protection.

5. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- Holds lead responsibility for safeguarding and child protection.
- Manages referrals to local authority, commissioning schools and external agencies.
- Ensures records are maintained and secure.
- Delivers training and ensures policy compliance.

Deputy DSL(s)

- Support the DSL and act in their absence.

All Staff & Volunteers

- Have a duty to safeguard children.
- Must report concerns immediately to the DSL.
- Undertake safeguarding training regularly.
- Must read Part 1 of KCSIE, know how to recognise and report concerns, and maintain a child-centered approach.

Management

- Ensure safeguarding policies and procedures are in place, effective, and reviewed annually.
- Hold leaders accountable for safeguarding practice.

External Partners (e.g., partnership providers, transport contractors)

- Must adhere to safeguarding requirements and report concerns to the DSL.

6. Recognising Signs of Abuse and Neglect

Staff should be alert to indicators of:

- Physical abuse
- Emotional abuse
- Sexual abuse, including Child-on-Child Sexual Violence and Harassment
- Neglect
- Child-on-child abuse (bullying, exploitation, initiation/hazing, harmful sexual behaviour)
- Child criminal exploitation (CCE), including county lines
- Child sexual exploitation (CSE)
- Radicalisation and extremism
- Online abuse, cyberbullying, and exposure to harmful content

7. Procedures for Reporting Concerns

1. Any concern must be reported immediately to the DSL (or Deputy DSL if unavailable).
2. If a child is at immediate risk of harm, dial 999.
3. The DSL will assess the concern, record it on the safeguarding system, and decide on next steps (internal support, Early Help, referral to Children's Social Care, or police). The commissioning school will be informed (Commissioning school DSL as soon as possible and a safeguarding log will be sent securely to them).
4. Staff must not investigate concerns themselves.
5. Confidentiality must be respected – information is shared only on a need-to-know basis. Commissioning School DSL by phone and sent secure email (See Appendix A for safeguarding log exemplar)

8. Safer Recruitment

- All recruitment follows Safer Recruitment principles.
- Enhanced DBS checks are required for all staff and regular volunteers.
- Identity, qualifications, and references are rigorously checked.
- The Single Central Record is maintained and regularly audited.

9. Safeguarding in the Curriculum

Students are taught about safeguarding, resilience, and well-being through PSHE and wider provision, covering:

- Healthy relationships and consent
- Online safety
- Mental health awareness
- Drugs, alcohol, and risky behaviours
- Respect, tolerance, and equality

10. Managing Allegations Against Staff

- Allegations will be reported immediately to the Headteacher (or Director if against the Head).
- The Local Authority Designated Officer (LADO) will be contacted without delay.
- Procedures will follow Part 4 of KCSIE.

- Commissioning schools will be informed without delay

11. Record Keeping

- Safeguarding records are kept securely, separate from student files, and retained in line with statutory guidance.
- Records are clear, accurate, and timely.
- Information is transferred securely when a student moves provision.

12. Staff Training

- All staff complete safeguarding and child protection training at induction.
- DSLs receive advanced training every 2 years.
- Regular updates (at least annually) are provided on emerging issues such as Prevent, CCE/CSE, online harms, and contextual safeguarding.

13. Online Safety

- Active Futures Academy provides safe internet access and monitors use.
- Staff model safe online behavior and are trained to recognise online grooming, exploitation and cyber bullying.
- Students are educated about risks online, including grooming, cyberbullying, and exposure to inappropriate content, they are also taught how to report concerns.

- Filtering and monitoring systems are in place on all provision devices.

- Pupils are taught how to stay safe online and report concerns.

- Staff are trained to recognise signs of online grooming, exploitation, or cyberbullying.

14. Whistleblowing

- Staff must raise safeguarding concerns about colleagues or unsafe practices.
- Whistleblowing procedures are clear, accessible, and protect staff from victimisation.
- Concerns can be reported externally to the NSPCC Whistleblowing Helpline if needed.

15. Supervision of Children

- Students will always be supervised by staff
- Risk assessments for individual students will be adhered to in a robust way
- The site will be secure when students are present
- Visitors, contractors and volunteers will sign in and out and be monitored by staff
- When outside (on site), students will always be supervised by a member of staff.

16. Review of Policy

- This policy will be reviewed annually, or sooner if there are significant changes in legislation, guidance, or local safeguarding procedures.
- Next Review Date: November 2026

Key Contacts

- DSL: Mr Peter Marsden – pete@activefuturesacademy.co.uk
- Deputy DSL(s): TBC (January 2026)
- Headteacher: Peter Marsden
- Directors/Management Committee: Peter Marsden, Member of Staff TBC Jan 2026
- Local Authority Safeguarding Team: 01942 486025

Peoples Directorate

Children's Services

Wigan Council – Wigan Life Centre South (2nd Floor)

- LADO: 01942 486025 – Please see Appendix B for LADDO initial consideration form

Appendix A - Safeguarding Log

Following a disclosure/incident, the DSL will ensure that the students(s) are safe. Following this, they will contact the DSL of the commissioning school/local authority designated team to inform them of the disclosure/incident. This will be done without delay. The document below will be shared with the DSL documenting the incident, any student narrative and any initial actions taken. Active Futures Academy and the Commissioning School will work together to ensure that students are safe and appropriate actions are developed and implemented.

STRICTLY CONFIDENTIAL		
Active Futures Academy - Safeguarding		
Name:	Commissioning School:	
Overview of Incident:		
Student narrative:		
Additional Notes:		
Actions:		
Form completed by:	Date	

Appendix B – LADDO Initial Consideration Form

Following consultation with the local authority safeguarding team in relation to concerns regarding a member of staff, the form below will be used to support these concerns.



Wigan
Council

Date form was sent to LADO:	Name of person completing the form:
Position of person completing the form:	
Contact number:	
Email Address:	
Name & Address of Establishment	

PLEASE KEEP INFORMATION CLEAR & CONCISE

(For data protection purposes at this stage please do not provide details of the child or alleged perpetrator)

DETAIL OF: ALLEGATION/INCIDENT/ENQUIRY (date and time of allegation)
CHILD'S ACCOUNT OBTAINED (Preferably with parent or carer present) (Note: no leading questions should be asked, questions should be kept open and to a minimum, i.e., what was the incident, and how did they feel, did anyone witness this?)
PARENTS/CARERS VIEW (what was their response and what action would parents like to see taken)
ANY WITNESSES? (Note: if so do not discuss what the child has said, ask only if they are aware of any incident that has occurred involving the child and ask that they make a note of their account, sign and date)
IS THERE ANY CCTV FOOTAGE TO PROVE OR DISPROVE THE ALLEGATION? (Please check this first and ensure a copy is kept)

HAVE THERE BEEN ANY HISTORIC ALLEGATIONS MADE BY THE CHILD? (dates and outcomes)
HAVE THERE BEEN ANY HISTORIC ALLEGATIONS OR CONCERNS IN RELATIONS TO THE MEMBER OF STAFF? (dates, what the allegation was and outcome)

Office Use Only:

LADO ADVICE OR RESPONSE
POLICE ADVICE OR RESPONSE
HR ADVICE OR RESPONSE
CHILDREN'S SOCIAL CARE ADVICE OR RESPONSE



Office use only:

Completed by: _____

Signed by: _____

Position: _____