

# LEGACY EDUCATION Safeguarding and Child Protection Policy



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*"Character Above All Else"*

**Approved by:** Aaron Smithson

**Designated Safeguarding Lead (DSL):** TBC

**Last Review Date:** December 2025

**Next Review Due:** December 2026 (or earlier if guidance changes)

## 1. Introduction

### 1. Introduction

1.1. Legacy AP is committed to safeguarding and promoting the welfare of every child and young person.

1.2. This policy sets out how the organisation fulfils its statutory responsibilities to protect children from harm and provide a safe environment in which they can learn and develop.

1.3. Legacy AP recognises that safeguarding is everyone's responsibility.

1.4. All adults working with or on behalf of Legacy AP are expected to play an active part in keeping children safe.

1.5. Staff and volunteers must maintain an attitude of "it could happen here."

1.6. The policy applies to all staff, volunteers, contractors and visitors.

1.7. It includes the requirements of Keeping Children Safe in Education (2025) and Working together to Safeguard Children (2023), as well as all relevant legislation including the Children Acts 1989 and 2004, Education Act 2002, and the Counter-Terrorism and Security Act 2015.

## 2. Policy Statement

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2.1. Legacy AP believes that the welfare of the child is paramount and that all children, regardless of age, disability, gender, race, religion, belief or sexual orientation, have an equal right to protection from all forms of harm or abuse.

2.2. Legacy AP recognises that Safeguarding is everyone's responsibility and that staff play a vital role in identifying and responding to concerns about children.

2.3. We will:

- Establish and maintain an environment where children feel safe and are encouraged to talk about concerns.
- Ensure that children know who they can talk to if they are worried.
- Ensure that every member of staff understands their safeguarding responsibilities and acts immediately when concerned.
- Work in partnership with parents, carers, the Lancashire Safeguarding Children Partnership (LSCP) and other agencies to promote children's welfare.
- Provide effective management and supervision to maintain safe practice.

#### 2.4. Safeguarding and promoting welfare means:

- Protecting children from maltreatment.
- Preventing impairment of health or development.
- Ensuring that children grow up in safe and effective care.
- Taking action to enable all children to have the best outcomes.

2.5 Legacy Education has a zero tolerance approach to peer on peer abuse. All students will be dealt with in line with our behaviour policy and ultimately loose placement in order to ensure the welfare of students.

2.6 Legacy education has a proactive approach to gathering reports about peer on peer abuse of safeguarding. Students can email concerns to [safeguarding@leagcy-hq.com](mailto:safeguarding@leagcy-hq.com) or speak to clearly signposted DSL's

## 3. Aims and Objectives

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#### 3.1. Legacy AP aims to:

- Provide a secure environment for learning where children feel confident, valued and respected.
- Identify concerns early and take swift, appropriate action.
- Support children's development in ways that foster security, confidence and independence.
- Work in partnership with parents, carers and external agencies.
- Ensure that robust safeguarding procedures are followed at all times, and staff understand their safeguarding responsibilities.
- Promote a culture of honesty, integrity and Character Above All Else.

## 4. Scope

4.1. This policy applies to all staff and volunteers working within Legacy AP, and to all those associated with Legacy Training (the gym) who may come into contact with pupils.

4.2. Although gym staff are not directly involved in the delivery of education, they share the site and therefore must:

- Hold an Enhanced DBS certificate;
- Complete safeguarding induction training that covers:
  - Recognising and reporting concerns,
  - Professional boundaries, and
  - Site procedures for child safety and visitor management.
- Follow all Legacy AP safeguarding expectations while on-site.

4.3. The policy covers both the education provision (Legacy AP) and the associated gym facility (Legacy Training).

## 5. Legal Framework

### 5. Legal Framework

5.1. This policy has been developed in accordance with the principles established by the following legislation and statutory guidance:

- **Children Act 1989 and 2004**: Establishes the welfare of the child as paramount and outlines local authorities' duties regarding child protection.
- **Education Act 2002 – Section 175**: Mandates schools and educational settings to ensure that they have arrangements in place to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (2025)**: Provides statutory guidance on safeguarding and promoting the welfare of children in schools and colleges.
- **Working Together to Safeguard Children (2023)**: Sets out the framework for the work of various agencies in safeguarding children and promoting their welfare.
- **Sexual Offences Act 2003**: Details the laws on sexual offences and protection of children from sexual harm.
- **Counter-Terrorism and Security Act 2015**: Places a duty on schools and other specified authorities to have “due regard to the need to prevent people from being drawn into terrorism.”
- **Human Rights Act 1998**: Protects children's rights, including the right to protection from inhumane treatment.
- **Equality Act 2010**: Prevents discrimination based on protected characteristics, ensuring equality for all children.
- **Data Protection Act 2018 and UK GDPR**: Establishes requirements for the processing, storage, and sharing of personal data, ensuring children's information is protected.

## 6. Designated Safeguarding Lead (DSL)

- 6.1. **Director**: Mr. A Smithson
- 6.2. **Designated Safeguarding Lead (DSL)**: TBC
- 6.3. **Deputy DSL (if appointed)**: TBC

6.4. The DSL has lead responsibility for safeguarding and child protection within Legacy AP. This includes:

- Managing referrals to **Children's Social Care** and the **Police** when necessary.
- Liaising with the **Lancashire Safeguarding Children Partnership (LSCP)** and other local safeguarding agencies to ensure that all concerns are appropriately managed.
- Ensuring staff receive appropriate safeguarding training and regular updates in line with current legislation.
- Maintaining accurate, secure, and confidential records of all safeguarding concerns and actions taken, with a clear chronology of events and any follow-up actions.

6.5. A **DSL** (or deputy) will be available at all times during operational hours, including during times when students are attending the provision and during any off-site activities.

## 7. Roles and Responsibilities

### 7.1. The Director will:

- Ensure this policy is implemented and reviewed annually.
- Promote a culture where safeguarding is everyone's responsibility.
- Oversee safe recruitment and ensure staff receive training.
- Monitor safeguarding records and report concerns as appropriate
- Liaise with external agencies as required.

### 7.2. The DSL will:

- Be the first point of contact for staff concerns.
- Support staff in referral and record keeping.
- Ensure staff are aware of reporting procedures.
- Maintain accurate and secure records of concerns.
- Promote safeguarding awareness through training and communication.

### 7.3. All Staff and Volunteers will:

- Read and understand Part 1 (or Annex A) of *KCSIE 2025*.
- Recognise and report any concerns immediately to the DSL or Proprietor.
- Maintain appropriate professional boundaries.
- Undertake training and follow Legacy AP policies and procedures.

## 8. Types of Abuse and Neglect

8.1. Staff should be aware of and able to recognise the main categories of abuse:

- **Physical abuse** – hitting, shaking, poisoning or otherwise causing harm.
- **Emotional abuse** – persistent emotional maltreatment causing severe effects on emotional development.
- **Sexual abuse** – forcing or enticing a child to take part in sexual activities.
- **Neglect** – persistent failure to meet a child's basic physical or psychological needs.

8.2. Staff must also be aware of specific safeguarding issues such as:

- child sexual and criminal exploitation,
- domestic abuse,
- county lines,
- radicalisation,
- online abuse,
- child-on-child abuse,
- forced marriage and honour-based violence,

- self-harm and
- mental health concerns.

## 9. Recognising and Reporting Concerns

- 9.1. All staff must be alert to signs that a child may be suffering or at risk of harm. Concerns may arise through observation, disclosure or third-party information.
- 9.2. When a concern arises during office hours, staff must:
  - 9.2.1. **Report it immediately** to the DSL or, if unavailable, to the Director.
  - 9.2.2. Record the concern in writing, including date, time, and factual observations.
  - 9.2.3. Never promise confidentiality to a child; explain that information must be shared to keep them safe.
- 9.3. **Out of hours:** Contact Lancashire Children's Social Care Emergency Duty Team on 0300 123 6722.
- 9.4. **If an allegation is made against a member of staff:** Contact the LADO (01772 536 694).
- 9.5. If a child is in immediate danger or at risk of harm, any staff member may make a **direct referral** to Children's Social Care or the Police.

## 10. Early Help

- 10.1. Legacy AP recognises the importance of identifying early help needs and providing support before issues escalate.
- 10.2. Early help may include pastoral support, mentoring, or referral to external agencies such as Family Support Workers, CAMHS, or youth services.
- 10.3. The DSL will work with families, children and professionals to coordinate support plans and review outcomes.

## 11. Confidentiality and Information Sharing

- 11.1. Information about children and families will be shared only on a **need-to-know basis** in accordance with the Data Protection Act 2018 and *Working Together to Safeguard Children (2023)*.
- 11.2. Staff must:
  - Treat information with sensitivity and care.
  - Record concerns accurately and store them securely.
  - Never discuss a child's personal information in public or with unauthorised individuals.
  - Staff must never promise confidentiality to a child but should explain that information will be shared on a need-to-know basis to keep them safe.

## 12. Partnership Working

- 12.1. Legacy AP works closely with the **Lancashire Safeguarding Children Partnership (LSCP)** and other agencies.
- 12.2. The DSL (or Director) will liaise with professionals to ensure coordinated and effective responses to concerns.
- 12.3. All staff are expected to cooperate fully with investigations and support multi-agency safeguarding plans.

### 13. Allegations Against Staff or Volunteers

- 13.1. Allegations may relate to a person who has:
- Behaved in a way that has harmed or may harm a child;
  - Possibly committed a criminal offence against or related to a child; or
  - Behaved towards a child in a way that indicates they may pose a risk of harm.
- 13.2. **Procedure:**
- Report immediately to the **Director** (and DSL if separate).
  - The Director must contact the **Local Authority Designated Officer (LADO)** within 24 hours (☎ 01772 536 694).
  - No internal investigation will begin until advice has been sought from the LADO.
  - If the allegation concerns the Director, staff must contact the LADO directly.

### 14. Low-Level Concerns

- 14.1. Legacy AP promotes a culture of openness in which all staff feel confident to raise concerns about colleagues' conduct.
- Low-level concerns (below the threshold of LADO referral) must still be:
  - Recorded in writing and shared with the DSL/Proprietor. Monitored for any emerging patterns of behaviour.
  - Records will be kept confidentially and reviewed regularly.

### 15. Safer Recruitment

- 15.1. Legacy AP follows robust safer recruitment practices in line with *Keeping Children Safe in Education (2025)*.
- 15.2. All recruitment panels will include at least one person who has completed accredited Safer Recruitment Training.
- 15.3. **Pre-employment checks** include:
- Enhanced DBS and barred list checks.
  - Verification of identity, qualifications and professional status.
  - Two references verified before appointment.
  - Right-to-work and medical fitness confirmation.
  - Overseas checks where relevant.
- 15.4. **Gym staff (Legacy Training):**
- Must hold Enhanced DBS, identity and right-to-work verification.
  - Receive safeguarding induction but do not require teacher-specific checks unless they also work in education.
- 15.5. All offers of employment are conditional pending satisfactory checks.

### 16. Induction and Training

- 16.1. All new staff, volunteers and contractors (including gym staff) will receive safeguarding induction training prior to starting employment covering:
- Signs and indicators of abuse.
  - Procedures for reporting concerns.
  - Professional boundaries and safer working practice.
- 16.2. Whole-staff training will be refreshed annually. DSL training is renewed every two years. Regular briefings ensure awareness of emerging issues.

## 17. Online Safety

- 17.1. Legacy AP recognises that technology plays an integral role in students' lives.
- 17.2. All staff have a duty to ensure that online activities are conducted safely and responsibly.
- 17.3. The Director and DSL will:
  - Maintain appropriate filtering and monitoring systems.
  - All staff and learners will receive guidance on responsible use of ICT, social media, and mobile devices.
  - Concerns about online safety should be reported to the DSL and managed in line with the Safeguarding Policy.
    - All online-related safeguarding issues promptly.
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## 18. Mental Health and Wellbeing

- 18.1. Legacy AP acknowledges the strong link between mental health and safeguarding.
- 18.2. Staff should be alert to changes in behaviour that may indicate mental-health concerns.
- 18.3. The DSL will coordinate early help and referrals to appropriate services.

## 19. Site Security and Visitors

- 19.1. All visitors must:
  - Sign in and display an identification badge.
  - Be accompanied unless authorised.
  - Be informed of safeguarding arrangements and who to contact with concerns.
  - All site users are expected to follow the Safeguarding and Child Protection Policy and respect confidentiality.
- 19.2. Gym staff and external contractors are also required to comply with these procedures.
- 19.3. Gym users and external instructors **will** be made aware of safeguarding expectations during induction or hire agreement sign-off.

## 20. Whistleblowing

- 20.1. Legacy AP promotes an open and transparent culture.
- 20.2. Staff should raise concerns about poor practice or misconduct without fear of reprisal.
- 20.3. Staff can raise concerns internally with the DSL or Proprietor or externally through:
  - **NSPCC Whistleblowing Helpline:** 0800 028 0285
  - **Protect Advice Line:** <https://protect-advice.org.uk>
  - **Ofsted Hotline:** 0300 123 3155

## 21. Record Keeping

- 21.1. All safeguarding records are kept in accordance with statutory guidance and data protection law.
  - Records must be clear, factual, dated and signed.
  - Records will include details of concerns, discussions, and actions taken.
  - Each child will have a chronology of concerns where applicable.

- Records are stored securely and separately from other files.
  - When a pupil transfers to another setting, the DSL will ensure records are transferred confidentially and securely to the receiving school or provider.
- 21.2. Records will include:
- Details of concerns, discussions and actions taken;
  - Outcomes and follow-up;
  - Correspondence with external agencies.

## 22. Monitoring and Review

- 22.1. This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or operational practice.
- 22.2. The Director is responsible for monitoring the effectiveness of safeguarding arrangements and ensuring that the policy is reviewed at a minimum annually.
- 22.3. The review will consider:
- Legislative and guidance updates;
  - Lessons learned from safeguarding cases;
  - Training and staff feedback;
  - Recommendations from the Lancashire Safeguarding Children Partnership (LSCP).

## 23. Related Policies

- 23.1. This policy should be read alongside the following Legacy AP documents:
- **Safer Recruitment Policy**
  - **Behaviour and Conduct Policy**
  - **Staff Code of Conduct**
  - **Online Safety Policy**
  - **Anti-Bullying Policy**
  - **Health and Safety Policy**
  - **Whistleblowing Policy**

## 24. Local Safeguarding Contacts

- 24.1. **Lancashire Children's Social Care:**
- **Office hours:** 0300 123 6720
  - **Out of hours (Emergency Duty Team):** 0300 123 6722
- 24.2. **Local Authority Designated Officer (LADO):**
- **Telephone:** 01772 536 694
  - **Website:** [Lancashire Safeguarding Children Partnership – LADO Guidance](#)
- 24.3. **Lancashire Safeguarding Children Partnership (LSCP):**
- <https://lancshiresafeguardingpartnership.org.uk>
- 24.4. **Police**
- **non-emergency):** 101
  - **Emergency:** 999
- 24.5. **NSPCC Helpline:** 0808 800 5000
- 24.6. **Childline:** 0800 1111
- 24.7. **Protect (Whistleblowing Advice):** <https://protect-advice.org.uk>
- 24.8. **Ofsted Whistleblowing Hotline:** 0300 123 3155

## 25. Safer Working Practice and Staff Conduct

- 25.1. All staff are expected to uphold the highest standards of conduct, acting as positive role models for children.
- 25.2. Key principles include:
  - Maintaining professional boundaries.
  - Avoiding unnecessary physical contact.
  - Never giving or accepting personal gifts.
  - Using only professional communication channels.
  - Reporting any breach or concern immediately to the DSL or Proprietor.
- 25.3. Failure to follow these standards may lead to disciplinary action.

## 26. Implementation

- 26.1. This policy will be made available to all staff and volunteers and published on the Legacy AP website.
- 26.2. Training sessions will reinforce awareness of policy content and responsibilities.
- 26.3. The Director and DSL will ensure consistent implementation across all aspects of Legacy AP and Legacy Training.
- 26.4. Training:
  - All staff will receive safeguarding training on induction.
  - DSL training will be updated every two years; whole-staff training at least annually.
  - Additional updates will be provided throughout the year (e.g. briefings, emails, and staff meetings).
  - Gym staff will receive a proportionate safeguarding induction and annual update.

## 27. Policy Approval and Review

- 27.1. **Approved by:** Director
- 27.2. **Date:** October 2025
- 27.3. **Review Due:** October 2026
- 27.4. **DSL:** TBC
- 27.5. This policy will be reviewed annually or sooner in response to changes in legislation, national guidance or significant safeguarding cases.


## Appendix 1 – Key Safeguarding Contacts

**Director:** Mr A Smithson


**Designated Safeguarding Lead (DSL):** TBC

**Deputy DSL:** TBC

**Lancashire Children’s Social Care:**

 0300 123 6720 | Out of Hours: 0300 123 6722

**LADO (Burnley / Lancashire):**

 01772 536 694

 [LADO Information](#)

**Lancashire Safeguarding Children Partnership (LSCP):**

 [lancshiresafeguardingpartnership.org.uk](http://lancshiresafeguardingpartnership.org.uk)

**NSPCC Helpline:** 0808 800 5000

**Childline:** 0800 1111

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

## Appendix 2 – Whistleblowing Contacts

- **NSPCC Whistleblowing Helpline:** 0800 028 0285
- **Protect (Whistleblowing Advice):** <https://protect-advice.org.uk>
- **Ofsted Whistleblowing Hotline:** 0300 123 3155

## Appendix 3 – Linked Policies and Guidance

This policy should be read in conjunction with:

- Safer Recruitment Policy
- Staff Code of Conduct
- Behaviour Policy
- Online Safety Policy
- Whistleblowing Policy
- Health and Safety Policy

**Legacy AP – Character Above All Else**