



Glow Project Ltd

Safeguarding & Core Policies

Alternative Provision & Specialist

Training Services

Supporting Neurodiverse Children & Young People

Supporting Neurodiverse Young People

Safeguarding & Core Policies

Safeguarding underpins all practice at Glow Project Ltd.

This section outlines the policies and procedures in place to protect children and young people from harm.

S5 - Glow Project Ltd

Safeguarding & Child Protection Policy

Version: 1.0

Date: May 2026

Review Date: May 2027

1. Policy Statement

Glow Project Ltd is fully committed to safeguarding and promoting the welfare of all children and young people. Safeguarding is central to all practice, and all staff share responsibility for protecting learners from harm.

We adopt a trauma-informed and neurodiversity-informed approach, recognising that behaviour is a form of communication and that children may express distress in different ways. We are committed to creating a safe, supportive and inclusive environment where all learners feel secure, respected and understood.

Glow Project Ltd recognises that safeguarding risks may present both within and outside of the provision, including within the community and online environments.

2. Purpose

The purpose of this policy is to:

- Protect children and young people from harm, abuse and neglect
- Provide clear procedures for identifying and responding to safeguarding concerns
- Ensure concerns are reported and acted upon appropriately
- Promote a safe, structured and supportive learning environment
- Support early intervention and multi-agency working

3. Scope

This policy applies to:

- All staff and volunteers
- External professionals and contractors
- Learners and their families
- All settings where Glow Project Ltd operates, including off-site and online provision

4. Legal Framework

This policy is in line with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (2018)
- Children Act 1989 & 2004
- Education Act 2002
- The Prevent Duty (2015)
- UK GDPR & Data Protection Act 2018

5. Roles & Responsibilities

Designated Safeguarding Lead (DSL)

Name: Josie Marie Henson

The DSL is responsible for:

- Managing all safeguarding concerns
- Making referrals to MASH / Children's Social Care
- Maintaining accurate safeguarding records
- Providing advice and guidance to staff
- Liaising with external agencies
- Ensuring safeguarding training is up to date
- Monitoring safeguarding practice across the provision

Deputy DSL

Status: Patricia Henson

Supports the DSL and acts in their absence.

All Staff Responsibilities

All staff must:

- Be alert to signs of abuse, neglect and exploitation
- Report concerns immediately
- Maintain professional boundaries
- Record concerns accurately and promptly

- Attend safeguarding training
- Always follow safeguarding procedures

6. Safeguarding Procedures

Step 1: Recognise

Staff must be alert to indicators such as:

- Changes in behaviour or presentation
- Anxiety, withdrawal or distress
- Physical injuries or signs of neglect
- Disclosures from a child
- Concerns raised by others

Step 2: Respond

If a child makes a disclosure:

- Remain calm and listen carefully
- Take the child seriously
- Do not promise confidentiality
- Reassure the child they have done the right thing
- Do not ask leading questions
- Do not investigate

Step 3: Record

Staff must:

- Record concerns immediately
- Use the child's exact words where possible
- Include date, time, location and context
- Sign and date all records

Step 4: Report

- All concerns must be reported to the DSL on the same day
- If a child is in immediate danger, contact emergency services (999)

Step 5: DSL Action

The DSL will:

- Assess the concern
- Decide next steps
- Make referrals to MASH / Social Care where appropriate
- Liaise with relevant professionals
- Maintain secure and accurate records
- Monitor ongoing safeguarding concerns

If DSL is Unavailable

- Staff must report concerns to the Deputy DSL
- If unavailable and risk is immediate, staff must contact MASH or emergency services directly

7. Types of Abuse

Staff must be aware of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Online abuse
- Radicalisation and extremism (Prevent Duty)

8. Contextual Safeguarding

Glow Project Ltd recognises that risks to children may occur outside the home, including:

- Peer groups
- Community settings
- Online environments
- Criminal exploitation and county lines

Staff remain vigilant to these risks and respond accordingly.

9. Early Help

Glow Project Ltd recognises the importance of early intervention.

- Concerns may be addressed through early help support
- Families may be signposted to services
- Multi-agency working will be used where appropriate

10. Online Safety

Glow Project Ltd promotes safe digital behaviour.

Staff must:

- Supervise learners during online activity
- Be aware of online risks including grooming and cyberbullying
- Report concerns through safeguarding procedures

11. Safer Recruitment

Glow Project Ltd ensures:

- Enhanced DBS checks are completed
- References are obtained
- Identity checks are carried out
- Staff are suitable to work with children

12. Low-Level Concerns

All staff are encouraged to report low-level concerns.

- Concerns are recorded and reviewed by the DSL
- This supports a culture of openness and safeguarding

13. Whistleblowing

Staff can raise concerns about unsafe practice.

- Concerns will be taken seriously
- Staff will not face negative consequences for raising concerns in good faith

14. Allegations Against Staff

Any allegation against a member of staff must:

- Be reported immediately to the DSL

- If the concern involves the DSL, it must be reported to the Local Authority Designated Officer (LADO)
- Not be investigated internally without external advice
- Be recorded and managed in line with safeguarding procedures

15. Confidentiality & Information Sharing

- Information is shared on a need-to-know basis
- Safeguarding concerns override confidentiality
- Records are stored securely in line with GDPR

16. Recording & Storage of Information

- Safeguarding records are stored securely (locked or password protected)
- Access is restricted to the DSL and Deputy DSL
- Records are clear, factual and dated
- Records are retained in line with data protection guidance

17. Key Safeguarding Contacts

- **Hertfordshire MASH:** 0300 123 4043
- **Buckinghamshire MASH:** 01296b 383 962
- **Emergency Services:** 999
- **Police (non-emergency):** 101

18. Monitoring & Review

This policy will be:

- Reviewed annually
- Updated following any safeguarding incident
- Amended in line with legislation updates

19. Related Policies

- Behaviour Management Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Online Safety Policy
- Low-Level Concerns Policy

