



Designated Safeguarding Lead (DSL) Policy

and

Deputy Designated Safeguarding Lead (DDSL) Policy



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AIMS

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff and governors are properly trained in recognising and reporting safeguarding and child protection issues.

Legacy Youth Care (LYC) Ltd. will renew this policy every 12 months. Should there be new government policy or guidance e.g. an updated version of "Keeping Children Safe in Education" prior to the updating of this policy, it will supersede the information given in this document. This policy should be read in conjunction with:

- The Safeguarding and Child Protection Procedure
- Appendix 1 – Types and Signs of Abuse
- Appendix 2 – The Role of the DSL
- Appendix 3 – Specific Safeguarding Issues and Terminology
- Appendix 4 – Self-harm Guidance for Leadership / staff with a safeguarding role.

The Designated Safeguarding Lead (DSL):	
The Deputy Designated Safeguarding Leads (DDSL) are:	
The named person for Child Sexual Exploitation is:	
The named person for IT, Online Safety, and Abuse is:	
The Lead Mental Health Professional:	
The named person in charge of filtering and monitoring safeguarding is:	

If you feel that a child is at immediate risk of danger, please call 999 without delay.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection or safeguarding failures internally. Staff can call **0800 028 0285** – the line is available from 8.00am to 8.00pm Monday to Friday and staff can email: help@nspcc.org.uk (click).



LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the following legislations:

- [Keeping Children Safe in Education \(2024\)](#) (click)
- [Working Together to Safeguarding Children \(December 2023\)](#) (click)
- [What to do if you're worried a child is being abused \(2015\)](#) (click)
- [The Safeguarding Vulnerable Groups Act 2006](#) (click)
- [The Domestic Abuse Act 2021](#) (click)
- [PACE Code C 2019](#) (click)
- [The Children Act 1989](#) (click) (and [2004 amendment](#)) (click)
- [The Children and Young Persons Act 1933](#) (click)
- [Abuse Act 2021](#) (click)
- [The Female Genital Mutilation Act 2003](#) (click) which places a statutory duty on staff to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- [The Rehabilitation of Offenders Act 1974](#) (click) which outlines when people with criminal convictions can work with children.
- Statutory guidance on the [Prevent duty](#) (click) which explains the duties under the [Counterterrorism and Security Act 2015](#) (click) with respect to protecting people from the risk of radicalisation and extremism.
- [Children and Social Work Act 2017](#) (click)
- [Advice in Searching, Screening and Confiscation September 2022](#) (click)
- [The Equalities Act 2010](#) and [updates 2024](#), [employment news](#) (click)
- [The Human Rights Act 1998](#) (click)



DEFINITIONS

a. [Safeguarding and promoting the welfare of children](#) (click) is defined for the purposes of “Keeping Children Safe in Education September 2024” and this policy as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes
- Safeguarding is a term which is pre-emptive and involves steps taken to prevent children from harm.

b. Child Protection means:

- Activities undertaken to prevent children suffering or being likely to suffer significant harm.
- Activities undertaken to ensure that where there has been harm in the past, the Legacy Youth Care (LYC) Ltd., does everything it can to ensure that the harm is never repeated.
- Child Protection is a part of Safeguarding, the latter being an umbrella term.

c. Abuse is:

A form of maltreatment of a child and may involve inflicting harm or failing to prevent harm. Appendix 1 explains the different types of abuse.

d. Neglect is:

A form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the impairment of the child’s health or development. Appendix 1 defines neglect in more detail.



VULNERABILITY AND EQUALITY STATEMENT

Some children are more susceptible to abuse. This increased risk can be caused by many factors including social exclusion, isolation, discrimination and prejudice. To ensure that all of our children and young people receive equal protection, we give special consideration to children who:

- are vulnerable and / or susceptible because of their race, ethnicity, religion, disability, sex, gender identity or sexuality
- are absent from education
- are vulnerable / susceptible to being bullied, or engaging in bullying
- are at risk of sexual exploitation, forced marriage (official or unofficial), female genital mutilation, or being drawn into extremism or county lines organisations
- live in chaotic or unsupportive home situations
- live transient lifestyles or live away from home or in temporary accommodation
- are affected by parental substance abuse, domestic violence or parental mental health needs
- do not have English as a first language are looked after children (CLA)
- Have special educational needs or a medical condition (see below)
- are young carers
- are asylum seekers.

SAFEGUARDING AND CHILD PROTECTION POLICY

Revision is due annually. Legacy Youth Care (LYC) Ltd. will take positive action, where proportionate to deal with any disadvantages faced by children and young people with protected characteristics in order to meet their specific need.

CHILDREN WITH SEN

Children and young people with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children, which can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's special educational needs and / or disability without further exploration;
- being more susceptible to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Our staff are trained to be aware of and identify these additional barriers to ensure this group of children are appropriately safeguarded.

There is an online safeguarding site that helps and guides professionals <https://swgfl.org.uk/topics/artificial-intelligence/> (click), in relation to [artificial intelligence](#) (click) (AI), online images, and safeguarding.



ONE Thing!

<https://saferinternet.org.uk/professionals-online-safety-helpline>

Working in partnership with

TikTok

to remove content targeting teachers and schools

Do you feel alone when dealing with Internet safety problems?

For free, independent, expert advice contact the

Professionals Online Safety Helpline

helpline@saferinternet.org.uk
Tel: 0344 3814772 saferinternet.org.uk

UK Safer Internet Centre
Co-financed by the European Union
Connecting Europe Facility
insafe



RESPONSIBILITIES OF DSL / DDSL / OSL

Safeguarding and child protection is everyone's responsibility. This policy applies to all Legacy Youth Care (LYC) Ltd staff and is consistent with the procedures of the local children's safeguarding board. All staff will put the needs and safety of the child first, and:

- Read and understand Part 1 of the Department for Education's statutory safeguarding guidance "Keeping Children Safe in Education" 2024 and review this guidance at least annually.
- Read and sign the staff Code of Conduct which sets out expectations of staff.
- Receive an annual Safeguarding and Child Protection Training Update which includes advice regarding personal online activity
- Be aware that inappropriate behaviour towards children and young people is unacceptable and that it is a criminal offence for them to engage in any sexual activity with a children and young people, under the age of 18.
- Be familiar with types of abuse and possible signs. See Appendix 1 and Appendix 3.
- Understand our systems which support safeguarding, including the staff code of conduct and the role of the designated safeguarding lead.
- Understand their role in identifying potential issues for children, liaising with the DSL or DDSL and sharing information with other professionals to support early identification and assessment.
- Know what to do if they identify a safeguarding issue or a child protection issue both in and outside of residential settings.
- Know the signs of different types of abuse and neglect as well as specific safeguarding issues e.g. online abuse, sexting, sexual harassment and violence, child sexual exploitation (CSE), Female Genital Mutilation (FGM), radicalisation, domestic violence, community threats, child sexual abuse material (CSAM).
- Not promise confidentiality to any child who makes a disclosure.



- Report any suspicion directly to the police and any other appropriate body with the Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Lead (DDSL) / Online Safeguarding Lead (OSL) present.
- Be mindful of safeguarding when planning learning, recreational or other activities involving children or executing their duties in the care home; risk assess indoor, online, and outdoor activities appropriately.
- Challenge any form of derogatory, prejudiced or sexualised language or behaviour.
- Be vigilant to issues that affect different genders e.g. aggressive touching or grabbing towards females, initiation or hazing type violence with respect to male children.
- Ensure the curriculum notes the importance of behaviour and consent.
- Understand that a child harming another child could be a sign that the child is themselves being abused and that this would fall under the scope of this policy.
- Understand that a child absent or missing from education could be more vulnerable or susceptible to abuse.
- Be mindful of the derogatory language sometimes used towards groups such as ethnic minority groups, Lesbian, Gay, Bisexual and Transgender groups and ensure prejudice and derogatory language is not tolerated.

SAFEGUARDING AND CHILD PROTECTION

The Designated Safeguarding Lead (DSL) takes lead responsibility for child protection and wider safeguarding, Deputy Designated Safeguarding Lead (DDSL) and Online Safeguarding Lead (OSL) assist. The DSL During the day, the DSL will be available during working hours (8am to 5pm) for staff to discuss and safeguarding concerns. Should the DSL be off site, the Deputy DSL will act in place of the DSL. Out of those hours, the DSL can be copied in by email, if not on-call. The DSL is responsible for:



- Providing advice and support to other staff on child welfare and child protection matters.
- Taking part in strategy discussions and inter-agency meetings and / or support other staff to do so.
- Ensuring that staff know and understand policy and procedures.
- Ensuring that the policy and procedure is reviewed annually.
- Ensuring IT filtering and monitoring systems are in place and ensuring that arising concerns are followed up on in a timely fashion by appropriate staff.
- Referring suspected cases, as appropriate to the relevant body (e.g. local authority children's social care, Channel programme, Disclosure and Barring service, Police).
- and support the Registered Manager or other staff employed to make such referrals directly. **Please note that any member of staff may make a referral, if the need arises.**
- Confirming verbal referrals in writing within 24 hours of the initial referral.
- Seeking advice from the local authority multi service hub (MASH) where there is uncertainty about making a referral.
- Reporting back to and liaising with staff making referrals to the DSL.
- Ensuring staff receive annual Safeguarding and Child Protection training updates
- Ensure their own Lead Child Protection and Safeguarding training is updated every two years (and in addition update their own skills through briefings, bulletins, DFE guidance).
- Ensuring there is an educational programme in place for training staff and for children on Safeguarding "sub-topics".
- Notifying the Ofsted, Director and Responsible individual, **within 24 hours**, and informing of any issues / serious incidents, and liaising with local authority case managers and designated officers for child protection concerns as appropriate.
- Recording allegations and actions appropriately.
- Maintaining Child Protection Records for children and young people and of allegations.
- Transferring records to a child's new placement.



- Liaising with the Registered Manager regarding ongoing enquiries under [section 17 \(click\)](#) and /or [section 47 \(click\)](#) of the Children Act 1989 and Police investigations and being aware of the requirement for Children to have an Appropriate Adult in relevant circumstances.
- Acting as a point of contact for the local children's safeguarding partners.

The full responsibilities of the DSL / DDSL / OSL are set out in Appendix 2. The Lead DSL for our Looked After Children is Registered Manager and they will:

- Ensure that they have appropriate training to carry out the role.
- Be the main point of contact for staff working with Looked After Children.
- Deliver any training needed by staff with regard to Looked After Children.
- Ensure any extra funding allocated for Looked After Children is spent appropriately.
- Ensure educational opportunities and pastoral support for Looked After Children is appropriate.
- Monitor and promote the educational progress of Looked After Children.

The named person for [Female Genital Mutilation \(FGM\)](#) will:

- Ensure that they have appropriate training to carry out the role (including the reading of appropriate DFE guidance e.g. Guidance for Professionals May 2016).
- Be the main point of contact for staff who suspect FGM.
- Ensure that any staff referring a potential case of FGM make a phone call to 101 with the DSL / DDSL / OSL present.
- Be the main point of contact for children who are either potentially facing or who have already experienced FGM.
- Be the main point of contact for health professionals (and others) dealing with known cases of FGM.
- Maintain appropriate confidentiality with respect to possible cases of FGM.
- Be alert to risk factors and signs of FGM.



The named person for *Child Sexual Exploitation (CSE)* will:

- Ensure that they have appropriate training to carry out the role (including an [understanding of Child sexual exploitation: definition and guide for practitioners DFE Feb 2017](#)) [\(click\)](#)
- Be the main point of contact for staff who suspect CSE.
- Be the main point of contact for children and young people who are either potentially involved in or victims of CSE or who have already experienced CSE.
- Be the main point of contact for health professionals (and others) dealing with known cases of CSE.
- Maintain appropriate confidentiality with respect to possible cases of CSE.
- Be alert to risk factors and signs of CSE.

The *Lead Person for Online, ICT, and Generative AI safety* will ensure that:

- All staff are trained in e-safety and [attended training](#) [\(click\)](#). Safeguarding teams and staff familiarise themselves with the issue of AI-generated abuse material, by reading the [IWF reports](#) [\(click\)](#) and understanding the emerging picture of risk.
- Safeguarding teams and staff familiarise themselves with the latest updates on [Child Exploitation and Online Protection](#) [\(click\)](#) and **[make a report](#)** [\(click\)](#) when needed.
- Staff to be [trained](#) [\(click\)](#) to understand the risks of AI and deepfakes and refer any concerns to the designated safeguarding lead (DSL) as they usually would.
- Consideration should be made around the online safety teachings and how to teach children to stay safe when using artificial intelligence (AI) themselves.
- The onsite pedagogy done by team is to equip children with the wider knowledge and understanding that they need to stay safe online – including key messages stressing that they should only interact with people that they know and use safe and suitable websites, and consideration should be made around how to support them in developing digital resilience.



- Parents should be informed regularly of risks to children online, supported to ensure that suitable safeguards are applied to home broadband networks and encouraged to check children's devices regularly. Remind parents not to share images of children publicly online.
- Staff should also be reminded not to share images of themselves publicly online (keep social media profiles private).
- Filtering and monitoring systems in the residential provision, should prevent children from accessing any harmful content online.
- A robust response involving the necessary safeguarding partners should be put in place in the event that children generate or distribute **deepfake** images or videos of peers.
- DSLs should be familiar with tools to support in the removal of abusive or indecent images, such as the [Report Remove tool](#) (click). Specialist support should be sought where children have experienced online sexual abuse, as well as school's children attend, following local procedures for referring any incidents of harm or abuse to social care and to the Police.
- Remind children regularly of reporting mechanisms to respond to any safeguarding issue, including issues online.

- <https://learning.nspcc.org.uk/media/ikxlpzt2/viewing-generative-ai-childrens-safety.pdf> (click)

- <https://www.ceop.police.uk/Safety-Centre/> (click)

- <https://www.gov.uk/government/publications/tackling-child-sexual-abuse-in-the-age-of-artificial-intelligence/joint-statement-tackling-child-sexual-abuse-in-the-age-of-artificial-intelligence> (click)

- <https://www.youtube.com/watch?v=OuH-D-au1Ho> (must watch!) (click)



- <https://www.iwf.org.uk/about-us/why-we-exist/our-research/how-ai-is-being-abused-to-create-child-sexual-abuse-imagery/> (click)

The *Lead Mental Health Professional* will ensure that:

- All staff are aware that mental health problems can be an indicator that a child has suffered or is suffering abuse, neglect, and / or exploitation.
- All staff are aware that children who have suffered adverse childhood experiences can suffer from mental health issues, poor behaviour, and education.
- Where a child's mental health is also a safeguarding concern it is immediately verbally reported to the DSL.
- Children and young people are able to openly discuss mental health concerns and issues.
- Appropriate action is taken in referring children and young people to appropriate bodies when they declare a mental health issue.
- Guidance documents are followed (e.g. with regard to gender identity, self-harm, suicidal ideation, etc.).
- Ongoing in-house support is available for children suffering with mental health issues.

The **Registered Manager** is responsible for the implementation of this policy including:

- Ensuring all staff (including temporary staff) are informed of this policy as part of their induction.
- Communicating this policy to staff and when a child joins the residential provision.
- Ensuring that the DSL has appropriate time, funding, training, and resources and that there is always adequate cover if the DSL is absent.
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly.



- Act as the “case manager” in the event of an allegation of abuse being made against another member of staff.
- Report all allegations made against staff to the Local Authority Designated Officer (LADO), whether deemed founded or unfounded.

CONFIDENTIALITY

- Staff will never promise a child that they will not tell anyone about an allegation or concern as this may not be in the child’s interests. In addition, where there are safeguarding concerns later proven, the staff member would have been breaking the law.
- Staff will pass on safeguarding concerns to the DSL / DDSL / Safeguarding Manager verbally, quickly, and effectively and not discuss matters in a public forum; an ensure it is logged in a written form.

Confidentiality is also addressed in the Child Protection and Safeguarding Procedure. Information should be passed on to staff aside from the DSL / DDSL / Safeguarding Manager, on a need-to-know basis and staff should be mindful that it is not appropriate to discuss or disclose information.

Information should only be kept from carers / parents where there is a concern that to do so would put the child at a safeguarding risk. In such circumstances, MASH advice should be sought and decisions clearly documented.

The DFE emphasises that “The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.”



Matters pertaining to a specific child or adult will not be discussed by staff outside the circle of the Registered Manager, Responsible Individual, and Director / DSL / DDSL / OSL / Safeguarding Manager and relevant staff working with the child.

Information and / or records of a child will not be disclosed to a parent, child or third party without seeking formal advice from the Registered Manager, Responsible Individual, and Director.

IT, ICT AND WEB

Legacy Youth Care Ltd. will ensure that appropriate and suitable filtering and monitoring systems are in place and that any inappropriate access to e.g. radicalisation, pornographic sites is reported and dealt with by the appropriate member of senior staff.

The organisation signed up to [360groups](#) (click) which offers is a personalised [simple tool](#) (click) that allows groups to [review and improve](#) (click) our online safety practice for the benefit of the Legacy Youth Care Ltd., and for the staff. These filtering and monitoring systems will be reviewed regularly to ensure their effectiveness.

Internet safety is vital to the Wren Homes' ICT, hence delivered by specialists education will be embedded into the pedagogy within our residential provisions, and during the onsite and off-site educational programmes.

The DSL will ensure that staff will receive regular updated training regarding online safety and the filtering and monitoring systems of the residential provision.

The DSL will ensure that staff understand expectations, applicable roles and responsibilities in relation to filtering and monitoring.



The Designated Safeguarding Lead (DSL) at Legacy Youth Care (LYC) Ltd will ensure that they receive appropriate safeguarding training, which will cover expectations, roles, and responsibilities related to filtering and monitoring online activity and will take into account the number and age range of children under our care, and particularly those who may be at higher risk of harm, as well as the frequency of their IT system usage. They will also assess the balance between safeguarding risks and the associated costs to ensure proportionate and effective measures are in place.

Safeguarding staff will take reports of child-on-child abuse, adult on child abuse and of online safeguarding risks seriously whether they occur in or outside the residential care home. They will take appropriate action and make appropriate referrals.

The Registered Manager and staff will inform multiagency, care team and parents what filtering and monitoring systems we use, so they can understand how we work to keep children safe.

The Registered Manager will also inform parents and carers of what we are asking children to do online, including the sites they need to access, and with whom they will be interacting online.

PREMISES AND SECURITY

- a. Visitors asked to sign in at the Wren Home each time when enter the residential provision, and are given a badge, which confirms they have permission to be on site.
- b. Visitors will be given a safeguarding leaflet explaining how to report concerns and what constitutes a concern on entry.
- c. Visitors who have not undergone the required checks will be escorted at all times.



CONFIDENTIALITY AND INFORMATION SHARING

Child protection issues necessitate a high level of confidentiality. Staff should only discuss concerns with the Designated Safeguarding Lead, Registered Manager, Director, Responsible Individual, and other appropriate staff e.g. the Safeguarding Manager, including Data Protection Officer (DPO).

- a. The DSL will normally obtain consent from the child and young person and / or parents to share child protection information externally. Where there is good reason to do so, the DSL may share information without consent and will record the reason for deciding to do so.
- b. Information sharing will take place in a timely and secure manner and only when it is necessary and proportionate to do so and the information to be shared is relevant, adequate and accurate.
- c. Information sharing decisions will be recorded whether or not the decision is taken to share.

The [UK GDPR and Data Protection Act 2018](#) do not prevent staff from sharing information with relevant agencies, where that information may help to protect a child. If any member of staff receives a request from a young person or parent to see child protection records, they will refer the request to the Registered Manager.

Where there is dispute between parents / carers or between parents and a placing authority, and a request has been made for information by one or more of the parties, the DSL / Safeguarding staff will always consult the Registered Manager / Responsible Individual / the DPO and / or the Trust Safeguarding lead.



STORING INFORMATION

All [children's case records \(regulation 36\)](#) (click) must be kept up to date and stored securely while they remain in the home. Some records [may be kept electronically \(Regulation 38\)](#) (click) provided that this information can be easily accessed by anyone with a legitimate need to view it and, if required, be reproduced in a legible form (for example if a child / young person or care experienced person requests to see their records). Legacy Youth Care (LYC) Ltd. takes protection of information seriously. Information will be stored online, on ClearCare platform. It will be logged, stored, and handled in line with the Trust Data Protection and GDPR policies. It is acceptable to scan and upload paper CP files to [ClearCare](#) (click) and securely destroy paperwork.

Staff will familiarise themselves with:

- <https://www.gov.uk/government/collections/a-business-guide-for-protecting-children-on-your-online-platform>
- <https://ico.org.uk/media2/migrated/2620222/children-s-code-standard-5-detrimental-use-of-data.pdf>
- <https://learning.nspcc.org.uk/child-protection-system/children-the-law>
- https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf
- <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/childrens-information/childrens-code-guidance-and-resources/protecting-childrens-privacy-online-our-childrens-code-strategy/>
- <https://www.gov.uk/guidance/child-online-safety-data-protection-and-privacy>



- ICO guide, GDPR <https://ico.org.uk/media/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr-1-0.pdf>

STAFF TRAINING

All staff will receive annual Child Protection and Safeguarding training update which includes information on IT filtering and monitoring. DSLs, DDSLs and OSL, will update their Lead Child Protection Training is updated every 2 years. Annually, training update for staff's training will cover:

- [Child on Child Abuse and Reporting Systems](#)
- [Domestic violence](#)
- [Prevent and radicalisation](#)
- [FGM](#)
- [Sexual Harassment and Violence \(including Peer on Peer Abuse\)](#)
- [CSE \(Child Sexual Exploitation\)](#)
- [Online risks and protective behaviours \(including the risks of Child-on-Child Abuse on the internet\)](#)
- [Drug and alcohol abuse](#)
- Abduction and Community Risk
- [Protected characteristics](#)
- [County lines risks](#) (Be aware of **Language** – you may be particularly concerned if you hear the following terms being used. County Lines is known to be described by young people as “going country”, “going OT” or “going to the trap”. Making reference to the “4:6” or “TNS” (known groups). “Straightener” – organised fight to resolve a dispute.
- [Online e-safety for staff](#)



Registered Manager will ensure that any staff working closely with children and young people on Child Protection or Safeguarding issues, including the DSL and DDSL read and understand the following DFE guidance:

- i. [Criminal exploitation of children and vulnerable adults: county lines \(accessible version\)](#) - GOV.UK site
- ii. [Working together to safeguard children](#) - GOV.UK site
- iii. [Keeping children safe in education](#) - GOV.UK site
- iv. [What_to_do_if_you_re_worried_a_child_is_being_abused.pdf](#) - GOV.UK site

RECRUITMENT AND SELECTION OF STAFF

All staff will be recruited using Ofsted's [Safer Recruitment](#) guidance, [The Children's Homes Regulations 2015](#) and procedures. At least one staff member involved in scrutinising applications and one staff member interviewing will be safer recruitment trained. Appropriate checks will be made in accordance with Keeping Children Safe in Education 2024. This includes online searches.

Legacy Youth Care Ltd. will keep copies of documents used to verify the successful candidate's identity, right to work and required qualifications on their personnel file.

ALLEGATIONS AND CONCERNS

Allegations and Safeguarding concerns raised in relation to, and allegations made about staff, supply staff, contractors, visitors and volunteers.

- If a safeguarding concern or allegation is made about a member of staff including supply staff, contractors on-site, sports / arts clubs, and its' volunteers, the set procedure must be followed. Please see the separate LYC policy / procedure. The



full procedure for managing such allegations is set out in [Keeping Children Safe in Education 2024](#).

- Allegations / safeguarding concerns made about staff who no longer work at Legacy Youth Care Ltd., and its residential provisions, will be reported to the police.

Northumbria Police by telephone on **101** or **999** in an emergency:

- Email forceintelligence@northumbria.pnn.police.uk

You can share intelligence via this email address even if you do not know the full details of the person(s) involved. Sharing of small details helps to inform an intelligence picture.

If you are concerned about a child or adult at risk, please report your concerns via existing safeguarding children's procedures.

SINGLE CENTRAL RECORD

Legacy Youth Care (LYC) Ltd. will keep an up-to-date single central record with appropriate checks for each staff member including where applicable [an identity check](#), [an enhanced DBS](#), a [barred list check](#), a [prohibition from working with children check](#), [agency staff checks](#), further checks on those who have lived or worked outside the UK, professional qualification checks, experiences, [Right To Work](#) in the UK check. Reference checks will be obtained.

Staff members will in addition have a record of an online check. Records will also be kept regarding the date of completion of annual safeguarding training and the date of reading and signing to confirm understanding of [Keeping Children Safe in Education](#) and relevant Safeguarding policies and procedures.