

ZEN COMBAT ACADEMY LTD

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

Child protection arrangements for all Zen Combat Academy Ltd activities



Organisation	Zen Combat Academy Ltd
Policy title	Safeguarding Children Policy and Procedures
Version	1.0
Issue date	21 September 2026
Review date	September 2027 or sooner if required
Jurisdiction	England
Policy basis	Current UK legislation, Department for Education statutory guidance and Devon safeguarding arrangements

This is a Zen Combat Academy Ltd policy. It is based on Government legislation and safeguarding guidance applicable in England and local safeguarding arrangements in Devon.

1. Commitment to safeguarding

Zen Combat Academy Ltd is committed to safeguarding and promoting the welfare of children and young people under the age of 18. Everyone who works, volunteers, trains, competes, supports or represents the Academy is expected to share this commitment.

Adults at Zen Combat Academy Ltd must take welfare concerns seriously, encourage children and young people to speak about anything that worries them, and act promptly when a concern is raised. The best interests and welfare of the child are the primary consideration in every safeguarding decision.

Safeguarding is everyone's responsibility

No instructor, coach, employee or volunteer is expected to decide whether abuse has occurred. Their responsibility is to recognise concerns, respond safely, record what they know and report or refer the concern without delay.

Index

- 1. Commitment to safeguarding
- 2. Principles
- 3. Legislation and statutory guidance
- 4. Definitions
- 5. Types of abuse, neglect and exploitation
- 6. Poor practice and safer martial arts practice
- 7. Signs and indicators of abuse and neglect
- 8. What to do if you have a concern
- 9. How to respond to a disclosure or concern
- 10. Safeguarding children flowchart
- 11. Recording and information sharing
- 12. Codes of conduct and professional boundaries
- 13. Safer recruitment and DBS checks
- 14. Supervision, support and training
- 15. Whistleblowing
- 16. Complaints
- 17. Related Zen Combat Academy Ltd policies
- 18. Useful contacts
- Appendix A. Safeguarding concern record

2. Principles

Zen Combat Academy Ltd acknowledges its duty of care to safeguard and promote the welfare of children. Safeguarding practice will reflect statutory responsibilities, current Government guidance, local multi-agency safeguarding arrangements and recognised good practice for organisations and sports clubs working with children.

Working Together to Safeguard Children 2026 specifically recognises the role of voluntary, private-sector and sports organisations that provide activities to children. Such organisations should have appropriate safeguarding arrangements in place, ensure paid and volunteer staff understand their responsibilities, and know how to respond to concerns and make referrals when necessary.

The welfare and interests of children are paramount in all circumstances. Zen Combat Academy Ltd aims to ensure that, regardless of age, ability or disability, race, religion or belief, sex, sexual orientation, gender reassignment, socio-economic background, communication need or other characteristic, all children:

- have a positive and enjoyable experience of martial arts, fitness and sport in a safe, inclusive and child-centred environment;
- are protected from abuse, neglect, exploitation, bullying, harassment, discrimination and avoidable harm;
- are listened to and taken seriously when they raise concerns;
- are supported to participate safely, including through reasonable adjustments where appropriate;
- know that they can speak to a trusted adult if something does not feel right.

Zen Combat Academy Ltd recognises that some children can be particularly vulnerable to harm or can face additional barriers to recognising, communicating or reporting concerns. This may include disabled children, children with special educational needs or neurodivergence, children with communication differences, children in care, children experiencing discrimination, and children who are dependent on adults for personal care, transport or access to activities.

As part of this policy Zen Combat Academy Ltd will

- promote and prioritise the safety and wellbeing of children and young people;
- ensure staff, coaches, instructors and volunteers understand their safeguarding roles and reporting responsibilities;
- provide safeguarding learning appropriate to each role and refresh it regularly;
- ensure appropriate action is taken when abuse, neglect, exploitation, poor practice or other safeguarding concerns are suspected, witnessed or disclosed;
- maintain confidential, detailed and accurate records of safeguarding concerns and decisions;
- use safer recruitment and appropriate DBS checks to reduce the risk of unsuitable people working with children;
- maintain robust procedures for allegations or concerns about adults who work or volunteer with children;
- work with children's social care, the police, the Local Authority Designated Officer and other statutory partners where required.

This policy is mandatory for directors, instructors, coaches, employees, volunteers, contractors and any other person acting on behalf of Zen Combat Academy Ltd. Failure to follow safeguarding requirements may result in removal from duties, disciplinary action, suspension or exclusion and, where appropriate, referral to a statutory or regulatory body.

3. Legislation and statutory guidance

This policy is informed by legislation and Government guidance applicable in England as at 21 September 2026. It will be reviewed when relevant law, statutory guidance or local safeguarding arrangements change.

- **Children Act 1989** - the core legal framework for children in need and children at risk of significant harm.
- **Children Act 2004** - the framework for cooperation and multi-agency safeguarding arrangements, as amended.

- **Working Together to Safeguard Children 2026** - Department for Education statutory guidance on multi-agency working to help, support and protect children. It expressly addresses voluntary organisations and sports clubs.
- **Keeping Children Safe in Education 2026** - statutory guidance for schools and colleges. It is not the Academy's governing safeguarding framework, but where Zen Combat Academy Ltd delivers activities in a school or college the Academy will follow the setting's safeguarding procedures and relevant requirements.
- **Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012** - including the regulated activity and barred-list framework, as subsequently amended.
- **Disclosure and Barring Service guidance in force from September 2026** - including DBS eligibility for coaches, instructors and other roles in sport working with children.
- **Sexual Offences Act 2003** - including offences concerning children, grooming and abuse of positions of trust.
- **Domestic Abuse Act 2021** - including recognition of children as victims where they see, hear or experience the effects of domestic abuse.
- **Modern Slavery Act 2015** - including trafficking and exploitation.
- **Equality Act 2010** - including protection from discrimination and the duty to make reasonable adjustments for disabled people where applicable.
- **Data Protection Act 2018 and UK GDPR** - governing the lawful, fair, necessary and secure processing of safeguarding information.
- **Human Rights Act 1998** - including rights relevant to family life, privacy, protection and fair treatment.

Information sharing - September 2026 update

Department for Education statutory information-sharing guidance was updated on 10 September 2026. The new statutory information-sharing duty under section 16LA of the Children Act 2004 comes into force on 30 September 2026 for the persons and organisations within its scope. Zen Combat Academy Ltd will comply with any duty that applies to it and will in all cases share safeguarding information lawfully, necessarily and proportionately to protect children.

4. Definitions

Child

For the purposes of this policy, a child is anyone who has not yet reached their 18th birthday. This policy therefore applies to all Academy participants under 18, including 16- and 17-year-olds who train in adult or open-age sessions.

Safeguarding and promoting welfare

Safeguarding is broader than responding to abuse. It includes providing help and support as soon as problems emerge, protecting children from maltreatment, preventing impairment of health or development, ensuring children grow up with safe and effective care, and taking action so children have the best outcomes.

Child protection

Child protection is the part of safeguarding concerned with protecting individual children who are suspected to be suffering, or likely to suffer, significant harm.

Designated Safeguarding Lead (DSL)

The DSL is the person appointed by Zen Combat Academy Ltd to coordinate safeguarding arrangements, receive concerns and support referrals. A deputy or alternative senior safeguarding contact must be available so that a concern is never delayed because one person cannot be reached.

5. Types of abuse, neglect and exploitation

Abuse, neglect and exploitation can occur inside or outside the family, in an organisation or community, between children, online, or through a combination of online and offline behaviour. More than one type of harm may be present at the same time.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. It may also include fabricated or induced illness. In a martial arts setting, legitimate supervised training contact is not abuse; however, contact becomes a safeguarding concern if it is deliberately harmful, punitive, humiliating, sexualised, reckless, disproportionate or outside safe coaching practice.

Emotional abuse

Emotional abuse is persistent emotional maltreatment that causes serious and adverse effects on emotional development. It can include making a child feel worthless or unloved, silencing or ridiculing them, imposing inappropriate expectations, serious bullying or cyberbullying, intimidation, coercive control, discrimination, or exposing a child to the ill-treatment of another person.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. It can involve physical contact or non-contact activity, sexual images, sexualised communication, grooming, online abuse or exploitation. Sexual abuse can be committed by adults or by other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs in a way likely to seriously impair health or development. It can include inadequate food, clothing, shelter, supervision, medical care, protection from danger, or failure to respond to emotional needs. In sport, concerns may also arise where a child is repeatedly placed in unsafe training conditions, left without appropriate supervision or denied necessary medical attention.

Child-on-child abuse

Children can abuse other children. Concerns may include bullying, physical assault, sexual violence or harassment, coercive or controlling behaviour, harmful sexual behaviour, sharing sexual images, initiation or hazing practices, online abuse or exploitation. Child-on-child abuse must not be dismissed as banter, part of growing up or simply part of a competitive sport environment.

Related safeguarding harms

- bullying, including cyberbullying and discriminatory bullying;
- child sexual exploitation and child criminal exploitation, including county lines;
- domestic abuse and teenage relationship abuse, including coercive or controlling behaviour;
- grooming, online sexual abuse and harmful or exploitative digital contact;
- hate crime, racism, ableism, homophobia, transphobia or other discriminatory harm;
- forced marriage and so-called honour-based abuse;
- female genital mutilation;
- human trafficking and modern slavery;
- radicalisation or exploitation by individuals or groups promoting violence;
- serious youth violence and gang-associated harm;
- self-harm or suicidal statements where these indicate an immediate safeguarding or welfare risk.

This list is not exhaustive. Staff and volunteers must report any situation that causes concern about a child's safety or welfare, even if they are unsure which category applies.

6. Poor practice and safer martial arts practice

Sometimes a concern relates to poor practice rather than known abuse. Poor practice is behaviour that falls below the professional, ethical or safeguarding standards expected by Zen Combat Academy Ltd and may place a child or an adult at risk. Serious or repeated poor practice can become a safeguarding concern and must be reported.

Examples of unacceptable or concerning practice

- using excessive, unsafe, degrading or humiliating physical exercise or punishment;
- failing to act when abuse, bullying, discrimination or unsafe practice is witnessed or reported;
- breaching professional boundaries or the Academy's codes of conduct;
- spending unnecessary or unexplained time alone with a child away from others;
- inviting a child to a private home or hotel room where they would be alone with the adult, except in a genuine emergency and with appropriate safeguarding action;
- engaging in rough, sexualised, provocative or otherwise inappropriate physical behaviour;
- making sexual comments, jokes or suggestive remarks to or around children;
- humiliating, threatening or deliberately reducing a child to tears as a means of control;
- allowing a disclosure or allegation to go unrecorded or unreported;
- secret or inappropriate private messaging with children or the use of disappearing-message functions for coaching contact;
- photographing, filming or sharing images of children outside Academy consent and safeguarding arrangements;
- giving preferential treatment, gifts or attention that creates dependency, secrecy or blurred boundaries.

Physical contact and technical instruction

Martial arts involves legitimate physical contact. Coaching contact must have a clear technical or safety purpose, be appropriate to the child's age and needs, be no more contact than necessary, and be carried out openly. Where practicable, explain or demonstrate what will happen before touching a child. Any objection or sign of distress must be respected unless immediate action is needed to prevent injury.

Sparring, grappling and conditioning

Sparring, grappling, pad work, drills and conditioning must be supervised and matched appropriately to age, experience, size, ability and any relevant medical or additional need. Exercise must never be used in a way that is excessive, degrading, retaliatory or likely to cause harm. Coaches must stop activity where safety is compromised.

One-to-one coaching

One-to-one sessions with children should take place in an observable and accountable environment wherever practicable. Parents or carers should know the arrangements. Doors should remain open or visibility maintained where appropriate, and unnecessary isolation must be avoided. Electronic communication about the session should be through approved Academy routes wherever possible.

Changing areas, toilets and personal care

Children's dignity and privacy must be protected. Adults should not enter a child changing area unless there is a legitimate safeguarding, supervisory or emergency reason. Personal care will not ordinarily be provided by martial arts instructors. If a child requires personal care, arrangements must be agreed in advance with the parent or carer, documented, risk assessed and provided by an appropriate authorised person. Ad hoc personal care by an instructor should be avoided except where immediate action is necessary to protect health or safety.

Photography, filming and social media

Images and video of children may only be created or used in accordance with Academy consent arrangements, safeguarding rules and data-protection requirements. Images must never be sexualised, degrading or taken in changing/toilet areas. Staff must not use images or private contact to create secret or inappropriate relationships with children.

7. Signs and indicators of abuse and neglect

Indicators that a child may be experiencing abuse, neglect or exploitation can include:

- unexplained or suspicious injuries, bruises, cuts, burns or repeated injuries;
- an explanation for an injury that is inconsistent, changes, or does not fit the injury;
- a child describing an abusive, frightening, sexual, exploitative or controlling experience;
- another child or adult expressing concern about a child's welfare;
- sudden or unexplained changes in behaviour, mood, confidence, attendance or engagement;
- becoming unusually withdrawn, anxious, aggressive, fearful or distressed;
- age-inappropriate sexual knowledge, sexualised behaviour or concerning sexual interactions;
- sudden distrust of adults or fear of a particular person or place;
- difficulty making friends, isolation or being prevented from socialising;
- significant changes in eating, weight, hygiene, sleep or appearance;
- unexplained money, gifts, phones, clothing or travel, or association with controlling older peers/adults;
- repeated running away, going missing, unexplained absences or being collected by unknown people;
- concerning online contact, threats, blackmail, requests for images, grooming or sexualised messaging;
- a child appearing unusually tired, hungry, inadequately clothed or without needed medical care;
- statements or behaviour suggesting self-harm, suicidal intent or immediate danger.

The presence of one or more indicators does not prove abuse. Equally, the absence of visible signs does not mean a child is safe. Staff should be professionally curious, listen to the child and report concerns rather than attempting to diagnose or investigate them.

Important

It is not the responsibility of Zen Combat Academy Ltd staff or volunteers to determine whether child abuse has occurred. It is their responsibility to act on concerns and share them through the correct safeguarding route.

8. What to do if you have a concern

Everyone who works with children has a role in identifying concerns, sharing information and taking prompt action. Zen Combat Academy Ltd is not responsible for carrying out a statutory child-protection investigation, but it has a responsibility to recognise concerns, respond safely, record information and make or support referrals.

Internal reporting

All safeguarding concerns and significant poor-practice concerns should be reported to the Designated Safeguarding Lead (DSL) or deputy as soon as possible. This includes concerns about events inside the Academy and concerns arising at home, school, online, in the community or elsewhere that come to the Academy's attention.

If the concern is about the DSL, report it to the deputy or a director who is not implicated. If no suitable internal person is available, or delay may increase risk, the person receiving the concern should contact children's social care or the police directly.

Allegations or concerns about an adult working with children

Where it is alleged that an instructor, coach, employee, volunteer, contractor or other adult working with children has harmed or may have harmed a child, may have committed an offence against or related to a child, may pose a risk of harm, or may be unsuitable to work with children, the concern must be reported immediately to the DSL or senior management. Zen Combat Academy Ltd will seek advice from the Local Authority Designated Officer (LADO) and make a referral within the required timescale where the criteria are met. In Devon, concerns meeting the LADO criteria should be referred within one working day.

Additional incidents that must be reported internally

- an adult has accidentally injured a child during coaching or physical contact;
- a child becomes distressed because of an adult's action or words;

- a child appears to misunderstand or interpret an adult's behaviour in a sexual or otherwise concerning way;
- a boundary may have been crossed, even if unintentionally;
- an adult receives a concerning message, image or disclosure from a child;
- an adult is worried that their own conduct could be perceived as inappropriate.

Immediate danger

If a child is in immediate danger, a serious crime is in progress, or urgent medical treatment is needed, call 999. Do not wait to obtain permission from the DSL. Inform the DSL as soon as it is safe to do so.

9. How to respond to a disclosure or concern

It can be difficult to hear that a child may have been harmed. The way an adult responds can affect the child's willingness to continue speaking and the quality of any later investigation.

1. Stay calm and give the child your full attention.
2. Listen carefully and allow the child to speak at their own pace.
3. Do not promise to keep the information secret. Explain that you may need to share it with people whose job is to help keep them safe.
4. Do not investigate, cross-examine or ask leading questions. Ask only enough open or clarifying questions to understand what the child is telling you.
5. Reassure the child that they have done the right thing by speaking and that the concern will be taken seriously.
6. Do not make promises about what will happen next or whether someone will be punished.
7. Tell the child, in a way they can understand, what you will do next and who you may need to tell.
8. Make a written record as soon as possible, using the child's own words where relevant.
9. Preserve relevant evidence. Do not forward sexual images of children, take screenshots unless advised and lawful, or unnecessarily handle physical evidence.
10. Report the concern to the DSL or appropriate statutory agency without delay.

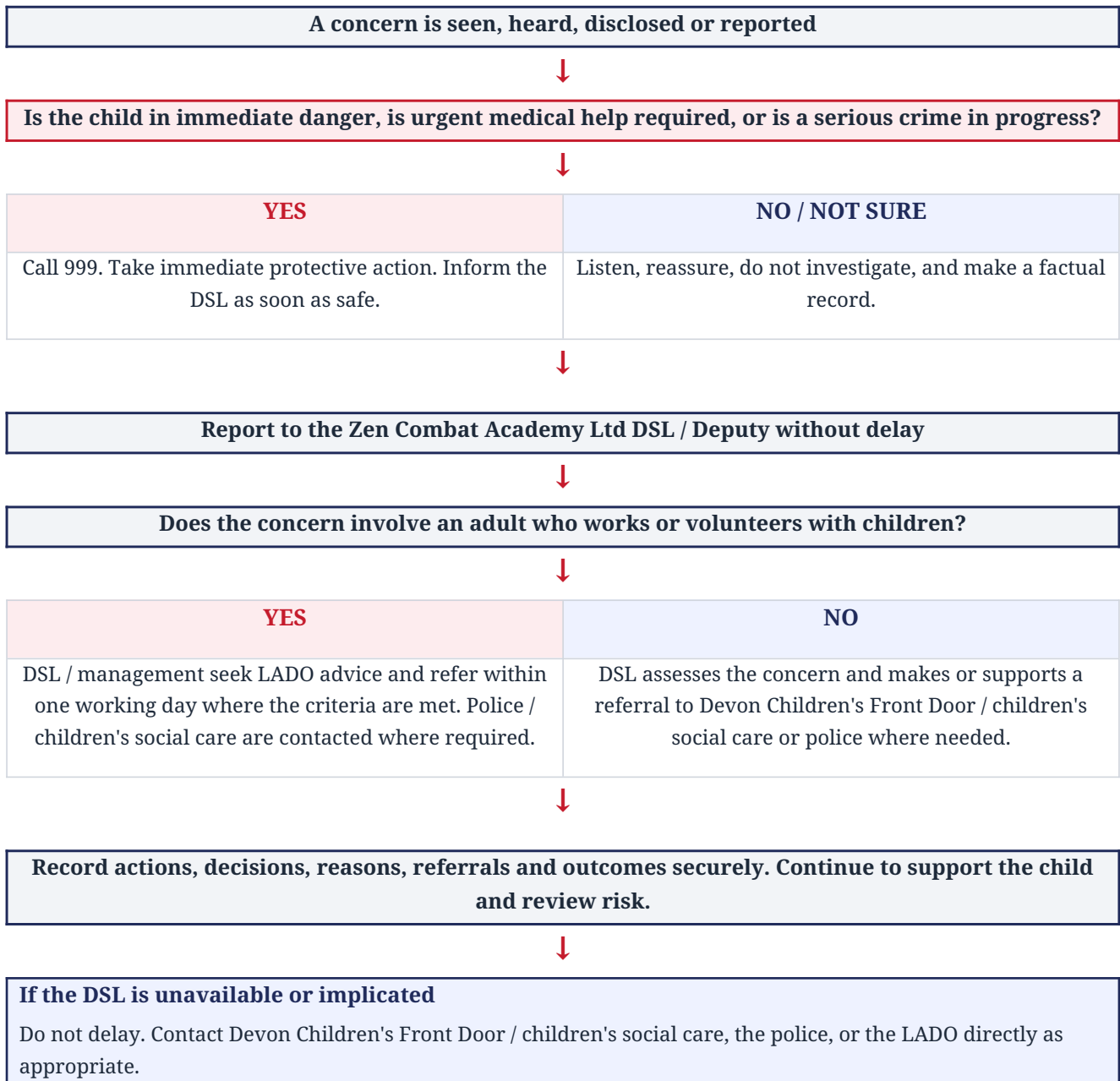
Parents and carers

Parents or carers should normally be kept informed about concerns affecting their child. However, they should not be informed before advice is obtained where doing so could place the child or another person at increased risk, prejudice a police or child-protection investigation, or be contrary to advice from children's social care, the police or LADO.

If the child does not want information shared

A child's wishes and feelings should be considered and explained to them respectfully. However, a request for secrecy cannot override the need to protect a child. Information may need to be shared without consent where there is a lawful safeguarding basis and sharing is necessary and proportionate.

10. Safeguarding children flowchart



11. Recording and information sharing

11.1 Recording a concern

A written record must be made as soon as possible after a disclosure, incident or safeguarding concern. Use the child's own words where relevant. Do not rewrite the account to make it sound more formal. If visible injuries are relevant, describe their location and appearance factually; do not take photographs of injuries unless specifically authorised and necessary under an agreed safeguarding procedure.

The record should include:

- date, time and place of the incident, disclosure or observation;
- name of the child and other people involved or mentioned;
- what was seen, heard or disclosed, using the child's words where possible;
- any questions asked and the child's response;
- any visible injury or immediate welfare concern;
- what action was taken, by whom and when;

- who the information was shared with and why;
- any decision not to refer or share, together with the reason;
- any advice received from children's social care, police, LADO or another agency;
- follow-up actions and outcomes known to the Academy.

Records must distinguish between fact, direct observation, allegation, information reported by someone else and professional opinion. Safeguarding records must be accurate, dated, signed or attributable, stored securely and shared only with those who have a legitimate need to know.

11.2 Information sharing

Data protection law is not a barrier to appropriate safeguarding information sharing. Zen Combat Academy Ltd will share information where there is a lawful basis and the sharing is necessary, proportionate and relevant to protecting a child or promoting their welfare. Consent is not always required for safeguarding sharing, although children and families should normally be informed where it is safe and appropriate to do so.

From 30 September 2026, the new statutory information-sharing duty under section 16LA of the Children Act 2004 applies to the persons and organisations within its statutory scope. Zen Combat Academy Ltd will cooperate with safeguarding partners and comply with any information-sharing duty that applies to the Academy or to a service it is delivering. The Academy will keep its information-sharing arrangements under review as Government guidance develops.

12. Codes of conduct and professional boundaries

All people representing Zen Combat Academy Ltd must follow the Academy's codes of conduct and safeguarding expectations. The purpose is to protect children and adults, maintain trust, reduce opportunities for abuse or misunderstanding, and provide clear professional boundaries.

- behave respectfully and never use intimidation, sexualised behaviour, discriminatory language or degrading treatment;
- maintain appropriate adult-child boundaries in person and online;
- avoid favouritism, secrecy and relationships that create inappropriate dependency;
- use appropriate coaching contact only for a genuine technical, safety or training purpose;
- challenge bullying, discrimination, unsafe behaviour and inappropriate language;
- follow photography, filming and social-media procedures;
- never train, supervise or transport children while impaired by alcohol, illegal drugs or any substance that makes safe supervision impossible;
- declare any conflict, personal relationship or circumstance that may affect safeguarding decisions.

A breach of the code of conduct may be managed as poor practice, disciplinary misconduct or a safeguarding matter depending on the nature and seriousness of the concern.

13. Safer recruitment and DBS checks

Zen Combat Academy Ltd will take reasonable and proportionate steps to prevent unsuitable people from working with children. Recruitment and appointment decisions should consider the safeguarding risk of the role, not simply the person's title or whether they are paid or unpaid.

Safer recruitment measures may include

- a clear role description and safeguarding responsibilities;
- identity and right-to-work checks where applicable;
- application or employment history and exploration of relevant gaps where appropriate;
- references appropriate to the role;
- qualification and coaching credential checks where relevant;
- interview or suitability discussion that includes safeguarding expectations;
- a DBS check at the legally permitted level for the role;
- a barred-list check where the role is eligible and requires it;
- appropriate induction, probation, supervision and ongoing conduct monitoring.

DBS and regulated activity - September 2026 rules

Current Government guidance for sport states that a coach or instructor whose duties include teaching, training or instructing children can be eligible for an Enhanced DBS check with a Children's Barred List check where the role amounts to regulated activity and the frequency condition is met. The period condition includes activity carried out on more than three days in any 30-day period, or specified overnight activity.

From 1 September 2026, the previous supervision rule no longer excludes a qualifying supervised role from regulated activity. This is particularly relevant to assistant coaches and volunteers who regularly teach, train, instruct, care for or supervise children. Zen Combat Academy Ltd will assess each role against current DBS eligibility guidance and will not request access to information the role is not legally eligible to receive.

Where the legal conditions for a DBS referral are met, Zen Combat Academy Ltd will make the required referral to the Disclosure and Barring Service.

14. Supervision, support and training

Once recruited or appointed, staff and volunteers must be informed, trained, supervised and supported so they understand how to safeguard children and how to respond when concerns arise.

Zen Combat Academy Ltd will provide or require

- safeguarding induction before or at the start of child-facing duties;
- role-appropriate child protection training and regular refreshers;
- clear information about the DSL, deputy and reporting routes;
- guidance on professional boundaries, physical contact, one-to-one coaching, online contact and photography;
- ongoing support, supervision and opportunities to raise safeguarding questions;
- additional learning where a role involves particular risks, such as SEN/disability support, trips, transport, changing rooms, competitions or overnight activity.

Training does not replace professional curiosity or the duty to act. If someone is unsure whether a situation is a safeguarding concern, they should seek advice rather than ignore it.

15. Whistleblowing

Zen Combat Academy Ltd wants staff, volunteers, students and parents/carers to be able to raise concerns about unsafe, illegal, dishonest or inappropriate practice without fear that the issue will be ignored. Safeguarding concerns about how the Academy or an individual has handled child protection should be raised with the DSL, a director who is not implicated, or through the Academy's whistleblowing procedure.

Where a person feels unable to raise a child-protection concern internally, or believes the concern has not been handled appropriately, the NSPCC Whistleblowing Advice Line is available to professionals and workers concerned about safeguarding practice in an organisation. Current contact details are listed in section 18.

Nothing in an internal policy prevents a person from contacting the police, children's social care, LADO, NSPCC or another lawful authority where they have a genuine safeguarding concern.

16. Complaints

Zen Combat Academy Ltd will maintain an accessible complaints procedure so that children, young people, parents/carers, staff, volunteers and others can raise concerns about service, behaviour or conduct. A complaint that includes a safeguarding concern must be handled through safeguarding procedures first; it must not be delayed or treated only as a customer-service issue.

Support and reasonable adjustments should be made available so that a disabled child, a child with additional communication needs or any person who needs assistance can make a complaint or safeguarding report in a form they can use.

17. Related Zen Combat Academy Ltd policies and procedures

This policy should be read alongside the Academy's other safeguarding and operational documents, including where applicable:

- Child Protection & Safeguarding Policy Statement;
- Safeguarding Adults Policy and Procedures;
- Instructor / Coach Code of Conduct;
- Student and Parent / Carer Codes of Conduct;
- Sparring & Grappling Policy and safe-practice arrangements;
- Health & Safety and risk assessments;
- First Aid and accident / incident reporting procedures;
- Photography, Filming and Social Media Policy;
- Equality, Diversity, Disability & Inclusion Policy;
- Complaints Policy;
- Whistleblowing Policy;
- Data Protection / Privacy Policy;
- Trips, transport, hosting and event safeguarding procedures;
- One-to-one coaching / lone-working arrangements;
- Safer Recruitment and DBS procedures.

18. Useful contacts

Zen Combat Academy Ltd safeguarding contacts

Designated Safeguarding Lead (DSL)	Name: _____
DSL contact	Telephone / email: _____
Deputy / alternative safeguarding contact	Name: _____
Deputy contact	Telephone / email: _____

Emergency and statutory safeguarding

Emergency - immediate danger / urgent police or ambulance	999
Police - non-emergency	101
Devon Children's Front Door / child safety concern	0345 155 1071 (Mon-Thu 9am-5pm; Fri 9am-4pm)
Devon Emergency Duty Service - out of hours	0345 600 0388
Devon LADO - allegations about adults working with children	Use Devon LADO contact form. Devon SCP also lists 01392 384964 and ladosecure-mailbox@devon.gov.uk for notification/advice.
NSPCC Helpline - adults concerned about a child	0800 800 5000
NSPCC Whistleblowing Advice Line	0800 028 0285
Childline - children and young people	0800 1111

Government and local safeguarding reference sources

Department for Education - Working Together to Safeguard Children 2026

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Department for Education - Keeping Children Safe in Education 2026

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Department for Education - Information sharing to safeguard children and young people

<https://www.gov.uk/government/publications/information-sharing-to-safeguard-children-and-young-people>

Disclosure and Barring Service - DBS checks in sport: working with children

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/dbs-checks-in-sport-working-with-children>

Disclosure and Barring Service - Regulated activity with children

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children>

Devon Safeguarding Children Partnership - report a child safety concern

<https://www.devonscp.org.uk/make-a-request-for-support/>

Devon County Council - LADO service

<https://www.devon.gov.uk/children-families-education/childrens-social-care/child-protection/managing-allegations-against-adults-working-with-children/>

Appendix A - Safeguarding concern record

Confidential safeguarding record

Complete this form as soon as possible after a disclosure, observation, incident or concern. Record facts and exact words. Do not investigate. Pass the completed record to the DSL or statutory agency as required.

Child / young person name	
Date of birth / age (if known)	
Date and time concern arose	
Location	
Name and role of person completing record	
Who raised / disclosed the concern	
Nature of concern / exact words used	
Observations, including any visible injury (factual only)	
Questions asked and responses	
Immediate action taken	
Person / agency informed, date and time	
Advice received / referral reference	
Decision and rationale	

Follow-up action required	
Signature / name	
Date completed	

Recording reminders

- Write what you saw, heard or were told. Separate fact from opinion.
- Use the child's own words where possible.
- Do not ask the child to repeat their account unnecessarily.
- Do not share this record with people who do not need it for safeguarding purposes.
- If the child is in immediate danger, call 999 before completing paperwork.

Policy approval and review

Approved by	
Role	
Signature	
Approval date	
Next review due	September 2027 or sooner if required

This policy must be reviewed sooner if there is a significant safeguarding incident, a change in law or Government guidance, a change in Devon safeguarding arrangements, a material change to Academy activities, or learning from a complaint, allegation or case review indicates that the policy should be amended.