



Safeguarding Children & Young People Policy

Policy Purpose and Statement

Empowering Futures, Charitable Incorporated Organisation (CIO) is committed to creating a safe, supportive, and inclusive environment where all children and young people can thrive. We recognise our statutory and moral duty to safeguard and promote the welfare of children and ensure they are protected from abuse, neglect, exploitation, and harm.

This policy applies to **all staff, volunteers, trustees, contractors, students, and anyone working on behalf of Empowering Futures.**

Our aims are to:

- Protect children from maltreatment.
- Prevent impairment of health or development.
- Ensure safe and effective care.
- Take action to enable all children to have the best outcomes.

Definitions

Child: anyone under 16. Young Person: 16–17.

From 18, see our Safeguarding Adults Policy.

Child protection (Children Act 1989 s.47) refers to action taken to safeguard a child who is suffering, or likely to suffer, significant harm.

Legal and Policy Framework

We follow the practices and procedures of the Keeping Bristol Safe Partnership (KBSP) <https://bristolsafeguarding.org/>

Our safeguarding responsibilities are underpinned by:

- Children Act 1989 and 2004
<https://www.legislation.gov.uk/ukpga/1989/41/contents>



- Working Together to Safeguard Children (2026)

[Working Together to Safeguard Children.](#)

- Keeping Children Safe in Education (2025)

(KCSIE Next update due 1/9/26)

[Keeping Children Safe in Education](#)

This policy is informed by Working Together to Safeguard Children (2018, updated 2026) and Keeping Children Safe in Education (2022 – updated 2025)

- Information Sharing: Advice for Practitioners (updated 2024)
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Data Protection Act 2018 and UK GDPR
[Data protection Act 2018](#)
- Counter-Terrorism and Security Act 2015 (Prevent duty)
[Preventing Radicalisation \(The Prevent Duty\)](#)
- Equality Act 2010 [Equality Act 2010](#)
- Human Rights Act 1998 [Human Rights Act 1998](#)
- SEND Code of Practice (2015)
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Equality and Anti-Oppressive Practice

We are committed to equality, diversity and inclusion. Under the Equality Act 2010 and Public Sector Equality Duty we will eliminate



discrimination, advance equality of opportunity, and foster good relations. We uphold the UNCRC and the Human Rights Act 1998.

We recognise additional barriers faced by children with SEND, those with forced migration experiences, minority ethnic groups, and LGBTQ+ young people. Our practice will be anti-oppressive, respectful and inclusive.

Roles and Responsibilities

All staff will read and understand Part 1 of KCSIE 2025 (and Annex B where working directly with children), know the Behaviour Policy, staff Code of Conduct, response to children missing education, and the role of the Designated Safeguarding Lead. Contact details will be shared on Induction and the names of the DSL and Deputy DSL are displayed in the main hub are all staff are made aware of who the DSL and DSL deputy are.

Designated Safeguarding Lead (DSL):

Kelly Rogers (First Line DSL – 07766811723).

Deputy Designated Safeguarding Lead (DDSL):

Lucy Edgell (If DSL unavailable – 07443 575 787)

Contact in writing: admin@empoweringfutures.co.uk

Responsibilities

DSL and DSL Deputy will:

1. Maintain secure, accurate records on IRIS system
2. Manage concerns and Issues regarding safeguarding
3. Liaise with agencies
4. Participate in network DSL meetings termly
5. Coordinate training and regular updates to all staff
6. Promote educational outcomes for vulnerable learners
7. Lead on safeguarding, referrals, and multi-agency work.



8. Review and sign off IRIS records.
9. Quality Assure all safeguarding and behaviour logs fortnightly
10. Liaise with LADO, if appropriate and social care and senior management team
11. Conduct annual audits and report to trustees.

The Board of Trustees will:

1. Ensure compliance and resource allocated is sufficient
2. Ensure Safer Recruitment is in place
3. Effective online filtering/monitoring
4. Ensure systems are robust for reporting concerns, including low-level concerns and whistleblowing
5. Quality assure all records at least annually

Staff Training:

- Designated Safeguarding Lead (DSL) & Deputy DSL will undertake Safeguarding Lead Training annually and Prevent Training annually using Keeping Bristol Safe Partnership (KBSP)
- Designated Safeguarding Lead(DSL) and Deputy DSL will undertake KBSP Working Together Training and refresh annually
- The Brook Sexual Behaviours Traffic Light Tool training every 2 years.
- All staff – Minimum of Level 2 safeguarding every 3 years + ongoing monthly updates.
- Safer recruitment – At least one panel member trained in Safer Recruitment Training every 3 years.



Induction, Training and Culture

All staff receive safeguarding training at induction (including online safety, filtering and monitoring responsibilities), with at least annual updates via training, briefings or bulletins. The DSL and deputies will undertake formal training updated annually and remain current via KBSP/DSL networks.

Safer Recruitment and Safer Working Practice

We follow KCSIE Part 3: identity and qualifications checks, references, employment history, online checks for shortlisted candidates, DBS and barred list/prohibition checks as appropriate. Recruitment materials reference our safeguarding commitment.

Whistleblowing routes include internal policy, DfE advice and the NSPCC helpline.

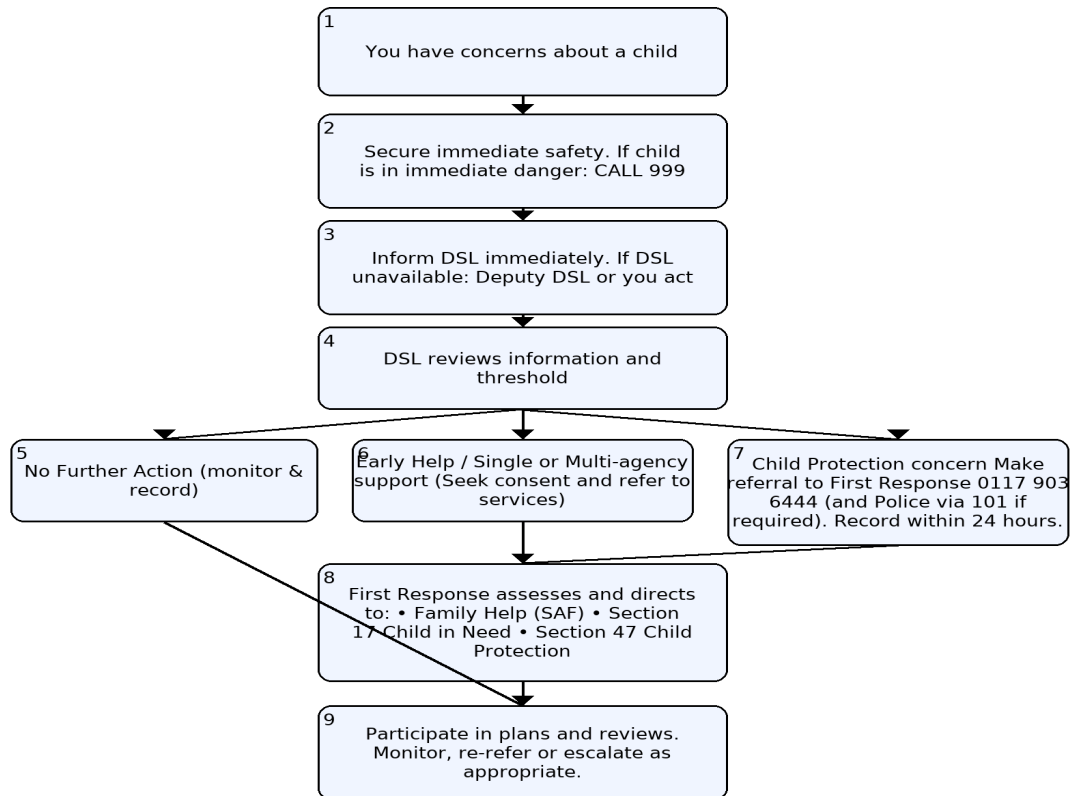
We have a checklist in place for safer recruitment.

Procedures: Reporting Safeguarding Concerns (See flowchart below)

1. If a child is in immediate danger, call 999
2. All concerns must be reported to the DSL without delay; if unavailable, the Deputy DSL or You act
3. The DSL assesses concern/threshold & records decision on IRIS
4. The DSL takes proportionate action: No Further Action (monitor)
5. Arranges Early Help/targeted support (with consent),
6. Makes a Child Protection referral to First Response 0117 903 6444 (and Police via 101 where appropriate)



Reporting Concerns (Bristol-aligned)



Information Sharing and Multi-Agency Working

We share information in line with the Data Protection Act 2018 and UK GDPR. 'Safeguarding' and 'individuals at risk' are lawful bases to share special category data. We will seek consent where safe and appropriate, but may share without consent to protect a child, prevent crime, or where seeking consent is not feasible. We work with the Keeping Bristol Safe Partnership and relevant agencies in line with Working Together (2026).

Where statutory assessments are warranted (Children Act 1989 s.17 Child in Need, s.47 Child Protection), the DSL makes referrals to the



local authority where the child resides and participates in assessments and plans. Safeguarding/Child Protection files will transfer within 5 days of in-year move or within the first 5 days of a new term.

Identifying and Supporting Vulnerable Learners

The DSL/deputies regularly review attendance, behaviour, attainment and safeguarding records to identify early help needs, promote educational outcomes, and ensure reasonable adjustments. For children with a social worker, staff maintain high aspirations and provide additional academic support.

Children Missing from Education (CME) and Elective Home Education (EHE)

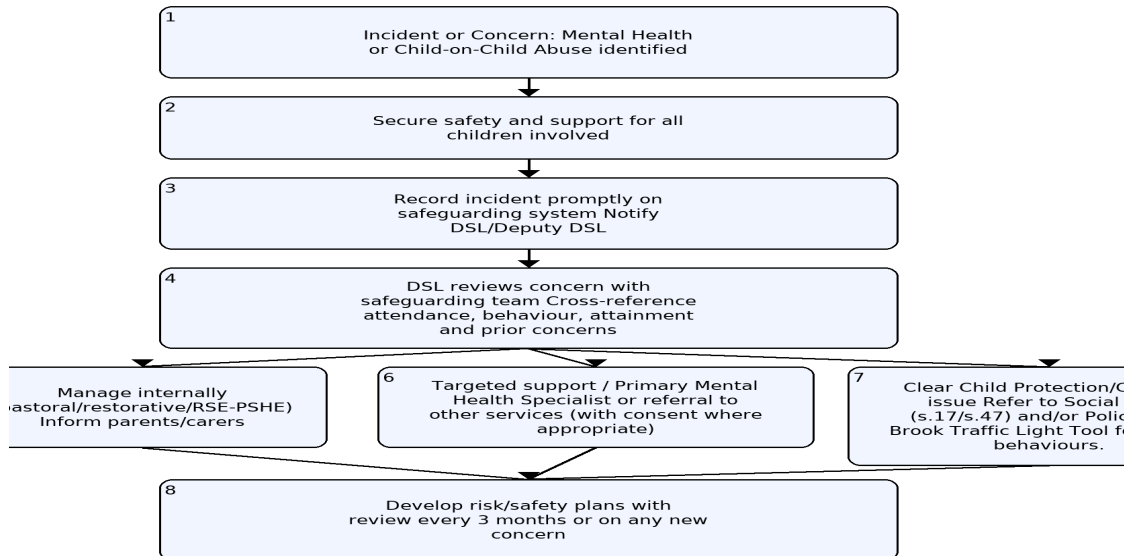
Absence can be an indicator of abuse, neglect or exploitation. We follow 'Children Missing Education' (2016) and Bristol guidance. We notify the local authority of regular non-attendance or 10 consecutive school days unauthorised absence as agreed with the LA. For EHE, we notify the LA and share safeguarding files as appropriate.

Responding to Child-on-Child Abuse and Mental Health Concerns

We have a zero-tolerance approach to abuse, including online harm. Concerns are handled under safeguarding policy with proportionality and sensitivity; victims are never made to feel at fault. The Brook Sexual Behaviours Traffic Light Tool informs risk assessment for sexual behaviours. Where sexual violence is reported, the default is to inform police (via 101) and refer to social care; staff must not view or share illegal images. Individual risk/safety plans are created and reviewed at least every 3 months or sooner if incidents recur.



Safeguarding Response: Mental Health & Child-on-Child Abuse



Online Safety

Online safety is embedded across safeguarding policy, staff training and curriculum. We address content, contact, conduct and commerce risks. We maintain proportionate filtering and monitoring consistent with DfE digital and technology standards, avoiding over-blocking that undermines teaching.

Managing Allegations Against Staff, Volunteers and Contractors

Report allegations immediately to our Chair Maria Needs. The Chair and DSL liaises with the Local Authority Designated Officer (LADO) the same day and follows KCSIE Part 4. Staff can report directly to the LADO where there is a conflict of interest. Low-level concerns are



addressed promptly, proportionately and recorded on IRIS to improve safe practice.

Key Safeguarding Areas (non-exhaustive)

Child and criminal exploitation (including county lines), modern slavery and trafficking, domestic abuse, 'honour-based' abuse (FGM and forced marriage), online safety, bullying, mental health, private fostering, homelessness, serious youth violence, substance misuse, children in care, young carers, children in the court system, cybercrime, and children with a forced migration background. Staff use local guidance via the Bristol Safeguarding in Education website and KBSP.

Abuse - Examples shown at Appendix A

Record Keeping and Retention

Safeguarding/child protection records are factual, timely, and stored securely with restricted access. Significant conversations and decisions (including rationale) are recorded. Records will be retained in line with the Children Act 1989 and data protection law, normally until the child's 25th birthday, or longer where required by legislation, regulatory, insurance or statutory guidance. When a child moves setting, the original safeguarding file is transferred to the new setting directly and securely; a record of transfer is kept.

- All safeguarding and behavior concerns recorded in **IRIS** (GDPR and Data Protection Act compliant)
- DSL reviews and signs off records and reviews individual risk assessments, action plans and one page profiles to reflect
- Behaviour and safeguarding logs reviewed together for patterns every fortnight



Empowering Futures Specific Operating Controls

New Starts

As each learner starts Empowering Futures ensures an induction is carried out and that emergency contact details are held for the learner securely and any other vital information like allergens and health conditions are known and recorded securely.

Disclaimers covering consent for photography, video's etc are completed by school personnel or parents/carers.

All learners have a farm tour and specifics like toilets, bins, handwashing, animal handling/feeding, battery operated electric fencing are explained. Additionally, the fire evacuation point is communicated along with fire exits from the main building. Our hazards and risk stencil is issued which explains the signage at the farm and this is displayed within the building too.

Day to Day operation

Staff greet learners at the inner entrance gate, which is always locked. There is a bell, and it is protected with a combination lock which differs on entry and exit. This ensures no-one enters the farm unannounced and all visitors are booked appointments, in advance, and recorded in the staff calendar which all staff have access to. **Only prebooked appointments are permitted during opening hours.** CCTV is in operation 24 hours a day with the appropriate signage in place.

All staff are aware of the combination and this is changed monthly for extra security. All learners sign into an attendance register on arrival and exit, to ensure Health and Safety in any emergency and to



ensure fire regulations are followed. Attendance is monitored and recorded on IRIS within 30 minutes. Any absences are explored with the parents/carers/schools initially and reported to the relevant school (if we are not the sole provider) and all communications are recorded on IRIS for continuity. Further absence is monitored and explored in a timely manner.

Absences over two weeks are reported to the Commissioner and advice sought regarding next steps. Next steps will be looked at in proportion to the absence and recorded on IRIS. This may include acknowledgement of personal illness/loss, unexpected circumstances, placement breakdown, Emotional Based School Avoidance, this list is not exhaustive

Depending on the outcome, a multi-agency approach may be required and this would be taken forward by the lead provider with all other stakeholders. Empowering Futures would be involved and all communications would be recorded on IRIS.

Learners are collected by a designated adult and/or transported home or back to School. As agreed during the referral/induction process.

All activities with children are run with parents consent and with staff that have an enhanced DBS check. Volunteers and trustees are not permitted to be alone with children. Anyone who arranges events on our behalf are made aware of, and adhere to, this policy.

Concerns must be sent to admin@empoweringfutures.co.uk

with the subject '**Safeguarding Concern**' where written reporting is necessary.



Monitoring & Continuous Improvement

Our Safeguarding and Child Protection procedures are shared with Commissioning Bodies as part of quality assurance and partnership arrangements.

- Policies, procedures, and training reviewed annually
- Performance data analysed and reported to trustees
- Feedback from audits and partners informs improvements
- Good Practice discussed and adopted, if appropriate
- Staff 1:1's to include identifying any training needs
- Safeguarding practice evolves in line with new guidance and service changes

Key Contacts are shown in Appendix B

Review and Approval

Date of Policy Creation: 1 February 2019 (original).

Reviewed and updated: 18 October 2025 by Kelly Rogers (merger and modernisation with Bristol City Council 2025–26 policy).

Next Review Due: 18 October 2026.

Signed off by: Maria Needs (Chair of Trustees).



Appendix A: Glossary

Item	Definition
Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: a. protecting children from maltreatment b. preventing impairment of children's health or development c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care d. taking action to enable all children to have the best outcomes
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
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. 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.

Empowering Futures

Registered Charity Number (CIO) 1182139

Tel: 07443 57 57 87

Email: admin@empoweringfutures.co.uk

Website: www.empoweringfutures.co.uk

Address: Stable No 2 Bury Hill, Moored, Bristol BS16 1SS



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Item	Definition
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.
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.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

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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 care-givers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
Extremism	Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.
Young carer	A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).
Parent carer	A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.
Education, Health and Care Plan	A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014).



Appendix B – Key Contacts

Bristol First Response: 0117 903 6444

South Gloucestershire Access & Response Team: 01454 866000

Bath & NE Somerset Children's Social Care: 01225 396312 or
01225 394000

Emergency Duty Team (Out of Hours): 01454 615165

Police: 999 (emergency) / 101 (non-emergency)

LADO Bristol: 0117 903 7795

Prevent / Channel

Referrals: channel.sw@avonandsomerset.police.uk

Safer Connections

Urgent Referrals and Threshold Advice:

For all urgent referrals, requests for service (**including Weapons and Drugs in Schools**), and threshold advice, contact First Response: T: 0117 903 6444

Partnership Support: To request non-urgent, non-case specific support from the Partnership Team (such as consultations, training, or coordination around emerging concerns) E: saferconnections@bristol.gov.uk

Report a Child Missing from Education	Bristol City Council – Education Welfare https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme
Children affected by Forced Marriage	Forced Marriage Unit T: (0) 20 7008 0151 E: fmufco.gov.uk
Online Safety Advice	Professional Online Safeguarding Helpline T: 0344 381 4772



	E: helpline@saferinternet.org.uk	
Reporting online abuse and grooming	Child Exploitation and Online Protection command https://www.ceop.police.uk/ceop-reporting/	
FGM advice	NSPCC FGM Helpline T: 0800 028 3550. E: fgmhelp@nspcc.org.uk	
Domestic Abuse support (Bristol)	Directorate of local and national services https://www.bristol.gov.uk/crime-emergencies/abuse-violence	
Young Carers – advice and support.	Carers Support Centre T: 0117 958 9980 W: https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/	
Whistleblowing professional policy	NSPCC Whistleblowing hotline T: 0800 028 0285 E: help@nspcc.org.uk	
Child and Adolescent Mental health (CAMHS) Primary Mental Health Specialists (advice) Child and Adolescent Mental Health		
South 0117 3408121	East Central 0117 3408600	North 0117 3546800
Avon and Wiltshire Mental Health Partnership NHS Trust 24/7 crisis line: 0800 953 1919		

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Advice around harmful sexualised behaviour.	Be Safe T. 0117 3408700 W: https://www.awp.nhs.uk/camhs/camhs-services/HS-B-services/be-safe
	Brook Traffic Light Tool CPD: Brook Sexual Behaviours Traffic Light Tool (RSE) Course

Other Local Authorities Contacts

Local Authority in which the child is resident	Contact details	Out of hours, Weekend
South Gloucestershire	Access and Responses Team T: 01454 866000 Monday to Thursday 9.00 – 5.00, 4.30 on Friday E: accessandresponse@southglos.gov.uk W: Access and Response Teams (ART) South Gloucestershire Council (southglos.gov.uk)	Emergency Duty Team 01454 615165
North Somerset	Single Point of Access T: 01275 888 808 –Monday-Thursday 8.45am-5pm, Friday 8.45am-4.30pm W: Children, young people and families North Somerset Council (n-somerset.gov.uk)	ChildCare_Duty@bathnes.gov.uk Report a concern about a child Bath and North East Somerset Council (bathnes.gov.uk)
Bath and North East Somerset (BANES)	Children's Social Work Services T: 01225 396312 or 01225 396313 Mon-Thurs 8:30am to 5pm, Friday 08:30-4:30pm	

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