

**THINKOFIT LTD**

# **GOVERNANCE-LEVEL SAFEGUARDING & CHILD PROTECTION MANUAL**

*Education & Vulnerable Adults Provision*

## 1. POLICY STATEMENT

Thinkofit Ltd is fully committed to safeguarding and promoting the welfare of children and vulnerable adults. We take all matters of safeguarding seriously and operate a safe space for all policy.

We operate in full compliance with UK safeguarding legislation including:

- Keeping Children Safe in Education (KCSIE)
- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- Care Act 2014
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018

Safeguarding is everyone's responsibility. The welfare of the child and vulnerable adult is paramount.

## 2. SCOPE

This policy applies to:

- All staff, directors, contractors and volunteers
- All education programmes, coaching sessions and activities
- All work involving children (under 18)
- All work involving vulnerable adults (18+ requiring care/support)

## 3. DESIGNATED SAFEGUARDING LEAD (DSL)

The DSL holds strategic responsibility for safeguarding compliance and oversight.

DSL Responsibilities include:

- Managing safeguarding referrals
- Liaising with Children's Social Care and Adult Social Care
- Referring allegations to LADO within one working day

- Maintaining secure safeguarding records
- Delivering safeguarding training
- Reporting to Directors on safeguarding performance

Deputy DSL appointed to act in the absence of DSL.

#### **4. SAFER RECRUITMENT**

- Enhanced DBS with barred list checks
- Two references
- Identity verification
- Right to work checks
- Safeguarding interview questions
- Single Central Record maintained

#### **5. CHILD PROTECTION PROCEDURES**

All concerns must be reported immediately to the DSL.

If immediate danger: Call 999.

Flowchart for Reporting Concerns:

Concern Identified



Record factual information



Report immediately to DSL



DSL Assessment



Refer to:

- Children's Social Care
- Adult Social Care
- Police
- LADO (if allegation against staff)



Record outcome securely

## **6. LOOKED AFTER CHILDREN (LAC)**

- Work with Virtual School Head
- Liaise with Social Workers
- Provide additional emotional support
- Monitor attendance and wellbeing

## **7. CHILDREN AT RISK**

Includes children with:

- SEND
- Domestic abuse exposure
- Mental health concerns
- Exploitation risk
- Online harm exposure

Early Help referrals will be made where appropriate.

## **8. VULNERABLE ADULT SAFEGUARDING**

Under the Care Act 2014:

A vulnerable adult is someone aged 18+ with care/support needs.

Abuse types include:

- Physical
- Emotional
- Financial
- Neglect
- Discriminatory
- Organisational abuse

All adult safeguarding concerns reported to Adult Social Care.

## **9. PARENT CONSENT**

Written consent required for:

- Participation

- Medical information
- Photography/media use
- Off-site activities

*Safeguarding concerns may be shared without consent if risk of significant harm exists.*

## **10. TRAINING**

- Annual safeguarding training for all staff
- DSL advanced training every two years
- Prevent awareness training
- Online safety training

## **11. CONFIDENTIALITY**

Information shared on need-to-know basis only.

Data stored securely in compliance with Data Protection Act 2018.

## **12. GOVERNANCE & OVERSIGHT**

Directors will:

- Review safeguarding annually
- Audit safeguarding records
- Review DSL effectiveness
- Monitor training compliance
- Ensure regulatory compliance

Policy reviewed annually or upon legislative change.