



# Learning through Landscapes

## Safeguarding Policy

22<sup>nd</sup> January 2026 MR

**Who to contact if you are worried – do not delay.**

If you are in school, please follow the school procedures and speak with Headteacher / Designated Safeguarding Lead (DSL) immediately. You should also inform the LtL DSL that you have reported a concern in school.

***If there is a child at risk of immediate harm, call the police on 999.***

In all other situations and/or for support, please call one of the following:

**Designated Safeguarding Lead (DSL):**

Emily Akerman - work 07881027005 | personal 07940508214

**Designated Deputy Safeguarding Lead (DDSL):**

Mary Jackson - work 07867300244 | personal 07860642581

**Nominated Board Safeguarding Trustee:**

Kate Beith: personal 07852308591

**Chair of the Board:**

Juno Hollyhock: personal 07742532973

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This policy has been drawn up on the of legislation, policy and guidance that seeks to protect children in England, Wales, Northern Ireland and Scotland. A summary of the key legislation and guidance is available from the [NSPCC](#).

## 1. Terms and abbreviations used throughout this policy

- **Adult:** anyone working or volunteering on behalf of LtL including senior managers, the board of trustees, paid staff, networkers and volunteers.
- **Children:** children and young people
- **DSL:** Designated Safeguarding Lead.
- **DDSL:** Deputy Designated Safeguarding Lead.
- **School:** is used as a cover all for any setting we are working with. This can be an early years and childcare setting, a primary or secondary school, a college or other organisation working with children or young people.
- **Setting:** any location where formal education and/or childcare is provided to children and young people, including schools, nurseries, colleges, and any other registered, formally recognised place of learning.
- **LtL:** Learning through Landscapes

## 2. Our LtL Child Safeguarding Statement

Children should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them in any context.

## 3. The Purpose and Scope of this Policy

The purpose of this policy is to protect children who we work with or encounter in the course of our work at LtL from harm.

This policy applies to anyone working or volunteering on behalf of LtL including senior managers, the board of trustees, paid staff, networkers and volunteers.

## 4. Our Commitment

- To ensure children can approach all adults with LtL for help when needed
- To recognise signs and symptoms of suspected abuse
- To embed clear procedures and lines of communication
- To work closely with schools and other agencies
- To provide child protection training to staff

## 5. Our LtL Child Safeguarding Context

While LtL understands that several roles within the organisation and wider network do not have direct contact with children, we believe that all adults associated with LtL should understand the importance of safeguarding.

We understand that children can form bonds with adults who do not work with them frequently and may choose to disclose concerns to them. It is therefore essential that every person working with or on behalf of LtL understands safeguarding, child protection, contextual safeguarding (Appendix 11), can recognise the signs of neglect and abuse and follow reporting procedures.

Within our projects with schools, we recognise that a setting's safeguarding policy and procedures will take precedence. However, this does not prevent any adult from using the LtL safeguarding policy where appropriate, and we expect all adults to feel confident in doing so.

## 6. Our Approach

Our LtL guiding principles:

- We listen to children and put them first.
- We believe that everyone is responsible for child safeguarding.
- We train all adults working and volunteering at LtL.
- We check the regularity and quality of training of all LtL networking associates.
- We recognise that some children are more vulnerable than others.
- We recruit safely.

- We have a culture of safe and responsible reporting.

At LtL we understand that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with schools, parents, carers and other agencies is essential in promoting children's safety.
- all children, regardless of gender, disability, gender reassignment, race, religion, belief, or sexual orientation have an equal right to protection from all types of harm or abuse.
- extra safeguards may be needed to keep children safe who are additionally vulnerable.
- some children will be additionally vulnerable because of the impact of previous adverse childhood experiences, their level of dependency, communication need or other issues.

At LtL we seek to keep children safe by:

- appointing a nominated DSL and DDSL lead, and a Lead Trustee for Safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and a code of conduct for staff and volunteers.
- providing effective management for staff and volunteers through professional supervision, support, training and quality assurance measures, so that all staff and volunteers know about and follow our policies, procedures and behaviour codes.
- safely recruiting and selecting staff and volunteers, ensuring all necessary checks are made.
- recording, storing and using information professionally and securely, in line with GDPR legislation and guidance [more information about this is available from the Information [Commissioner's Office](#)] and our own [Data Protection Policy](#).
- using our child safeguarding procedures to share concerns and relevant information with agencies who need to know.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide safe environments for children, staff and volunteers, in accordance with the law and regulatory guidance.
- building a culture where adults, children and their families, treat each other with respect and are comfortable about sharing concerns.

## 7. Child Abuse

### We define *child abuse* as:

- when a child is intentionally harmed by an adult in an isolated incident or over a period.
- physical, sexual or emotional.
- taking place in-person or online.
- a lack of love, care and attention – this is neglect.
- when a child witnesses abuse and its effects.
- when a child is exploited - an individual or group take power to coerce, manipulate, or deceive a child on or offline.

### We recognise *peer-on-peer abuse* as:

- any form of abuse between children, and within children's relationships (both intimate and non-intimate), friendships, and wider, peer associations.

### Types of abuse

In our work at LtL we recognise four different, potential areas of abuse (*Appendix 1*)

- Neglect (including affluent neglect)
- Physical abuse
- Emotional abuse
- Sexual abuse

## 8. Our Safeguarding Team (Appendix 2):

### **The LtL Chair of the Board of Trustees:**

- has overall responsibility of ensuring that safeguarding is met in every aspect of the organisation.
- is the first point of contact by the DSL or DDSL if there is a concern about an adult, or directly in the absence of both the DSL and DDSL, or indeed should concerns be about the DSL or DDSL.
- works closely with the Safeguarding Board Trustee and ensures safeguarding is on every board agenda.

### **The LtL Safeguarding Board Trustee:**

- will quality assure the LtL safeguarding policies and procedures.
- support any cases as required.
- ensure that the Trustees receive induction and annual safeguarding training.
- support any safeguarding discussions at board meetings.

### **The Designated Safeguarding Lead (DSL):**

- reports to the Board of Trustees.
- is a member of the Management Team.
- is responsible for ensuring the organisation meets all requirements of the LtL Child Safeguarding Policy, appendices, reporting procedures and legislation.
- that safeguarding is on all **formal** agendas where notes or minutes are taken.
- that a clear, ongoing programme of training is in place for all staff, volunteers, and trustees.
- is the first point of contact regarding concerns about adult behaviour and will contact Chair of the Board of Trustees and external agencies if required.

### **The LtL Deputy Designated Safeguarding Lead (DDSL):**

- will assume the role of the CEO/DSL in their absence.
- is a member of the Management Team.
- ensure that any concerns about an adult, in the absence of the CEO, will go straight to the Chair of the LtL Board of Trustees.

### **The LtL HR Manager:**

- will ensure that all recruitment procedures are safe and that a Single Central Register (SCR) of recruitment and training is kept.

## 9. Reporting Safeguarding Concerns

Within our projects with schools, we recognise that a setting's safeguarding policy and procedures will take precedence, unless there is a justification for doing otherwise.

Concerns reported and recorded may be about children or adults.

All staff will **report** and **record** when there are:

- *child protection concerns*, where the child is at significant or immediate risk of harm.
- *low level concerns*, where students are vulnerable, but not at significant or immediate risk of harm.

All adults are expected to:

- report as soon as they have received a disclosure or are concerned, following the LtL guidance.
- remain confidential. Adults are expected to not discuss the disclosure anybody other than the LtL DSL.

All employees are expected to:

- understand they can access support through the LtL Employee Assistance Programme to access confidential, professional advice and counselling.

### Reporting and recording (in/with a school)

- **Primary Reporting:** LtL staff should report any safeguarding concerns directly to the Head Teacher or the school's Designated Safeguarding Lead (DSL) and follow the school's process.
- **Secondary Reporting:** In addition, staff will *share the reporting* of a concern to LtL's own DSL. This ensures that a record of the report being made is maintained internally and enables support from the DSL to LtL staff and the school as required.

### Reporting and recording (NOT in school)

On occasion LtL will work with children directly and not under another organisation's safeguarding policy. We may also need to raise concerns about our own colleagues or contractors. In this situation LtL staff should report any safeguarding concerns directly to the LtL DSL or DDSL, in both their absence, the Chair of the LtL Board of Trustees.

### Why we report and keep records

The DSL will also record and manage any such concerns about safeguarding and peer abuse that are not managed by a school. Such concerns will always be taken seriously and acted upon.

Sharing concerns about a child and keeping detailed records of a concern and subsequent actions are essential. We provide guidance to adults in responding to concerns or receiving a disclosure (Appendix 3).

Reports of child protection concerns should be in the child's best interests, rooted in child development and informed by evidence. Adults must feel confident that they will be supported by LtL if they report concerns about a student (Appendix 4) .

In the event of a child protection concern being directly referred to an LtL DSL the LtL procedures will be followed, including sharing with school or authorities as appropriate. (Appendix 5).

We aim to follow the procedures outlined in a School or LtL's own Safeguarding Policy. However, on occasion it may be pragmatic for the DSL and/or Trustee Safeguarding Lead to agree to vary from this.

## 10. Recording, storing and transferring Child Safeguarding Records

All file documentation relating to concerns about a child or adult will be retained or the following durations:

- Regarding a child in England, Wales and Scotland: until child's age reaches 25
- Regarding a child in Northern Ireland: until child's age reaches 30
- Regarding any adult: at least 10 years, or until the adult reaches 65
- All the above about a child be extended indefinitely if there are any legal proceedings started.

All records will be stored securely in the LtL '**HR Confidential**' File within LtL's SharePoint. Care must be exercised over sharing of files via email or hard copies, to ensure confidentiality.

Our recording procedures:

- Initially, staff will use Initial Concern form **following** a discussion with DSL/DDSL: <https://forms.office.com/e/Tfaxj2Qr8t>
- A more detailed Record of Concern will be completed following a discussion with DSL/DDSL. <https://forms.office.com/e/WrTECVhYDK>
- Records of Concerns are currently expected to be completed as soon as possible.
- Records of Concerns are only to be stored on LtL 'HR Confidential' file on SharePoint.

## 11. Confidentiality

All data relating to children is confidentially managed in accordance with the requirements of UK guidance, laws or regulations.

Those reporting any child protection concerns will adhere to the lines of communication, ensuring confidentiality.

The DSL will support the reporting and disclosure process. The DSL will give detailed information about lines of communication in the induction process to new staff and every year to all staff at a refresher training.

Adults are not authorised to share information or data; their roles are strictly limited to reporting via outlined processes if they are concerned or have witnessed any concerning behaviour.

## 12. Speak out, Speak Up

A staff member or volunteer may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation.

We encourage all adults to ensure that children are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing'.

Every adult has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of children.

Reasons for whistleblowing-:

- to prevent a problem from becoming more serious.
- to protect or reduce risks to other children.

**How to raise a concern**

- Concerns should be expressed to the DSL as soon as possible. The earlier a concern is expressed the sooner action can be taken.
- The concern should express exactly what practice is causing concern and why.
- The person raising a concern should approach the DSL/DDSL and, in their absence, the Chair of the LtL Board.

### 13. Self-reporting

Occasionally an adult may have acted in a way which does not meet the expectations set out in LtL's Safeguarding Code of Conduct. Concerns can relate to behaviour inside or outside of work and do not have to directly involve children. In this situation, any adult should self-report to the DSL or Line Manager. Adults have a responsibility to discuss such a situation with the DSL. This is so that professional and personal support can be offered by the DSL or Line Manager. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties or attitudes raise concerns about the welfare or safety of children they may be working with.

### 14. Infatuation

It should be noted that children may develop an infatuation with an adult. If an adult is concerned about this, they must report it to their line manager who will consult with the DSL, who will decide on the best way to proceed and give advice accordingly.

### 15. LtL Code of Conduct

All adults working or volunteering on behalf of LtL will sign the LtL Safeguarding Code of Conduct. All adults will sign this Code of Conduct (Appendix10) annually. This makes clear what is needed from all adults and supports them in their duty for the care and protection of children.

<https://forms.office.com/e/jrBaPxUAQw>

### 16. Low Level Concerns about Adults

Adults are encouraged to report low level concerns about another adult's behaviour towards any child according to the school's policy or to the LtL DSL.

A low-level concern is one that does not meet the harm threshold as stated in the **Managing Allegation Guide** (Appendix7). A low-level concern is any concern – no matter how small, and even if it does no more than cause a sense of unease or a 'nagging doubt' – that an adult working in or on behalf of the school or LtL may have acted in a way that:

- is inconsistent with the staff Code of Conduct, including inappropriate conduct outside of work .
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the appropriate authority.

Examples of such behaviour in adults could include, but are not limited to:

- being over-friendly with children.
- having favourites.



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- taking photographs of child/ren on their personal mobile phone or taking any photographs of child/ren on a work phone without permission or contrary to a school policy.
- engaging with a child on a one-to-one basis in a secluded area, behind a closed door, or out of CCTV camera coverage.
- using inappropriate sexualised, intimidating or offensive language.
- engaging with children on social media.
- using negative language towards a child.
- using unnecessary or inappropriate touch.

Such behaviour can vary from the inadvertent or thoughtless, through to that which is intended to enable abuse.

## 17. Safer Recruitment

LtL follows strong policies and procedures which ensure that the safety and protection of children is considered in every step of the recruitment process. A single central register is maintained to record the recruitment process and subsequent training. In our process we aim to:

- Deter
- Reject
- Prevent
- Detect

To ensure that children are protected while working or volunteering with LtL, we will carefully select, screen, train and supervise all adults. (Appendix 8).

## 18. Disclosure and Barring checks

At LtL all new employees, contractors and long-term volunteers are checked for criminal records every three years.

In England and Wales, on-line Disclosure applications are processed through Disclosure and Barring Services, while in Scotland the governing body is Disclosure Scotland. All sub-contractors and adults who are required to be in a school regularly are expected to be registered with DBS Disclosure 'Update Service' and/or Disclosure Scotland. (Appendix 8)

The LtL DSL & Head of HR and Business Services are account holders for criminal records checks applications. The process of undertaking DBS or PVG checks may be delegated to administrative staff. Disclosure Certificates **numbers** are filed securely in the Single Central Register.

When LtL employs a sub-contractor for delivery of a specific project in an educational setting (usually "LtL Accredited Network" members), the sub-contractor will be expected to provide details of their DBS/disclosure certificate and to advise LtL immediately if they are charged with a criminal offence (other than a road traffic offence). LtL Network Members will provide evidence of current DBS or Disclosure Scotland on an annual basis through a request every January.

LtL will follow national guidance from DfE regarding one-off or very short-term volunteers. This means that one-off or short-term volunteers who are not expected to meet children may not have a DBS/PVG check. In addition, we expect that one-off volunteers in setting will be managed effectively to avoid solo contact with children or young people, in lieu of a DBS/PVG check.

## **19. Reflection, Reviewing and Evaluating for Impact**

We aim to embed Safeguarding across LtL by continually reflecting, reviewing, and evaluating, both internally and externally.

## **20. Training for Staff and Volunteers**

LtL will provide ongoing training for all employees and volunteers around safeguarding. While this applies to all staff, it is those who have regular contact with children who our focus will be on. The LtL DSL and DDSL will ensure that this training is appropriate and meets the needs of the LtL team. It will comprise of in-person and online learning programmes, as well as peer-to-peer discussions based on scenarios.

LtL will expect our Accredited Network, suppliers and future partners to also ensure that they are trained at an appropriate level and ensure LtL has all updated records of training. This will be expressed in contracts and agreements with them.

## **21. Safe Touch**

Safe Touch is a wanted touch that is visible, caring and comforting and can include hugging, pats on the back and an arm around the shoulder.

Unsafe Touch can be minimal, painful or harmful. It can make a child worried or scared.

Unwanted touch is a touch a child does not want. Children must know that they have control over who touches their body and how.

LtL adults working in schools should never initiate any physical intervention and instead contact a staff member from the setting.

## **22. Online and e-safety**

Adults should not take any photos or videos unless they have received written permission on LtL forms or forms supplied by the school which includes specific permission for LtL to take, hold, or use photos or videos.

Adults are expected to only take photos of students for approved LtL purposes on LtL devices. Monitoring and appropriate actions are taken where issues are identified. LtL is committed to ensuring a safe digital learning community.

All adults are expected to engage in the safe and responsible use of social media. Any adult who is alerted to any child protection concerns related to the use of the internet or social media should follow the usual, safeguarding procedures.



LtL reserves the right to investigate staff use of any LtL provided digital device. LtL may also investigate staff, volunteer, Trustee or Sub-contractor online postings from any device.

**Who to contact if you are worried – do not delay.**

If you are in school, please follow the school procedures and speak with Headteacher / Designated Safeguarding Lead (DSL) immediately and follow the school procedures. You should also inform the LtL DSL that you have reported a concern in school.

In all other situations and/or for support, please call one of the following:

**Designated Safeguarding Lead (DSL):**

Emily Akerman – work 07881027005 | personal 07940508214

**Designated Deputy Safeguarding Lead (DDSL):**

Mary Jackson – work 07867300244 | personal 07860642581

**Nominated Board Safeguarding Trustee:**

Kate Beith: personal 07852308591

**Chair of the Board:**

Juno Hollyhock: personal 07742532973

## 23. Appendices

1. Types of Abuse
2. LtL Safeguarding Team Roles
3. What to say to a child and how to respond
4. Record of Child Protection Concern
5. Flow chart for recording a child protection concern
6. Flow chart for recording a child protection concern against an adult
7. Allegation of Child abuse made against an adult -guidance
8. Record of Concern of an allegation against an adult
9. SCR Network
10. Behaviour Code of Adults Working with Children
11. Contextual Safeguarding with Children
12. LtL Safeguarding Code of Conduct

## Supporting Documents

The LtL Child Safeguarding Policy should be read and used alongside our organisational policies:

- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- LtL Staff Handbook