

Policy Name	Safeguarding & Child Protection Policy
Last Reviewed	September 2025
Next Annual Review	September 2026
Reviewed By	Head of Education & Communities and Designated Safeguarding Lead (Suzy Broadhead)

1. Introduction

Active Fusion operates a child and young person-centred approach to all our work, focused at the heart of this is Contextual Safeguarding. Our goal is to deliver charitable activities and programmes with the welfare and safety of all children and young people at the centre of all design and delivery and aligned to that of our partners.

We place the safety and wellbeing of young people and staff at the forefront of all our operations and acknowledge the range of activities that contribute to creating and maintaining an environment that promotes effective safeguarding practice.

Active Fusion has a legal and moral responsibility to implement procedures that provide a duty of care of all children and young people and to safeguard their wellbeing and protect them from abuse or poor practice on any grounds.

The Safeguarding and Child Protection policy provides a coherent framework to deliver safe practice for all, directly connecting with policies relating to this framework that address and support this our core priority as a charity. The policy is reviewed each year and when/or changes in law, policy, guidance, or best practice occur to ensure that it remains a key driver in the development of our strategic response to safeguarding.

2. Policy Statement

Active Fusion recognises its duties, statutory and otherwise, to ensure that the charity functions with a view to safeguarding and promoting the welfare of children receiving support, education and training delivered by the charity and sub-contracted partners.

The policy applies to 'All' as Safeguarding is 'everyone's responsibility'.

This policy covers Active Fusion's responsibilities in relation to staff and volunteers. It is expected all staff and volunteers operate with the welfare and safety of children and young people at the forefront of their approach. There are certain roles that bring staff and volunteers into direct and sustained

contact with children and young people. It is the responsibility of all staff and volunteers to raise any concerns they have for the welfare and safety of children and young people in relation to Active Fusion activity.

Active Fusion is committed to ensuring that it:

- Provides a safe environment for children and young people to participate in.
- Identifies children and young people who are suffering, or likely to suffer, significant harm, including radicalisation and extremism.
- Takes appropriate action to see that such children and young people are kept safe, both at home and when receiving support from the charity.

In pursuit of these aims, our governing trustees and Senior Leadership Team will approve and review policies and procedures with the aim of:

- Raising awareness of issues relating to the safeguarding, including radicalisation and extremism, of children and young people and the promotion of a safe environment for the children and young people to access support from the charity.
- Establishing a clear line of accountability for the provision of services.
- Work with partner schools, colleges, and voluntary /community partners in identifying groups of more vulnerable children and young people with the view to providing 'Early Help' in line with current legislation.
- Aiding the identification of children and young people at risk of significant harm and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- The safe recruitment /employment of staff and the safe use of sub-contractors, suppliers, and providers.
- Promoting a culture of listening to children and young people to ensure best practice and keeping their voices at the centre of activities.
- Reviewing processes and of procedures to share appropriate information with other professionals.
- Upskilling and developing our staff teams with the appropriate training and CPD.

Operating as a provider of direct services to children and young people, most roles within Active Fusion have regular contact with children and young people. In our advocacy role as a children's charity, Active Fusion are well positioned to positively lead by example and influence other organisations and individuals to adopt policies and practices that safeguard and protect children.

Active Fusion has identified safeguarding procedures and practices that apply to all activities undertaken by Active Fusion staff and volunteers and are set out in this policy. Active Fusion and its staff and volunteers may be approached by individuals within and outside direct delivery of our work,

to report concerns about the behaviour of others. These reports may include concerns over the welfare and safety of children and young people to whom are known to Active Fusion.

This policy is mirrored in the delivery of Active Fusion's Apprenticeship training provision policies. As part of our commitment to delivering high quality education that meets the requirements of Ofsted in line with our sub-contracted Trainer Provider partnership with Main Provider DN College Group.

This policy also covers Active Fusion' responsibilities in relation to recent changes in policy linked to protecting children and young people this includes protecting them from extremism, extremist views and preventing radicalisation.

3. Scope

This Safeguarding policy applies to all staff and volunteers employed directly by Active Fusion as well as those representing Active Fusion as contractors, on a full or part-time basis. It will be applied consistently regardless of race, colour, nationality, ethnic or national origin, sex, marital status, gender reassignment, sexual orientation, religious belief, disability or age or any other condition or requirement which cannot be shown to be justifiable.

Active Fusions' Safeguarding and Child Protection Policy represents best practice for partner and/or funded organisations that have not already developed such a policy. The policy identifies minimum safeguarding operating standards for agencies or individuals funded or commissioned by Active Fusion to provide services that bring employees or others into contact with children and young people.

Appendix 1 of this policy demonstrates the two levels of the Active Fusion delivery chain, and at each stage, where this policy comes into effect.

Attached to this policy are flow diagrams that clearly define the responsibilities of Active Fusion staff in relation to safeguarding in the following two areas of Active Fusion work:

- Direct Delivery – e.g., Active Fusion services, projects, programmes, and events
- Commissioned/Branded activity – Local delivery by partner organisations.

These flow diagrams are to be provided to all staff members through training during their induction to Active Fusion.

Where Active Fusion is directly responsible for delivery, these flow diagrams will be included in the relevant paperwork and be present in staff paperwork/briefings for the event, clarifying their Safeguarding responsibilities.

4. Legislative Framework

As an organisation committed to equality and diversity, Active Fusion promotes tolerance and respect for all cultures, faiths, and lifestyles. Our work helps to prepare children and young people to be active citizens whilst at the same time keeping them safe. With this at our centre, we ensure that we refer to the guidance set out by government and statutory bodies in keeping up to date in meeting safe practice standards.

The Charity operates its Safeguarding and Child Protection Policy through its acknowledgement and acceptance of its responsibilities set out in the Children Act 1989, Children Act 2004 (S11), Education Act 2002 (S175) and other associated legislation. Furthermore, safeguarding and promoting the welfare of children and young people will be undertaken with due regard to:

- Barnsley Safeguarding Partnership – [Link](#)
- Doncaster Safeguarding Partnership – [Link](#)
- Rotherham Safeguarding Children Partnership – [Link](#)
- Sheffield Safeguarding Partnership – [Link](#)
- 'Keeping Children Safe in Education' – September 2025 – [Link](#)
- 'Working together to Safeguard children' – [Link](#)
- Counter Terrorism and Border Security Act - [Link](#)
- Prevent Duty Guidance - [Link](#)

5. Working in Partnership

The Charity will assist local authorities across Local Authority Areas to exercise its statutory functions. Where provision is provided by the charity to a partner organisation such as a school or college, the Charity will liaise with staff in the partner organisation to ensure that local procedures and protocols are adhered to.

In terms of partner agencies – awareness and appreciation of the role of others is essential for effective collaboration between practitioners and their organisations we work with. Multi-agency and collaborative working is central to our charitable services and good practice in the contextual safeguarding of children and young people.

The Charity will refer concerns that a child or young person might be at risk of significant harm to children and young people (Social Care) Services or the Police.

The Charity works in partnership with the Safeguarding teams across the region and will attend meetings, networks and training within the local authority and delivered by our local FE Colleges' Safeguarding Forums.

6. Key Definitions

Throughout this policy and associated procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”.

The Charity recognises that some young adults are also vulnerable to abuse and accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable young adults.

A vulnerable adult definition used is: 'A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.'

7. Principles, Roles, and Responsibilities

Active Fusion's Safeguarding and Protecting Children policy is guided by the following principles:

- The welfare and safety of children and young people (under 18 years of age) is the primary concern.
- Active Fusion aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:
 - Have a positive and enjoyable experience of sport and physical education in a safe and child centred learning environment.
 - Are safe and protected from any harm whilst participating in a sporting or other Active Fusion activity.
- Active Fusion acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. It is the responsibility of the child protection experts to determine whether the safety and welfare of a child or young person is at risk, but it is everyone's responsibility to report any concerns.
- Active Fusion recognises its role in passing on information relating to any form of welfare or safety concern to the appropriate bodies. These could be within sport, the statutory or voluntary sector.
- All reports of poor practice and suspicions or allegations of harm to the welfare and safety of children or young people should be taken seriously and responded to swiftly and appropriately. Active Fusion staff and volunteers should discuss any such concerns with the Designated Safeguarding Lead.
- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000. ^[1]_{SEP}

Roles

All staff are required to read and understand Part 1 of the 'Keeping Children Safe in Education 2025' statutory guidance for schools and colleges. For existing staff this will be circulated, and all staff will be required to sign a declaration form to say they have read the guidance. For new staff this will be undertaken as part of induction.

All adults working with or on behalf of children or vulnerable adults have a responsibility to protect them. There are, however, key people within the Charity and the Local Authority who have specific responsibilities under safeguarding procedures. Those internal persons named constitute the Charity's Safeguarding Team.

Key Contacts within the Charity

Designated Safeguarding Lead

Suzy Broadhead – Head of Education and Communities
Level 3 Safeguarding Trained
Doncaster Safeguarding Partnership
suzy@activefusion.org.uk

Deputy Safeguarding Officers

Lindsay James – Director of Active Fusion
Level 3 Safeguarding Trained
Doncaster Safeguarding Partnership
lindsay@activefusion.org.uk

Remi Luke - Programme Manager
Level 3 Safeguarding Trained
Doncaster Safeguarding Partnership
Remi@activefusion.org.uk

Safeguarding Administrator (Working Group Member)

Laura Richmond - Finance and Compliance Officer
Level 3 Safeguarding Trained
Completed Doncaster Safeguarding Training
laura@activefusion.org.uk

The Designated Safeguarding Lead and Deputies will undertake a Level 3 Qualification in Safeguarding and associated supporting courses such as Safer Recruitment. In addition, a minimum of 8 hours continued professional development time with local authority approved providers and two-yearly internal safeguarding training sessions. This will include training and

updating on key areas of concern as stated in 'Keeping Children Safe in Education 2024' statutory guidance for schools and colleges and will include but not exhaustive to:

- Peer-on-peer abuse.
- So-called honour-based violence.
- Understanding the additional safeguarding vulnerability of learners with SEN and disabilities and how these barriers can be overcome.

The Safeguarding Team are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to Children and Young People's Services – Social Care and/or the Police.
- Providing advice and support to other staff on issues relating to child protection.
- Maintaining true accounts and records of any child protection referral, complaint, or concern (even where that concern does not lead to a referral).
- Ensuring that parents of children and young people within the Charity are aware of the Charity's Safeguarding policy. This can be requested by parents via our FAQ section on our website for camp provision.
- Liaising with the appropriate Children and Young People's Social Care services, the local authority Children's Safeguarding Board and other appropriate agencies.
- Sharing pertinent and appropriate information with partner agencies and organisations.
- Ensuring that staff receive basic training in child protection issues and are aware of the Charity child protection procedures.
- The designated senior member of staff will provide an annual report to the governing body of the Charity setting out how the Charity has discharged its duties. He is responsible for reporting deficiencies in procedure or policy identified by the Safeguarding Board, its sub-groups, or others to the governing body at the earliest opportunity.
- Have received training in child protection issues and inter-agency working, as required by the local Safeguarding Board, and will receive refresher training at least every 2 years.
- Ensuring that the Charity has procedures and policies which are consistent with the local Safeguarding Board's procedures.
- Ensuring that each year the governing body is informed of how the Charity and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.
- Seeking feedback from children and young people, making sure that they have a voice as to Charity safeguarding practice, policies, and procedures.

In the event of a safeguarding incident: 

Active Fusion will take every effort to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a "need to know basis" only.

This includes the following people: 

- The Designated Safeguarding Lead (DSL)
- The Deputy Safeguarding Officer (DSO)
- Social/Children's Services/Police
- The person reporting the concerns (or their carers where the reporter is a young person)
- Designated officers within other relevant organisations e.g., National Governing Body or Local Authority (Local Children's Safeguarding Partnerships)
- The alleged abuser (and parents if the abuser is a child) * ^[1]_[SEP]

* Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should FIRST be sought from the police and/or Social Services. ^[1]_[SEP] All documentation (including reporting forms in Appendix 7) relating to disclosures must be passed to the DSL/DSO to be stored.

Responsibilities ^[1]_[SEP]

Active Fusion acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. ^[1]_[SEP]

Active Fusion recognises its responsibility to safeguard and promote the interests of children and young people by:

- Adopting a child and young person-centred approach to all its activities and programmes, ensuring that their safety and welfare is always considered.
- Ensuring that effective safeguarding procedures and practices are reflected and applied to activities undertaken by Active Fusion staff and volunteers.
- Supporting all Active Fusion partners to deliver local activities and Active Fusion programmes to these minimum standards of safeguarding.
- Advocating that all local partners should deliver its activity in a child and young person-centred approach.
- Promoting safeguarding issues to the wider sport and VSC Sector

Due to its role and status, Active Fusion and its staff may also be used by individuals within and outside the Sport Sector to report concerns about the behaviour of clubs, organisations, and individuals. These reports may include concerns over the welfare and safety of children and young people.

- Active Fusion will ensure this policy will be reviewed a year after development and then annually, or in the following circumstances:
 - Changes in legislation and/or government guidance
 - as required by the CPSU, NSPCC or Sport England
 - as a direct result of any other significant change or event.

Role of Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) is responsible for managing and overseeing concerns, allegations or offences relating to staff and volunteers in any organisation across a local authority area. All safeguarding allegations about people who work with children, in statutory or voluntary organisations, must be referred to the LADO.

A referral to the LADO must be made within 24 working hours if there is information about a person indicating they have:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child or,
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children or be unsuitable to work with children.

If there is an allegation with regard to someone who works with children about children they care for in another capacity, then this potentially has implications for their professional role and must also be referred to the LADO.

Any allegation may require potentially three different enquiries:

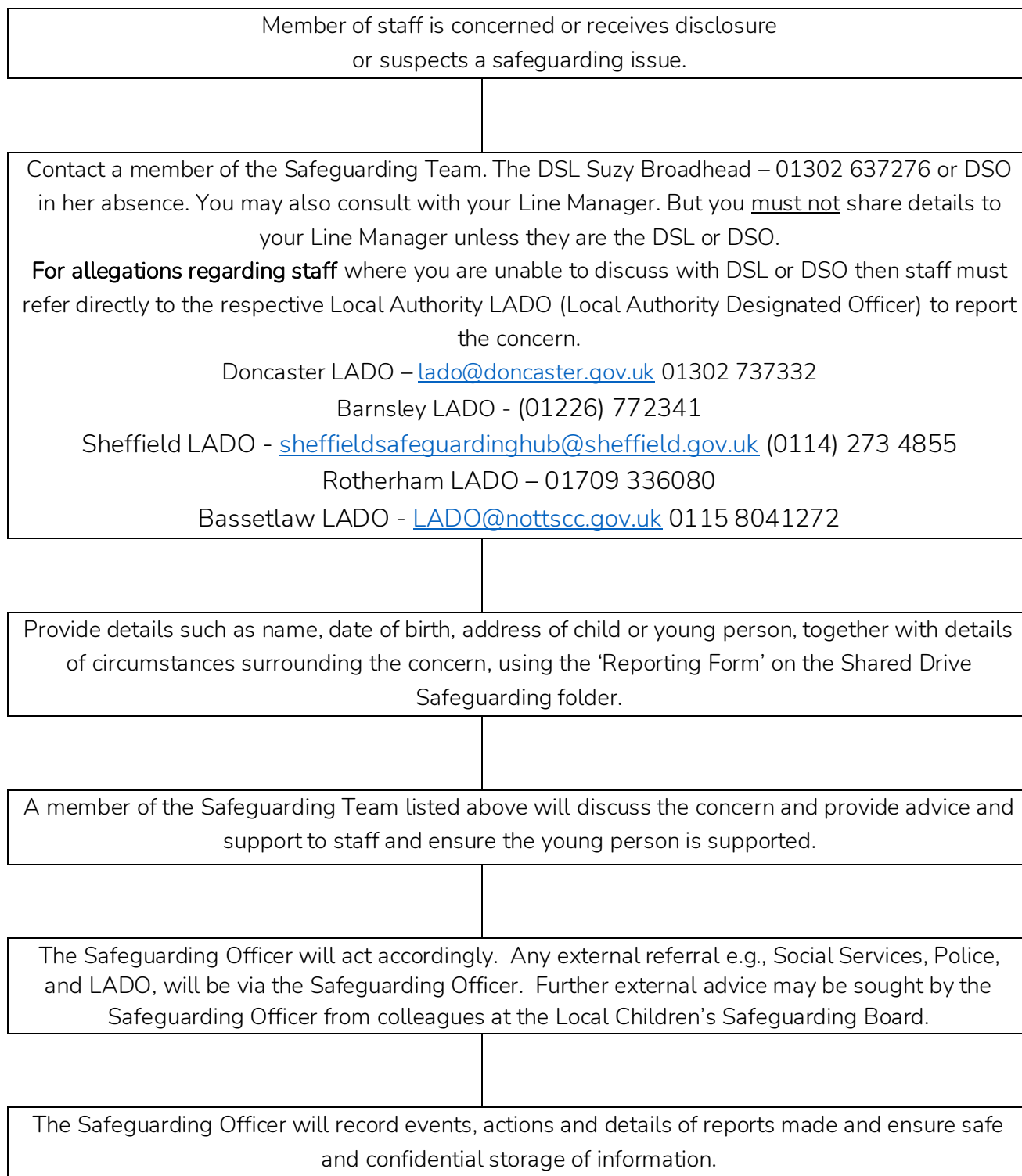
- A police investigation.
- A child protection enquiry.
- A disciplinary enquiry.

The LADO will ensure that enquiries are managed appropriately and that information is shared between the police, social care and the employer. The LADO will discuss with the employer how the person who the allegation is about will be supported and managed whilst enquiries are being undertaken and how children will be kept safe whilst enquiries are ongoing. If it is evidenced that someone is unsafe to work with children the LADO will ensure required actions have been taken including, when necessary, referring to the Disclosure and Barring Service (DBS).

On occasions someone who works with children can behave in a way that causes their colleagues or management anxieties. Such behaviours may include the failure to understand or appreciate how his or her own actions or those of others could adversely impact upon the safety and well-being of a child; inability to make sound professional judgements which safeguard the welfare of children; failure to understand or recognise the need for clear personal and professional boundaries in his or her work; behaved in a way in his or her personal life which could put children at risk of harm; become the subject of criminal proceedings not relating to a child.

Safeguarding Procedure Flowchart

Procedure for dealing with concerns, suspicions or disclosures of harm, abuse, risk of radicalisation or any other safeguarding concern.



The Safeguarding Officer will liaise with Social Care/Police and other agencies. Relevant staff will be informed of any developments on a 'need to know' basis.	
The Safeguarding Officer will inform the Trustee with safeguarding responsibilities of referrals, issues and outcomes via Safeguarding meeting (quarterly in line with Board meetings) and provide overview report to all Trustees at quarterly meetings.	

5. Promoting Good Practice in Safeguarding ^[1]_{SEP}

Abuse can occur within many situations including the home, school, and the sporting environment. There are individuals who actively seek employment or voluntary work with young people to harm or exploit them. More positively, a coach, instructor, official or volunteer having contact with young people can play an important role in identifying cases where protection is needed. All cases of poor practice should be reported to the appropriate person (see Appendix 2 & 6). All reports received will be reviewed by the relevant Designated Person within Active Fusion, who will determine the appropriate course of action. ^[1]_{SEP}

All Active Fusion staff and volunteers are required to demonstrate exemplary behaviour to promote the welfare of children and reduce the likelihood of misinterpretation of their actions or allegations being made. All Active Fusion staff and volunteers are required to comply with the Active Fusion [Code of Conduct](#) whilst working on behalf of the organisation. ^[1]_{SEP}

Active Fusion has a role to play in ensuring high standards and good practice in Safeguarding is carried out across the youth and sport sectors. Active Fusion will work with partners in these sectors to share practice and learning in relation to safeguarding, working closely with the Child Protection in Sport Unit. Active Fusion will also ensure this good practice is shared throughout its network by regularly observing the practice of organisations and challenging their approach to Safeguarding to ensure all children and young people can enjoy activity in a safe and protected environment.

Online Safety

The Charity recognises that ensuring students are safe online is a key safeguarding responsibility. As a result, all staff are expected to be vigilant for any unsafe or harmful online activity and report this onto the Charity's Designated Safeguarding Lead. Online safety is also covered as part of Tutorials with direct Student contact on our Apprenticeship and work based learning Programmes.

The charity applies regular searches within the ICT infrastructure to ensure all children are safeguarded and any inappropriate material accessed is blocked. Where breaches occur, the setting applies procedures set out within this policy. The annual S175/157 confirms such checks take place and toolkits are in place to enhance keeping children safe online such as The Counter Terrorism Internet Referral Unit (CTIRU) Filtering Tool. This tool can be accessed through the UKSIC website at <http://testfiltering.com/>

The charity leaders and inclusion team have a robust approach to maintaining safeguarding during interruptions due to covid. During remote learning, staff and parents are provided clear guidance about how to maintain safe online practices.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Bullying online is tackled through training and education programmes. Learners can report concerns through discussion with trusted adults in person or by emailing the DSL.

Supporting Young People and Safeguarding

Active Fusion aims to support children and young people through:

- Forging excellent working partnerships with other Colleges, schools, and agencies which, in turn, can help to inform as to a young person's specific issues and needs. For example, children and young people who are 'Looked after children' or who are subject to a 'Child Protection' or 'Child in need' plan when they attend sessions.
- A delivery approach which encourages confidence, self-esteem, and self-motivation.
- A 'culture of safety' which promotes a positive, supportive, and secure environment which provides all with a sense of being respected and valued.
- Consistent Implementation of Charity codes of conduct and behavioural policies which ensure that children and young people know that some behaviour is unacceptable.
- Continuing support and activities of Additional Learning, Student Liaison and Welfare and Guidance teams within partner education settings.
- Strong links with external partners as well as local and national agencies to ensure a multi-disciplinary approach to support for children and young people.
- Development of a responsive and knowledgeable staff group, trained to respond appropriately in Safeguarding situations.
- Effective absence reporting, which can be an early indicator of concern.
- Children and young people being encouraged to state how 'safe' they feel via 'Youth Voice' activity led by Active Fusion and/or partners. And, by also encouraging students to adopt safe and responsible practices.
- Liaise with and engage in regular 'At Risk Meetings' held by partners where key members of the education support teams collaboratively coordinate action and support for priority cases.

Through training activity within our Apprenticeship and associated training with young people, the following Safeguarding themes are covered within the structured tutorial programme delivered by our coaches. Topics include:

- Sexual health and relationships
- Prevent
- Mental health and resilience
- Drugs and legal highs
- Pornography awareness
- Drugs and alcohol
- Anti-bullying
- Healthy eating

Where possible, Active Fusion signposts learners from our core workforce development programmes to cross-college/education events where content supports the development of students' awareness of these issues and how to keep themselves safe.

Supporting children with disclosures

Conversations with a child who discloses abuse should follow the basic principles:

- Listen rather than directly question; remain calm.
- Never stop a child who is recalling significant events.
- Make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words).
- Advise that you will have to pass the information on.
- Avoid coaching/prompting.
- Never take photographs or videos of any injury.
- Allow time and provide a haven/quiet area for future support meetings.
- Share all concerns no matter how trivial they may seem to the DSL, who will notify with the local authority MASH/One Front Door Referral Procedure and follow up any child protection concern immediately in writing
- For children with Child Protection plans/named lead practitioner/named social worker (CIN) where new information is shared by the young person, the DSL will ensure information is shared with the social worker and not withheld until core/review meetings take place.
- At no time promise confidentiality.

6. Recruitment and Training

Training

All existing Active Fusion staff will already have had safeguarding training and have read part 1 of KCSIE 2025. The important thing for these staff will be awareness of any new local arrangements so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the charity, they should continue to be provided with a safeguarding induction. An up-to-date child protection policy (described above) will support this process as will Part 1 of KCSIE.

The existing workforce will work across numerous settings and may be required to cover for other colleagues. We will judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements

All staff members should be aware of systems within the charity that support safeguarding, and these will be explained to them as part of our staff induction. This includes: the child protection policy; the safer working practice document, the whistleblowing procedures and the DSL and their cover or nominated deputy.

We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from (Suzy Broadhead, Lindsay James and/Laura Richmond). Staff may access union support and health and well-being advice if applicable.

The charity will ensure all staff including temporary and volunteers receive induction and updated CPD appropriate to their roles and responsibilities, especially staff new to the Charity. All staff will access Level 2 refresher training at least every three years and regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

The DSL will attend appropriate safeguarding training on a regular basis (if designated) or termly attend the recommended training sessions/network meetings.

All Trustees will attend trustee specific safeguarding training for their role. - NSPCC Safeguarding for Trustees Course

All training is recorded on the Single Central Register (SCR)

Safer recruitment/volunteers and movement of staff

In recruiting new staff, Active Fusion will follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of KCSIE.

Where Active Fusion is utilising volunteers, we will continue to follow the checking and risk

assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Active Fusion will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

The charity pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined in KCSIE 2025

The charity will maintain a single central record which demonstrates the relevant vetting checks required including: a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK.

All recruitment materials will include reference to the charity's commitment to safeguarding and promoting the wellbeing of children and young people.

The charity will ensure that all recruitment panels include at least one person that has undertaken safer recruitment training as recommended by the Local Authority

The charity will ensure that a person who is prohibited from working with CYP will not be appointed to work with children and young people in any setting.

The charity will ensure that appropriate DBS risk assessments will be undertaken as required.

7. Procedures

It is the duty by law of any member of staff, volunteer or delivery partner who receives a disclosure of abuse, or suspects that abuse may have occurred, to report it to the designated safeguarding lead(s). If a member of the team cannot be found, then the matter should be brought to the attention of the most senior member of staff.

Written disclosures need to be recorded on the '[Safeguarding Report Form](#)' which can be found on safeguarding file on SharePoint.

If appropriate, the member of the Safeguarding Team will refer cases of suspected abuse or allegations to the relevant Local Safeguarding Children's Board by telephone in accordance with the Local Safeguarding Board Procedures. In some cases, it may be appropriate for the Police to also be contacted.

It is not the job of the Charity to investigate allegations; this is the responsibility of the Authorities. However, essential information may help these investigations and details such as the young

person's name, address, and date of birth, family composition, and reason for referral should be recorded. The name of the person who initially received the disclosure and whether the parents/guardians of the learner are aware of the referral should also be included.

Advice and guidance can be obtained from the Local Safeguarding Children Board.

Support will be made available for staff dealing with safeguarding issues.

Professional Confidentiality

A member of staff must never agree with the young person to keep a secret and where there is a safeguarding concern this must be reported to the DSL and may require further investigation by the appropriate authorities.

Staff will be informed of relevant information in respect of individual cases on a 'need to know basis'. Any information shared with a member of staff in this way must be held confidentially by themselves.

Details procedures and associated safeguarding processes can be found in Appendix 5.

8. Records and Monitoring

The Charity maintains up to date and accurate records of any cause for concern about our beneficiaries (children and young people). There is also indication of the status of each individual case and when it is deemed appropriate to pass this information to other agencies.

Members of staff receiving a disclosure of or noticing signs of abuse should use the Charity Incident & safeguarding incident form (found in the safeguarding folder on the internal drive and here) to record these concerns as accurately and as soon as they can. This form will automatically create a log of the details required and notify the lead a form has been submitted. A confidential database accessible only by safeguarding members is kept to update and monitor the charity case load. This database also provides statistics that help to inform the nature of support and where extra resources may be needed by children and young people.

9. Prevent Duty Strategy

Preventing extremism, extremist views, and radicalisation.

Prevent is one of the four elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

As outlined in the introduction section of this policy we see our work in relation to extremism, extremist views and radicalisation as closely related to Active Fusion safeguarding policy and work to support the Active Fusion network. ^[11]_{SEP}

Appendix 7 of this policy outlines Active Fusion strategy to deliver its duty on the prevent strategy and its approach to preventing extremism, extremist views, and radicalisation.

The PREVENT strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that need to be dealt with.

The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

The Home Office uses a range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to the UK
- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers.
- funding a specialist police unit to remove online content that breaches terrorist legislation.
- supporting community-based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations.
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism. ^[1]_{SEP}

In line with our Safeguarding work, anything as outlined in the policy and appendix will come under the responsibility of the Designated Safeguarding Lead. With any development work and issues being reported to the following:

- Active Fusion Internal Safeguarding Working Group.
- Active Fusion Senior Management Team – where appropriate.

10. Supporting Students at Risk

The Charity recognises that Students who have been abused or witness to abuse can find it difficult to develop a sense of self-worth or view the world as a positive place. The Charity may be the only stable, secure, and predictable element of an 'at risk' learner's life. However, it is

important to note that the behaviour of Students at risk may present as challenging, defiant, or withdrawn.

Early Help

The Charity adopts and works with its partner organisations, schools, colleges, and community groups to deliver a 'team around the Child' which is in line with the multi-disciplinary approach of Contextual Safeguarding. This approach supports children and young people who are at risk often already identified as 'Children in Need'.

The Early Help service provided by local authority partners support practitioners in all aspects of Early Help and the Lead Practitioner role. This could be case advice, mapping, and thresholds; information about tools, resources, or services; help to resolve 'stuck' cases; support and guidance with Early Help Assessments and Team Around the Family meetings; and the case closure or step up to social care.

The Early Help team write and deliver training to develop skills, knowledge and confidence of practitioners providing early help to children and their families. In addition to the Early Help Enquiry process, DSLs will also liaise with Early Help Coordinators to ensure early help assessments are supported, implemented, and reviewed.

11. Lone Working

There are circumstances where Active Fusion staff members will be in situation where they are working alone. Active Fusion has a Lone Working Policy (Appendix 8 to this Safeguarding Policy).

Lone working in relation to safeguarding is when:

- Staff members are in a working alone with a young person or group of young people under the age of 18.
- The staff member may be put in a situation where they are isolated from others and hence alone with a young person ^[1]_{SEP}. The details of the policy in the appendices outline the precautions and actions that staff members who find themselves in this situation should take.

12. Useful References and Additional Information

- Barnsley Safeguarding Partnership – [Link](#)
- Doncaster Safeguarding Partnership– [Link](#)
- Rotherham Safeguarding Children Partnership – [Link](#)
- Sheffield Safeguarding Partnership – [Link](#)
- "Keeping Children Safe in Education' – September 2025 – [Link](#)

- **Forced Marriage Unit of the Foreign and Commonwealth Office**
(<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>)
- **NSPCC** (www.nspcc.org.uk/)
Whistle Blowing Helpline – 0800 028 0285
- **Child Exploitation and Online Protection Centre (CEOP)** (www.ceop.police.uk/)
- **National Domestic Violence Helpline** (<http://www.nationaldomesticviolencehelpline.org.uk/>)

13. Appendices

This policy is supported by the following appendices which provide more detail on how this safeguarding policy will be implemented and support the work of Active Fusion

1. Partnership Approach
2. Definitions and Terminology
3. Designated Safeguarding Roles
4. Safer Recruitment
5. Process and Procedures - Responding to and reporting a concern
6. Active Fusion Lone Working Policy
7. Safeguarding Report Form
8. Safeguarding and social media
9. Child Sexual Exploitation Policy

14. Related Policies and Procedures

Key charity policies that contribute to the overarching Safeguarding and Child Protection Policy are listed below. Each of these policies addresses the charity strategy and operations relating to key charity activities and safeguarding provision is made within all activities.

- Bullying & Harassment Policy
- Child Sexual Exploitation Policy
- Code of Conduct
- Data Protection/GDPR Policy
- Digital and Online Working Policy

- Health and Safety Policy
- Lone Working Policy
- Risk Assessment Policy
- Lone Working Policy
- Safer Recruitment Policy