



Turning Heads Saturday Club (SEND 13+ Years)

CHILD PROTECTION & SAFEGUARDING POLICY

Turning Heads Saturday Club (SEND – Ages 13+)

1. Policy Statement

Turning Heads Saturday Club is committed to safeguarding and promoting the welfare of all children and young people attending our sessions, particularly those with Special Educational Needs and Disabilities (SEND).

We believe:

- Every child has the right to be safe, respected, and protected from harm
- Safeguarding is everyone's responsibility
- The welfare of the child is always paramount

This policy follows:

- *Working Together to Safeguard Children (latest guidance)*
 - *Keeping Children Safe in Education (KCSIE)*
 - Local Safeguarding Children Partnership procedures (Devon area)
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2. Scope

This policy applies to:

- All paid staff
 - Volunteers
 - Trustees/management committee
 - Session leaders and assistants
 - Contractors working with children
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3. Safeguarding Definitions

We recognise the following forms of abuse:

- **Physical abuse** – causing physical harm
 - **Emotional abuse** – persistent emotional maltreatment
 - **Sexual abuse** – forcing or involving a child in sexual activity
 - **Neglect** – failure to meet basic needs
 - **Exploitation** – criminal, sexual or financial exploitation
 - **Online abuse** – harm through digital communication or platforms
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4. SEND-Specific Safeguarding Considerations

As a SEND-focused club (ages 13+), we recognise that some children may be more vulnerable due to:

- Communication differences or speech/language needs
- Reliance on adults for personal care or support
- Difficulty expressing concerns or understanding risk
- Sensory, emotional, or behavioural regulation needs

We ensure:

- Staff are trained in SEND-aware safeguarding practice
 - Communication is adapted (visuals, AAC, Makaton where appropriate)
 - Increased supervision ratios where required
 - Behaviour is always considered in context of unmet needs or distress
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5. Designated Safeguarding Lead (DSL)

The club will appoint a Designated Safeguarding Lead:

DSL Name: Colette Palmer

Telephone: 07790930938

Deputy DSL: Kirsty Tyler

Telephone: 07988646937

Responsibilities:

- Be first point of contact for safeguarding concerns
 - Record and store safeguarding information securely
 - Liaise with Children's Social Care, Police, and LADO where required
 - Ensure staff safeguarding training is up to date
 - Make referrals to MASH when appropriate
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6. Safer Recruitment

We ensure all staff and volunteers:

- Hold enhanced DBS checks (including barred list where required)
- Provide at least two references
- Complete safeguarding induction training
- Are assessed for suitability to work with children

No one will begin unsupervised work without clearance.

7. Staff Code of Conduct

All staff and volunteers must:

- Treat children with respect and dignity
 - Maintain appropriate professional boundaries
 - Avoid being alone with a child where possible
 - Use approved communication methods only
 - Never use physical punishment or humiliating behaviour
 - Report concerns immediately to the DSL
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8. Responding to Safeguarding Concerns

If a concern is raised:

1. Listen carefully to the child (do not investigate)
2. Reassure the child but do not promise confidentiality
3. Record the concern factually and immediately
4. Report to the DSL without delay
5. The DSL will decide next steps, including referral

If the concern involves the DSL, report to the Deputy DSL or directly to external safeguarding authorities.

9. Allegations Against Staff or Volunteers

All allegations will be:

- Treated seriously and reported immediately
- Referred to the Local Authority Designated Officer (LADO) within 24 hours if required
- Managed in line with statutory safeguarding procedures

Staff may be suspended during investigation if necessary to protect children.

10. Online Safety

We will:

- Supervise all online activity
 - Use child-appropriate and secure platforms
 - Prohibit staff from contacting children via personal social media
 - Ensure devices and content are age-appropriate
 - Monitor digital communication used during sessions
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11. Photography & Image Use

We will:

- Obtain written parental/carers consent
- Only use images for agreed purposes
- Ensure children are not identifiable without permission
- Store all images securely

- Never use personal devices without authorisation
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12. Whistleblowing

All staff have a duty to report unsafe practice.

Concerns may be raised:

- To the DSL
- To management or trustees
- Directly to external safeguarding bodies

No staff member will face retaliation for raising genuine concerns.

13. Training & Awareness

All staff and volunteers will receive:

- Safeguarding induction training before working with children
 - Regular refresher training (at least every 2–3 years)
 - SEND-specific safeguarding awareness training
 - Updates in line with national/local guidance changes
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14. Record Keeping

We will:

- Keep clear, factual, and confidential safeguarding records
 - Store records securely in line with GDPR
 - Share information only on a need-to-know basis
 - Record dates, times, observations, and actions taken
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15. Policy Review

This policy will be reviewed:

- Annually
- After any safeguarding incident
- When legislation or guidance changes

16. Local Authority Safeguarding Contact Information (Devon Area)

Emergency

- **Police / Emergency Services: 999**

Torbay Council – Children’s Safeguarding

- **Multi-Agency Safeguarding Hub (MASH): 01803 208100**
- **Email: mash@torbay.gov.uk**
- **Out of Hours Emergency Duty Service: 0300 4564 876**
- **Local Authority Designated Officer (LADO): 01803 208541**

Devon County Council – Children’s Safeguarding

- **Devon MASH (Front Door): 0345 155 1071**
- **Out of Hours Emergency Duty Service: 0845 6000 388**
- **Email (secure referrals): mashsecure@devon.gov.uk**

Teignbridge Area (via Devon MASH)

Safeguarding concerns for Teignbridge are handled through Devon County Council:

- **Devon MASH: 0345 155 1071**
- **Out of Hours: 0845 6000 388**

NSPCC Helpline (Additional Support)

- **NSPCC Helpline: 0808 800 5000**

17. Policy Acknowledgement

All staff and volunteers must confirm they have:

- Read and understood this policy
- Agreed to follow safeguarding procedures at all times
- Understood their duty to report concerns immediately

-- **Monitoring and Review**

This policy will be reviewed annually or sooner if:

- Legislation changes
- Safeguarding guidance changes
- Practice reviews identify improvements

Approval

Approved by:

Name: Colette Palmer

Position: Saturday Club Leader / DSL

Signature: 

Date: 3rd September 2026
