



Safeguarding and Child Protection Policy

Setting: The Lodge

Organisation: PJ Creative Learning Ltd

Designated Safeguarding Lead (DSL): Paula Johnson

Policy Owner: PJ Creative Learning Ltd

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This policy will be reviewed annually, or sooner if there are changes to safeguarding legislation, statutory guidance, or operational practice.

Contents

- Important Contacts
- 1. Aims
- 2. Legislation and Statutory Guidance
- 3. Definitions
- 4. Equality Statement
- 5. Roles and Responsibilities
- 6. Confidentiality
- 7. Recognising Abuse and Taking Action
- 8. Online Safety and the Use of Technology
- 9. Notifying Parents or Carers
- 10. Record Keeping and Information Sharing
- 11. Learners with SEND, Disabilities or Health Needs
- 12. Looked-After and Previously Looked-After Children
- 13. Safer Recruitment and Staff Conduct
- 14. LGBTQ+ and Gender Questioning Learners
- 15. Whistleblowing and Raising Concerns
- 16. Complaints and Concerns about Safeguarding
- 17. Safeguarding Training
- 18. Monitoring Arrangements
- 19. Compliance with the Law
- 20. Links with Other Policies

Appendices

- Appendix 1: Types of Abuse
- Appendix 2: Safer Recruitment & DBS Checks
- Appendix 3: Allegations Against Staff, including low-level concerns
- Appendix 4: Specific Safeguarding Issues

- Appendix 5: Lone Working and Safeguarding

Important Contacts

Designated Safeguarding Lead (DSL)

Name: Paula Johnson

Email: lodge@pjcreativelearning.co.uk

Coventry Multi-Agency Safeguarding Hub (MASH)

- Phone: 024 7678 8555
- Email: mash@coventry.gov.uk

Local Authority Designated Officer (LADO)

Coventry's published guidance directs professionals to contact MASH first where there are concerns that a child is experiencing or at risk of harm.

Phone: 024 7678 8555

Email: LADO@coventry.gov.uk

Prevent (Radicalisation) Helpline

Phone: 020 7340 7264

Email: counter.extremism@education.gov.uk

NSPCC Helpline

Phone: 0808 800 5000

Website: www.nspcc.org.uk

NSPCC Whistleblowing Advice Line

Phone: 0800 028 0285

Email: help@nspcc.org.uk

Police (non-emergency)

Phone: 101

Emergency Services

Phone: 999

1. Aims

At The Lodge, we are fully committed to safeguarding and promoting the welfare of every child and young person who accesses our setting.

This policy sets out how we meet our legal, moral and professional responsibilities to protect children from harm and to ensure that every learner feels safe, respected and supported while attending sessions with us.

Safeguarding and promoting the welfare of children is everyone's responsibility. Every adult working with children at The Lodge has a duty to act in the best interests of the child and to respond appropriately to any concerns about their safety, welfare or wellbeing.

We believe that all children have the right to learn and develop within an environment that is physically and emotionally safe, calm, respectful and consistent, regardless of their background, identity, additional needs or life experience. Our safeguarding approach is child centred, trauma informed and responsive to the needs of learners, many of whom have SEND and or SEMH needs.

This policy ensures that appropriate action is taken quickly to safeguard and promote the welfare of children attending The Lodge. It also ensures that children are protected from abuse, neglect, exploitation and other safeguarding risks, that concerns are recognised early and responded to appropriately, and that clear systems for reporting, recording, information sharing and escalation are understood and followed by all adults working in the setting.

This policy also ensures that learners experience safe, respectful and consistent relationships with trusted adults, that safeguarding is embedded in daily practice, and that the lived experience, communication and voice of each child remain central to all safeguarding decisions.

The Lodge is a dedicated site offering commissioned, part time, one to one specialist education support. We are not a registered school and we do not provide full time education. All learners remain on roll at their referring school or have education arranged by the relevant local authority.

The referring school or commissioning body retains overall responsibility for the learner's full time education. Safeguarding duties are therefore shared between The Lodge, the referring school, the commissioning organisation where relevant, and other safeguarding agencies.

The Lodge is committed to strong partnership working, timely information sharing and clear professional accountability in order to protect every child effectively. This reflects both Keeping Children Safe in Education 2025 and Working Together to Safeguard Children, which emphasise multi agency working and the responsibility of schools to ensure that any setting they use has appropriate safeguarding arrangements in place

2. Legislation and Statutory Guidance

This policy is written with regard to the most up to date safeguarding law, statutory guidance and local procedures relevant to England.

It is informed by the following key guidance:

Keeping Children Safe in Education 2025

Working Together to Safeguard Children 2023, as updated on 18 March 2026

What to do if you are worried a child is being abused

The Prevent Duty guidance

Relevant guidance on safeguarding in out of school settings and tuition type provision

We follow the multi agency safeguarding arrangements published by the Coventry Safeguarding Children Partnership and Coventry children's services contact pathways.

This policy has regard to the following legal framework:

The Children Act 1989

The Children Act 2004

The Equality Act 2010

The Human Rights Act 1998

The Counter Terrorism and Security Act 2015

The Female Genital Mutilation Act 2003, as amended

The Safeguarding Vulnerable Groups Act 2006

The Rehabilitation of Offenders Act 1974

The Data Protection Act 2018

The UK General Data Protection Regulation

Although The Lodge is not a registered school and is not directly regulated under the Education (Independent School Standards) Regulations 2014, we aim to operate to safeguarding, welfare, health and safety standards that are appropriate, robust and consistent with good practice for a small specialist setting.

Where there is any uncertainty, overlap or difference between guidance documents, The Lodge will apply the approach that best protects the child.

Legal Status of The Lodge

The Lodge is a one to one, part time commissioned specialist educational support setting operating from a dedicated site. We are not a registered school and do not provide full time education.

All learners attending The Lodge remain on roll at their referring school, or have education arranged through the local authority or other lawful commissioning route. Placements may be arranged directly with a school, through an external organisation, or through local authority processes where applicable.

The Lodge operates within the legal framework applicable to part time education support setting. Our safeguarding arrangements are designed to align with current statutory guidance and are delivered through effective partnership working with referring schools, commissioning bodies and safeguarding agencies. KCSIE 2025 makes clear that where a school places a pupil with an alternative provider, the school remains responsible for that pupil's safeguarding and should be satisfied that appropriate arrangements are in place.

3. Definitions

Understanding safeguarding language is essential so that all adults working at The Lodge know what is meant by key terms and what action is expected of them.

Safeguarding and promoting the welfare of children

As set out in Keeping Children Safe in Education 2025, safeguarding and promoting the welfare of children means protecting children from maltreatment, preventing impairment of mental and physical health or development, ensuring that children grow up with safe and effective care, taking action to enable the best outcomes, and providing help and support as soon as problems emerge.

Child protection

Child protection is part of safeguarding and refers to the activity undertaken to protect individual children who are suffering, or are likely to suffer, significant harm.

Abuse

Abuse is a form of maltreatment. It may involve causing harm or failing to act to prevent harm. Abuse may happen online or offline and may be caused by adults or by other children.

The main categories of abuse are physical abuse, emotional abuse, sexual abuse and neglect.

Children

In this policy, the term child or children means anyone under the age of 18.

Where a learner is aged 18 or over but remains vulnerable and continues to receive commissioned support, safeguarding principles and duty of care will continue to be applied proportionately and appropriately.

Designated Safeguarding Lead

The Designated Safeguarding Lead, known as the DSL, is the person with lead responsibility for safeguarding and child protection at The Lodge.

All safeguarding concerns must be reported immediately to the DSL. The Lodge does not currently have a Deputy DSL.

Local Authority Designated Officer

The Local Authority Designated Officer, known as the LADO, manages allegations against adults working with children. The DSL will seek advice from the LADO or follow the local authority route for allegations against adults in accordance with Coventry procedures.

Early Help

Early Help means support provided as soon as a child's needs begin to emerge, with the aim of preventing escalation.

Child on child abuse

Child on child abuse is abuse that takes place between children. It can include bullying, emotional abuse, physical harm, sexual harassment, sexual violence, coercive behaviour, image based abuse and other harmful behaviours. It must never be dismissed as banter, joking or part of growing up.

Low level concern

A low level concern is any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with expected professional conduct but does not meet the threshold for referral to the LADO.

Contextual safeguarding

Contextual safeguarding recognises that children may be at risk in a range of environments outside the home, including peer groups, public spaces, transport, online environments and the wider community.

4. Equality Statement

The Lodge is committed to equality, dignity, inclusion and respect in all aspects of its work, including safeguarding.

We recognise that some children face additional barriers to recognising harm, telling someone what is happening, being believed, or getting the right help. We therefore take active steps to ensure that every child receives an appropriate and equitable level of protection.

The Lodge is an inclusive specialist setting supporting young people with SEND, SEMH needs and other vulnerabilities, including disrupted education, trauma, anxiety, exclusion, family stress or social isolation.

Particular care is taken to recognise and respond to the needs of children who may be especially vulnerable, including children with EHCPs or additional needs, neurodivergent children, children with communication differences, children who are known to children's social care, looked after and previously looked after children, young carers, children experiencing mental health difficulties, children living in unstable or difficult family circumstances, children who may experience discrimination, children at risk of faith based abuse, honour based abuse or harmful cultural

practices, children who are LGBTQ+ or questioning, children with English as an additional language, and children who are missing education or not accessing full time education.

We do not tolerate discrimination, harassment, victimisation, prejudice or stereotyping in any form.

Our safeguarding practice is designed to recognise vulnerability, reduce barriers, strengthen protective factors and ensure that no child is overlooked. All adults working at The Lodge are expected to use a child centred, trauma informed and inclusive approach at all times.

5. Roles and Responsibilities

Safeguarding and child protection is everyone's responsibility.

This policy applies to all adults working or volunteering at The Lodge, including tutors, support staff, visiting professionals, contractors, and any other authorised adults on site. Everyone working within the setting is expected to understand and follow this policy.

5.1 All adults working at The Lodge

All adults working or volunteering at The Lodge are expected to understand and follow this policy, recognise possible signs of abuse, neglect, exploitation or wider safeguarding risk, report concerns immediately to the Designated Safeguarding Lead, record concerns clearly and factually, and maintain professional curiosity and vigilance.

They must never promise confidentiality to a child where a safeguarding concern arises. They must keep the child's welfare, communication and lived experience at the centre of their response. They must remain alert to risks that may arise online, in the community, in peer relationships, at home or within the setting. They must know how to contact the DSL during operating hours and understand how concerns should be escalated if the DSL is unavailable.

All adults are also expected to model safe, respectful and professional behaviour, maintain clear boundaries, challenge inappropriate behaviour, and contribute to a safeguarding culture that is calm, open and accountable.

All adults working at The Lodge will receive safeguarding and child protection training appropriate to their role. Training will include safeguarding fundamentals, reporting concerns, responding to disclosures, online safety, Prevent, child on child abuse, safer working practice and the additional vulnerabilities that may affect learners with SEND or SEMH needs. KCSIE 2025 states that safeguarding is everyone's responsibility and that staff should receive appropriate safeguarding and child protection training, including regular updates.

5.2 Designated Safeguarding Lead

The Designated Safeguarding Lead has lead responsibility for safeguarding and child protection at The Lodge and will be available during operational hours.

The DSL at The Lodge is Paula Johnson.

The DSL is responsible for leading safeguarding arrangements across the setting, acting as the main point of contact for safeguarding concerns, giving advice and support to adults working in the setting, making referrals where needed, maintaining accurate and confidential safeguarding records, sharing information lawfully and appropriately, liaising with referring schools, commissioning organisations, children's social care, police and other agencies where required, and keeping the welfare and voice of the child central to all safeguarding decisions.

The DSL is also responsible for ensuring that low level concerns are recorded, reviewed and considered in the wider context of safer working practice and safeguarding culture.

The Lodge does not currently have a Deputy DSL. If the DSL is unexpectedly unavailable and there is an urgent safeguarding concern, staff must contact children's social care, the police or other appropriate safeguarding services directly and inform the DSL as soon as possible afterwards.

5.3 Policy owner and operational oversight

PJ Creative Learning Ltd holds overall responsibility for ensuring that safeguarding arrangements at The Lodge are effective, reviewed and properly implemented.

This includes ensuring that safeguarding systems are in place, that this policy is reviewed at least annually, that safer recruitment and suitability checks are followed where relevant, that training and supervision arrangements are maintained, and that appropriate external advice is sought where necessary.

Where the DSL is also the policy owner and setting lead, external safeguarding advice, consultation or professional challenge will be sought where appropriate in order to support robust oversight, safe decision making and accountability.

6. Confidentiality

The Lodge recognises that timely, lawful and proportionate information sharing is essential to effective safeguarding.

All adults working at The Lodge understand that they have a professional responsibility to share information where there are concerns about the safety or welfare of a child. This responsibility overrides any expectation of confidentiality where a safeguarding risk is identified.

Adults must never promise a child that a disclosure will be kept secret. If a child shares a concern, the adult must explain clearly and sensitively that the information will need to be shared with the Designated Safeguarding Lead in order to help keep them safe.

Information will always be handled with care, shared only with those who need to know, and recorded appropriately.

7. Recognising Abuse and Taking Action

All adults working at The Lodge are trained to recognise the signs and indicators of abuse, neglect and exploitation. Concerns may arise from what a child says, how they behave, what is observed, or changes in presentation over time.

Adults must remain vigilant at all times, particularly when supporting learners who are neurodivergent, have communication differences or may find it difficult to express their experiences. Concerns must always be taken seriously, even where a child is unable or unwilling to provide full detail.

Professional Curiosity

Adults working at The Lodge are expected to maintain professional curiosity. This means noticing changes, asking appropriate questions, and not accepting explanations at face value where something does not feel right.

Safeguarding concerns may present in subtle ways, particularly for learners with SEND. Where there is uncertainty, staff must seek advice from the Designated Safeguarding Lead and record concerns clearly.

7.1 If a Child Is in Immediate Danger

If an adult believes that a child is suffering harm, is likely to suffer significant harm, or is in immediate danger, action must be taken without delay.

The adult must inform the Designated Safeguarding Lead immediately. If the DSL is unavailable and there is urgent risk, the adult must contact children's social care or the police directly.

All concerns must be recorded clearly and factually as soon as possible. Any telephone referral must be followed up in writing, and confirmation of receipt must be obtained where possible.

The Lodge follows the safeguarding procedures of the child's home local authority. For learners living in Coventry, concerns are referred to the Multi Agency Safeguarding Hub. If a child is in immediate danger, emergency services must be contacted.

Concerns relating to the behaviour of adults must be reported in line with local procedures for allegations against adults working with children.

7.2 Female Genital Mutilation

Female Genital Mutilation is a serious criminal offence and a form of child abuse.

All adults working at The Lodge understand their legal duties. If a girl under 18 discloses that FGM has taken place, or if there are clear physical indicators, this must be reported directly to the police.

The Designated Safeguarding Lead must also be informed, and a referral made to children's social care. Where FGM is suspected but not confirmed, concerns must be reported immediately to the DSL. Staff must never examine a child or approach family members directly

7.3 Concerns That Are Not Immediate Risk

Not all safeguarding concerns involve immediate danger. Concerns may develop gradually and may include changes in behaviour, emotional distress, withdrawal, unexplained injuries or patterns over time.

Adults must never wait for proof. Any concern must be reported to the Designated Safeguarding Lead as soon as possible and recorded clearly and factually.

The DSL will assess the concern and determine the appropriate response. This may include monitoring, speaking with the child, liaising with the referring school and, where appropriate, other professionals involved in the child's support, contributing to Early Help support, or making a referral to external agencies.

All decisions and the rationale for those decisions will be recorded.

7.4 Early Help

Early Help refers to support provided at the earliest stage when a child's needs begin to emerge.

Adults should remain attentive to learners who may benefit from additional support, including those experiencing emotional difficulty, instability, caring responsibilities, disrupted attendance or increased vulnerability.

The Designated Safeguarding Lead will determine whether Early Help is appropriate. Where The Lodge is not the lead agency, we will work alongside the referring school and other professionals.

Information will be shared lawfully and proportionately. Data protection legislation does not prevent information sharing where it is necessary to safeguard a child.

All safeguarding information will be recorded and managed securely.

7.5 Extremism and Radicalisation

The Lodge fulfils its duties under the Prevent framework.

Staff remain alert to changes in behaviour, language, beliefs or peer associations that may indicate vulnerability to extremist influence. Concerns must be reported to the Designated Safeguarding Lead without delay.

The DSL will assess risk and determine whether referral to children's services, Prevent or Channel is required. Where there is immediate risk, the police will be contacted.

7.6 Mental Health

The Lodge recognises that mental health is closely linked to safeguarding.

Staff must remain alert to changes in emotional presentation, behaviour or regulation that may indicate risk. Concerns relating to self-harm, suicidal thoughts, severe distress or significant behavioural change must be reported immediately.

Staff are not expected to diagnose. However, they must act on concerns.

The DSL will determine next steps, which may include liaison with the referring school, Early Help, health services or children's social care.

7.7 Concerns About an Adult

All concerns about the behaviour of adults must be taken seriously.

Where an adult may have harmed a child, committed an offence, or behaved in a way that raises concern about suitability, the Designated Safeguarding Lead will follow local procedures and seek advice from the Local Authority Designated Officer.

Low level concerns must also be reported and recorded. These will be reviewed to identify patterns and ensure safe practice.

If a concern relates to the DSL, it must be reported directly to the Local Authority Designated Officer.

7.8 Child on Child Abuse

The Lodge recognises that abuse can occur between children.

Such behaviour will never be dismissed as normal interaction. Concerns must be reported to the Designated Safeguarding Lead.

The DSL will assess risk for all children involved and determine appropriate action. Both the child who has experienced harm and the child displaying harmful behaviour will be supported appropriately.

7.9 Sharing of Nudes or Semi Nudes

The sharing of sexual images involving children is a safeguarding concern.

Staff must not view, copy or share images. Any concern must be reported immediately to the Designated Safeguarding Lead.

Responses will be proportionate and focused on safeguarding, unless a serious offence or exploitation is suspected.

7.10 Reporting Systems for Learners

The Lodge promotes an environment where learners feel safe to speak.

Learners are regularly reminded that they can talk to a trusted adult and that they will be listened to.

Concerns may be communicated verbally, in writing or through individual communication methods. Staff respond calmly and appropriately in line with this policy.

8. Online Safety and the Use of Technology

The Lodge recognises that online safety is an essential part of safeguarding. Children and young people may face online risks at home, in the community, or when using digital devices within our setting. Many of our learners are particularly vulnerable to online harm, including exploitation, manipulation, bullying and exposure to inappropriate or distressing content.

We take a proactive and educational approach to online safety. This is built on supervision, awareness, clear boundaries and trusted adult relationships. Online safety is embedded within our wider safeguarding culture rather than treated as a separate issue.

Online risks may include grooming and exploitation, exposure to harmful or illegal content, cyberbullying, coercion, pressure to share sexual images, extremist material, fraud and identity theft. Staff remain alert to the ways in which online harm can intersect with other safeguarding concerns.

Children and young people are supported to develop safe and respectful online habits. Access to devices, internet platforms and applications within The Lodge is supervised and risk assessed according to each learner's needs and vulnerabilities. Where learners use personal devices while attending sessions, this is managed sensitively and proportionately, with clear expectations and appropriate oversight.

Any incident relating to online safety is treated as a safeguarding concern and reported to the Designated Safeguarding Lead. Adults working within the setting model responsible digital behaviour and engage learners in age-appropriate discussion about online risks. Where appropriate, parents and carers are supported in understanding and managing online safety beyond the setting.

Our practice is informed by current statutory safeguarding guidance and relevant national frameworks.

Filtering and Monitoring

Where The Lodge provides internet access or digital devices, age-appropriate filtering and monitoring arrangements are in place. Device use is supervised during sessions, and staff remain attentive to attempts to access unsafe material or bypass safeguards. Any such concerns are recorded and addressed in line with safeguarding procedures.

The Designated Safeguarding Lead is responsible for ensuring that filtering and monitoring arrangements are proportionate, risk based and reviewed regularly in line with current safeguarding expectations.

Emerging Technology, Including Artificial Intelligence

The Lodge recognises that emerging technologies, including Artificial Intelligence tools, present evolving safeguarding risks. These may include the creation of manipulated or explicit images, the generation of misleading or harmful content, attempts to bypass supervision systems, exposure to biased or false information, or the use of AI-driven platforms for grooming or coercion.

Staff remain alert to these developments and support learners in using technology safely, responsibly and with critical awareness. Learners are encouraged to question online information,

recognise misinformation and disinformation, and seek help if they encounter content that is confusing, distressing or harmful.

We review our online safety practice regularly to ensure it remains responsive to technological change and emerging risk.

9. Notifying Parents or Carers

The Lodge works in partnership with parents and carers wherever it is safe and appropriate to do so. We recognise that open communication with families is often central to effective safeguarding and early support.

In most circumstances, parents or carers will be informed at the earliest appropriate stage when a safeguarding concern has been identified. This may include concerns relating to emotional wellbeing, patterns of low-level incidents, peer conflict, online safety issues or support offered through Early Help. Communication will be handled calmly, sensitively and in a manner that keeps the child's voice and welfare at the centre.

However, there are circumstances in which informing parents may place a child at greater risk of harm. The Lodge may decide not to inform parents where there are concerns about honour-based abuse, forced marriage, female genital mutilation, sexual abuse within the family, or where doing so could compromise a police or social care investigation. In some cases, a child may object to parental involvement and may be considered competent to express that view. These decisions will always be made carefully and proportionately.

The decision not to inform parents will be taken by the Designated Safeguarding Lead, with advice from children's social care or the police where appropriate. The DSL may also liaise with the referring school or other professionals involved in the child's support. The rationale for the decision, and any consultation undertaken, will be clearly recorded.

As all learners remain on roll at their referring school, safeguarding concerns will be shared promptly with the school's Designated Safeguarding Lead. This includes disclosures made during sessions, concerns observed by staff, or risks identified within the setting. The Lodge will also liaise with other professionals involved in the child's care, including social workers, mental health services and Early Help practitioners, where appropriate.

Information sharing will always be lawful, proportionate and focused on the safety and wellbeing of the child.

10. Record Keeping and Information Sharing

Clear, accurate and timely record keeping is a core part of safeguarding practice at The Lodge. All safeguarding concerns, disclosures and actions must be documented to support accountability, continuity and effective risk management.

Recording Concerns

All adults working at The Lodge are expected to record safeguarding concerns as soon as possible, and always on the same day that the concern arises. Records must use clear, factual and objective language. Opinion, speculation or interpretation should be avoided. Where possible, the child's own words should be recorded.

Records must include what was observed or disclosed, the date and time, any action taken, advice sought and decisions made. Written records must be passed securely to the Designated Safeguarding Lead without delay.

Records may be handwritten, securely emailed or stored within a designated safeguarding folder, depending on the systems in place. The DSL is responsible for ensuring consistency in recording practice and safe storage.

DSL Safeguarding Records

The Designated Safeguarding Lead is responsible for maintaining individual safeguarding files where a concern has been identified. These files are stored securely and separately from general educational or session records.

Safeguarding files will be kept up to date and will include a clear chronology of concerns, actions taken, referrals made, advice received and communications with parents, schools or external agencies. This ensures that patterns of concern can be identified and that decision-making is transparent and defensible.

Records may be shared with the referring school's Designated Safeguarding Lead and with external safeguarding agencies, including children's social care, the police or the Local Authority Designated Officer, where this is necessary to safeguard a child.

Transferring Records and Working with Schools

As all learners remain on roll at their referring school, the school is treated as a core safeguarding partner. Where safeguarding concerns arise, information will be shared promptly with the school's Designated Safeguarding Lead and, where appropriate, with any organisation responsible for coordinating or commissioning the learner's support.

If a child transfers to another school or setting, relevant safeguarding information will be transferred securely and in full, in line with statutory guidance and local safeguarding procedures. Where no safeguarding file exists, this will be confirmed in writing.

Confidentiality and Data Protection

Safeguarding records are handled in accordance with data protection legislation and statutory safeguarding guidance. Information is shared lawfully, proportionately and strictly on a need-to-know basis in the best interests of the child.

11. Learners with SEND, Disabilities or Health Needs

At The Lodge, we are fully committed to safeguarding all learners, including those with Special Educational Needs and Disabilities, long-term health conditions or mental health difficulties. We recognise that children with additional needs may experience increased vulnerability and may face additional barriers to recognising, reporting or receiving help.

Children with SEND may be at heightened risk due to communication differences, limited understanding of boundaries, increased dependency on adults, social isolation, exposure to multiple professionals, or behaviour that may mask trauma or harm. We also recognise that assumptions about disability can lead to concerns being minimised or misinterpreted. Safeguarding practice must therefore be vigilant, responsive and individualised.

Understanding Increased Vulnerability

Learners with additional needs may find it difficult to communicate distress in typical ways. They may express concern through behaviour, withdrawal, emotional dysregulation, facial expression, gesture, artwork or changes in presentation. Some learners may have limited understanding of consent or unsafe relationships, and others may be more vulnerable to bullying or child-on-child abuse.

Staff understand that behaviour is often a form of communication. Curiosity, sensitivity and professional vigilance are central to our approach.

Safeguarding in Practice

Safeguarding arrangements at The Lodge are adapted to reflect each learner's individual needs. We give careful attention to communication methods, particularly for learners who are non-verbal, minimally verbal or neurodivergent. Where appropriate, learners are supported to express themselves through visual aids, drawing, assistive technology or alternative communication systems.

We work closely with referring schools, families and, where relevant, other professionals involved in the learner's support to understand each child's risks and needs. This may include professionals from commissioning organisations or external support services where sessions are delivered as part of a wider package.

Individual risk assessments, regulation plans and safeguarding records reflect SEND-related considerations where appropriate. Where EHCP information, medical needs or therapeutic input relates to safeguarding risk, this is incorporated into safeguarding planning.

Reasonable adjustments are made to ensure equal access to protection and support. Where a learner requires intimate care, medical assistance or physical support, safeguarding and dignity protocols are strictly followed.

Equality of Protection

We take a strengths-based and person-centred approach to safeguarding. All learners, regardless of need, diagnosis or disability, are entitled to equal protection, respect and opportunity. Safeguarding arrangements are designed to reduce risk, remove barriers and ensure that no child's vulnerability is overlooked.

12. Looked-After and Previously Looked-After Children

At The Lodge, we recognise that children who are looked after or previously looked after are among the most vulnerable. They may be living in foster care, kinship care, residential placements or with adoptive families. Many will have experienced trauma, neglect, loss or separation from birth families, and may have experienced changes in placement or disruption to trusted relationships.

We understand that these experiences can significantly affect emotional regulation, behaviour, attachment, communication and trust. Safeguarding practice must therefore be sensitive, informed and consistent. We are committed to providing safe, stable and nurturing relationships where every child feels seen, supported and heard.

What We Do in Practice

All looked-after and previously looked-after learners are treated as potentially vulnerable to harm, even where they appear settled or resilient. The Designated Safeguarding Lead ensures that the child's legal status, care arrangements and parental responsibility details are clearly understood and recorded.

We work in close partnership with the referring school, social worker, Virtual School where applicable, and other professionals involved in the child's support. Where Personal Education Plans or wider care plans are in place, we contribute appropriately and ensure that safeguarding considerations are reflected within session-based support.

Additional pastoral support and regulation space are provided where needed. Staff remain alert to changes in behaviour, presentation or mood that may indicate distress, instability or emerging safeguarding risk. Where a looked-after or previously looked-after child raises a concern, it is responded to immediately, recorded carefully and escalated appropriately.

Communication with carers, social workers and other professionals is open, professional and focused on the child's safety and wellbeing.

All adults working at The Lodge receive training to understand the impact of trauma, disrupted attachment and care experiences on behaviour, communication and trust. This understanding underpins our safeguarding approach.

13. Safer Recruitment and Staff Conduct

The Lodge is committed to creating and maintaining a safe environment for all learners through robust safer recruitment practice, appropriate checks and clear expectations of professional conduct. Although The Lodge is not a registered school, we follow safer recruitment principles outlined in Keeping Children Safe in Education 2025 and Working Together to Safeguard Children 2023.

13.1 Recruitment at The Lodge

The Lodge is currently operated by PJ Creative Learning and is led by the Proprietor and Designated Safeguarding Lead. Sessions may also be delivered by visiting tutors from external organisations.

Where new staff, volunteers or regular tutors are engaged directly by The Lodge, appropriate pre-engagement checks will be completed before any individual begins working with children. These checks include an enhanced Disclosure and Barring Service check with barred list information where the role involves regulated activity, verification of identity and right to work in the United Kingdom, confirmation of relevant qualifications where applicable, receipt of professional references and evidence of up-to-date safeguarding training.

Individuals who are barred from working with children will not be permitted to undertake regulated activity. Safeguarding training appropriate to role and responsibility will be completed before any work takes place within the setting.

13.2 Third-Party Tutors and Visiting Professionals

Tutors and professionals from external organisations may deliver sessions at The Lodge as part of commissioned support or enrichment. These individuals are not employed by The Lodge but are expected to meet equivalent safeguarding standards while on site.

The Lodge requires confirmation that external tutors hold an enhanced DBS check with barred list information where applicable, and that safeguarding training is current. External tutors must familiarise themselves with The Lodge Safeguarding and Child Protection Policy and comply fully with site procedures while delivering sessions.

While these individuals remain under the safeguarding oversight of their employer, all adults on site are required to follow The Lodge safeguarding procedures and report any safeguarding concern immediately to the Designated Safeguarding Lead.

13.3 Conduct Expectations for All Adults

All adults working with learners at The Lodge, whether directly engaged, self-employed or visiting under external arrangements, are expected to act with integrity, professionalism and care. Appropriate professional boundaries must be maintained at all times.

Adults must follow The Lodge Safeguarding and Child Protection Policy, uphold the dignity and voice of every child, and avoid behaviour that could be misinterpreted or cause discomfort. Confidentiality must never be promised in relation to safeguarding disclosures.

Any concern about adult conduct, including low-level concerns such as blurred boundaries, inappropriate language or behaviour that causes unease, must be raised and recorded without delay. A culture of openness, transparency and professional accountability is central to safeguarding practice within the setting.

13.4 Allegations Against Adults

Where an allegation is made about any adult working with children at The Lodge, it will be reported immediately to the Designated Safeguarding Lead. The Local Authority Designated Officer (LADO) will be contacted for advice and oversight where the threshold for harm may be met.

All actions taken, advice received and decisions made will be recorded clearly and in line with current safeguarding guidance.

If an allegation concerns the Designated Safeguarding Lead, the matter will be referred directly to the Local Authority Designated Officer to ensure independent handling.

The Lodge maintains a safeguarding culture in which concerns about adult behaviour are taken seriously, recorded appropriately and addressed promptly in order to protect children and maintain professional standards.

14. LGBTQ+ and Gender Questioning Learners

The Lodge is committed to providing a safe, respectful and inclusive environment for all learners. This includes children who identify as lesbian, gay, bisexual or who are questioning their sexual orientation or gender identity.

We recognise that some children may experience increased vulnerability linked to bullying, discrimination, family conflict, social isolation or mental health difficulties. Safeguarding practice must therefore be alert to the additional risks that may affect any child who feels different, marginalised or unsure about how they are perceived by others.

Discussions around gender identity and sexual orientation can be sensitive and personal. Staff approach these matters professionally, without assumption or judgement, and in a way that prioritises safeguarding, wellbeing and stability.

14.1 Our Commitments

All adults working at The Lodge treat every learner with dignity and respect. Discriminatory language or behaviour, including homophobic, biphobic or transphobic language, is challenged appropriately and consistently.

Learners are supported to feel safe within the setting. No child is required to disclose personal information about their identity, and no assumptions are made about a child's beliefs, experiences or future choices. Where a learner expresses a preferred name or pronouns, this is handled sensitively and in a way that takes account of safeguarding considerations and communication with the referring school.

Where concerns arise relating to bullying, coercion, exploitation or harm connected to a child's identity, these are treated as safeguarding matters and responded to in line with this policy.

14.2 Confidentiality and Safeguarding

The Lodge recognises that children may not feel ready to share information about their identity with others. Personal information is not shared with peers, parents or professionals without careful consideration.

Information may be shared without consent where there is a safeguarding concern, risk of harm, or a legal or professional duty to do so. Decisions about information sharing are made proportionately, with the child's safety and welfare at the centre. Where appropriate, the Designated Safeguarding Lead will liaise with the referring school and other professionals involved in the child's support.

14.3 Staff Training and Professional Practice

Safeguarding training for staff includes awareness of equality, protected characteristics and the additional vulnerabilities that may affect some children. Staff are supported to maintain professional neutrality, challenge discriminatory behaviour and create a respectful environment.

Adults are encouraged to seek advice from the Designated Safeguarding Lead where additional guidance or supervision is required. The Lodge maintains a safeguarding approach that protects all children without promoting any particular belief or viewpoint.

15. Whistleblowing and Raising Concerns

The Lodge is committed to maintaining a culture of openness, accountability and safeguarding vigilance. All adults working at or visiting the setting have a professional duty to raise concerns about unsafe practice, conduct or behaviour that could place a child at risk.

Whistleblowing refers to reporting concerns about wrongdoing that affects the safety, welfare or rights of children, staff or the wider community. It is not the same as a personal complaint and relates specifically to safeguarding, professional conduct or serious malpractice.

All adults must feel able to speak up without fear of embarrassment, reprisal or negative consequences. Concerns raised in good faith will always be taken seriously.

15.1 What Should Be Reported

A concern must be raised if you witness, hear about or suspect:

Unsafe or inappropriate behaviour by a member of staff, tutor, volunteer or visitor

Failure to follow safeguarding procedures

Poor practice that could place a child at risk

A breach of supervision, duty of care or health and safety

Mistreatment, neglect or exploitation of a learner

Behaviour by a senior lead, including the Designated Safeguarding Lead, that gives cause for concern

Any action or omission that compromises the safety or wellbeing of children

If in doubt, the concern should still be reported. It is not the responsibility of the person raising the concern to investigate or prove wrongdoing.

15.2 Internal Reporting Procedure

In most cases, concerns should be reported to the Designated Safeguarding Lead.

Reports may be made verbally or in writing. A clear and factual account should be provided, including dates, times and observations where possible.

All whistleblowing concerns will be taken seriously, reviewed promptly and proportionately, handled with discretion, recorded appropriately and responded to in line with safeguarding procedures.

The Lodge will not tolerate retaliation, intimidation or discrimination against anyone who raises a genuine safeguarding concern.

15.3 If the Concern Involves the DSL

If the concern relates to the Designated Safeguarding Lead, or if the person raising the concern feels unable to report internally, the concern should be raised directly with the Local Authority Designated Officer (LADO) or another appropriate external body.

15.4 External Reporting Options

If a concern cannot be resolved internally, or if the matter is serious, individuals may contact:

Coventry Local Authority Designated Officer (LADO)

Phone: 024 76788555

Email: LADO@coventry.gov.uk

NSPCC Whistleblowing Advice Line

Phone: 0800 028 0285

Email: help@nspcc.org.uk

Ofsted Whistleblowing Hotline (where relevant)

Phone: 0300 123 3155

Email: whistleblowing@ofsted.gov.uk

Anyone raising a concern does not need to prove wrongdoing. They are required only to act honestly and in good faith.

16. Complaints and Concerns About Safeguarding

The Lodge takes all safeguarding concerns and complaints seriously. We are committed to responding promptly, proportionately and transparently when concerns are raised about child protection, safeguarding practice or the conduct of adults working with children.

This section explains how concerns raised by learners, parents, staff or visitors will be managed when they relate to safeguarding.

16.1 Concerns Raised by Learners

Learners are encouraged to speak to a trusted adult if they feel unsafe, uncomfortable or worried about something. Staff respond calmly, respectfully and without judgement.

Any safeguarding concern raised by a learner will be:

Taken seriously

Recorded clearly and factually

Reported to the Designated Safeguarding Lead without delay

The learner will be supported throughout the process. Decisions will prioritise their safety and wellbeing, and their views will be considered in line with their age and understanding.

16.2 Concerns Raised by Parents or Carers

Parents or carers who have a safeguarding concern should contact the Designated Safeguarding Lead as soon as possible. Concerns may be raised in person, by telephone or in writing.

The DSL will:

Acknowledge the concern

Consider and assess the information

Take appropriate safeguarding action

Keep the parent informed where it is safe and appropriate to do so

Where necessary, the referring school or other professionals involved in the learner's support will be informed in line with safeguarding arrangements.

If a parent or carer is dissatisfied with how a safeguarding concern has been handled, they may use the formal complaints process.

16.3 Concerns Raised by Staff, Tutors or Visitors

Adults working within The Lodge must follow safeguarding procedures when raising concerns about a child.

If the concern relates to the behaviour or conduct of another adult, the procedures for managing allegations must be followed.

If an individual believes that a safeguarding concern is not being addressed appropriately, they may use the Whistleblowing procedure set out in Section 15.

16.4 Formal Complaints About Safeguarding Systems

If someone wishes to make a formal complaint about safeguarding systems, professional conduct, or the outcome of a safeguarding process, they should follow The Lodge's Complaints Policy.

All formal complaints will be:

Acknowledged in writing

Investigated fairly and proportionately

Responded to in writing within a reasonable timeframe

Recorded securely

If the complaint relates to the Designated Safeguarding Lead, the matter will be referred to an appropriate external safeguarding advisor or directly to the Local Authority Designated Officer.

16.5 Escalating Concerns Externally

If a person believes that a safeguarding concern has not been handled appropriately, they have the right to escalate the matter externally at any stage. This may include contacting:

The learner's referring school Designated Safeguarding Lead

Coventry Multi-Agency Safeguarding Hub

The Local Authority Designated Officer (LADO)

The NSPCC Whistleblowing Advice Line

Ofsted, where relevant

The Lodge is committed to maintaining a safeguarding culture that is open, accountable and child-centred. Raising concerns in good faith will never result in negative treatment.

17 Safeguarding Training

Safeguarding training is essential to maintaining a safe and protective environment at The Lodge. All adults working with children must receive safeguarding and child protection training appropriate to their role and responsibilities before working directly with learners.

Training arrangements reflect the expectations set out in Keeping Children Safe in Education 2025.

17.1 Training for All Adults Working with Learners

All adults working with children at The Lodge must:

Receive safeguarding and child protection training appropriate to their role

Receive regular safeguarding updates to ensure knowledge remains current

Complete Prevent awareness training

Read and understand Part 1 of Keeping Children Safe in Education 2025

Read and understand this Safeguarding and Child Protection Policy

All adults are provided with access to Part 1 of Keeping Children Safe in Education (2025) and are required to confirm that they have read and understood it as part of their induction before working with learners.

Safeguarding training will be refreshed at least every two years, with updates provided between formal training sessions.

Adults must understand:

Their duty to report concerns immediately

How to recognise signs of abuse, neglect and exploitation

How to respond appropriately to disclosures

How to escalate concerns

Where adults attend through an external organisation, written confirmation will be obtained that appropriate safeguarding checks and training have been completed. No adult will work with learners without evidence of enhanced DBS clearance and current safeguarding training.

17.2 Designated Safeguarding Lead Training

The Designated Safeguarding Lead must complete formal training that:

Is appropriate to the role

Is refreshed at least every two years

Includes multi-agency safeguarding arrangements

Reflects local safeguarding procedures

In addition to formal training, the DSL must undertake regular updates to maintain knowledge of:

Legislative changes

Local authority procedures

Emerging risks, including online safety and contextual safeguarding

The DSL is responsible for ensuring safeguarding training compliance across the setting.

If the team expands, a Deputy DSL may be appointed and trained in line with safeguarding expectations.

17.3 Ongoing Professional Development

Safeguarding is an ongoing professional responsibility.

Adults working at The Lodge are encouraged to deepen their safeguarding knowledge, particularly in areas relevant to our learners, including:

Trauma-informed approaches

SEND vulnerabilities and communication differences

Child-on-child abuse

Online safety and emerging technologies

Contextual and community risks

Safeguarding awareness is embedded within the culture of the setting and reinforced through regular discussion, supervision and professional reflection.

18. Monitoring Arrangements

Safeguarding is not static. It requires regular review, professional reflection and ongoing improvement. The Lodge is committed to maintaining safeguarding arrangements that are effective, proportionate and aligned with current statutory guidance.

Safeguarding monitoring ensures that policy translates into practice and that risks are identified early and addressed appropriately.

18.1 Policy Review

This Safeguarding and Child Protection Policy is formally reviewed at least annually. It will also be reviewed sooner where there are:

Changes to legislation or statutory guidance

Updates to local safeguarding procedures

Significant safeguarding incidents

Structural or operational changes within the setting

The review process ensures that the policy remains accurate, relevant and reflective of current practice.

18.2 Safeguarding Supervision and Professional Reflection

The Designated Safeguarding Lead will seek external safeguarding advice or professional consultation where necessary, particularly in complex or sensitive cases.

Incidents and safeguarding responses are reviewed reflectively to identify learning points and strengthen future practice. Where appropriate, risk assessments and procedures are updated following review.

18.3 Training Oversight

Safeguarding training records are maintained and reviewed to ensure that all adults working with learners have current and appropriate training.

Training needs are monitored, and updates are provided in response to emerging risks, changes in legislation or identified gaps in knowledge.

18.4 Incident Monitoring and Pattern Analysis

All safeguarding concerns are logged and reviewed by the Designated Safeguarding Lead.

Records are monitored to identify:

Recurring themes

Patterns of behaviour

Repeated low-level concerns

Environmental or systemic risks

Where patterns emerge, additional safeguards, support plans or external consultation will be considered.

18.5 Partnership Working with Referring Schools

As all learners remain on roll at their referring school, safeguarding arrangements are monitored in partnership.

Regular communication is maintained to:

Share safeguarding updates

Review risk management arrangements

Ensure consistent support

Maintain accountability

The Lodge remains accountable for safeguarding while learners are on site and works collaboratively with schools and other professionals involved in the learner's support.

18.6 Environmental and Operational Oversight

Safeguarding extends beyond policy and includes the physical and operational environment.

Regular checks are undertaken to ensure that:

The premises remain safe and secure

Supervision arrangements are appropriate

Digital systems are secure

Routines support emotional and physical safety

Actions arising from checks are recorded and addressed promptly.

19. Compliance with the Law

The Lodge is a 1:1, part-time commissioned education support setting. It does not provide full-time education and is not a registered school.

All learners attending The Lodge remain on roll at a registered school or have education arranged by the local authority. Responsibility for their full-time education remains with the referring school or relevant statutory body.

Where tutors are provided by external organisations, they remain subject to the safeguarding procedures and oversight of their employing organisation. While delivering sessions at The Lodge, all tutors are also required to follow The Lodge safeguarding procedures and report any concerns to the Designated Safeguarding Lead. The Lodge DSL will liaise with the referring school and other professionals involved in the learner's support where necessary to ensure safeguarding concerns are managed appropriately.

To ensure continued compliance with the legal framework for unregistered settings, The Lodge:

Provides part-time sessions only

Limits attendance to a maximum of 12 hours per learner per week

Delivers support solely on a 1:1 basis

Does not provide group teaching or operate as a full-time educational setting

Supports no more than four learners on site at any one time

Maintains written commissioning agreements with referring schools

Maintains clear session schedules and accurate attendance records to evidence part-time support

These safeguards ensure that the setting operates within the Education Act 1996 and relevant Department for Education guidance relating to part-time and unregistered settings.

Operational practice is reviewed regularly to maintain full legal compliance.

19.1 Attendance and Safeguarding Concerns

The Lodge is not responsible for statutory school attendance monitoring. All learners remain on roll at a registered school or have education arranged through the local authority.

However, attendance at agreed sessions is monitored as part of safeguarding practice.

If a learner does not attend an agreed session and there are concerns about their safety or wellbeing, the Designated Safeguarding Lead will notify the referring school or the organisation responsible for commissioning or coordinating the sessions, and follow any safeguarding advice provided.

Records of attendance at scheduled sessions are maintained to support safeguarding oversight and communication with referring schools.

Where patterns of non-attendance emerge, this information will be shared with the referring school so that appropriate support or safeguarding action can be considered.

20. Links with Other Policies

This Safeguarding and Child Protection Policy should be read in conjunction with the following key documents used at The Lodge:

Health and Safety Policy

Outlines how we create a safe physical environment, assess risks, and respond to accidents or incidents.

First Aid Policy

Details procedures for responding to medical needs, emergencies, and the administration of first aid.

Fire Safety and Emergency Procedures

Sets out the approach to fire prevention, evacuation, and emergency preparedness.

Behaviour and Risk Response Policy

Describes how positive behaviour is supported, how risk is managed, and how incidents are responded to, including the use of individual regulation plans.

Complaints Policy

Explains how parents, carers, professionals or learners can raise concerns or complaints about any aspect of the setting.

Data Protection and GDPR Policy

Covers how information is collected, stored and shared securely, particularly when handling sensitive safeguarding data.

Online Safety (within this policy)

Explains how online risks, digital access and safe use of technology are managed.

Safer Recruitment (within this policy)

Sets out how safe appointment and oversight of all adults working with learners is ensured.

Appendix 1: Types of Abuse

Abuse is a form of maltreatment that harms a child's physical, emotional or psychological wellbeing. Abuse can occur in person, online, within families, in institutions, or between peers. It may be carried out by adults or by other children.

The four main categories of abuse are defined in Keeping Children Safe in Education.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or otherwise causing physical harm to a child. It can also include fabricated or induced illness.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes severe and adverse effects on their emotional development. This may include humiliation, threats, rejection, isolation, or exposure to domestic abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. This may involve physical contact or non-contact activities such as grooming, exposure to sexual content, or involvement in the creation or sharing of sexual images.

Neglect

Neglect is the persistent failure to meet a child's basic physical and emotional needs. This may include failure to provide adequate food, clothing, shelter, supervision, medical care or emotional support.

Staff should remain aware that:

- Abuse may be perpetrated by adults or by other children

- Children with SEND may face additional barriers to recognising or reporting abuse
- Abuse may occur online as well as offline

Appendix 2: Safer Recruitment and DBS Checks

The Lodge follows safer recruitment principles to ensure that adults working with learners are suitable and safe to do so.

Where staff, volunteers or tutors are engaged to work with children, appropriate checks will be completed before they begin work.

These checks may include:

- Enhanced Disclosure and Barring Service (DBS) check with children's barred list where applicable
- Identity verification
- Right-to-work checks
- Professional references where relevant
- Confirmation of safeguarding training

Where adults work on site through external organisations (for example commissioned tutors), confirmation will be obtained that appropriate safeguarding checks and safer recruitment processes have been completed by their employer.

No adult will be permitted to work with learners without appropriate safeguarding clearance.

A record of relevant checks and training is maintained by the Designated Safeguarding Lead.

Appendix 3: Allegations Against Staff and Low-Level Concerns

All concerns about the behaviour of adults working with children must be taken seriously and reported without delay.

Allegations that meet the harm threshold

An allegation may meet the harm threshold where an adult working with children has:

- Harmed or may have harmed a child
- Possibly committed a criminal offence involving a child
- Behaved in a way that indicates they may pose a risk to children
- Behaved in a way that raises concerns about their suitability to work with children

Such concerns must be reported immediately to the Designated Safeguarding Lead. The DSL will seek advice from the Local Authority Designated Officer (LADO) where appropriate.

Low-level concerns

A low-level concern is any behaviour by an adult working with children that:

- Is inconsistent with the staff code of conduct
- Falls below expected professional standards
- Causes a sense of unease or concern

All low-level concerns must be reported to the Designated Safeguarding Lead and recorded.

Recording low-level concerns helps identify patterns of behaviour and supports a culture of openness, accountability and safeguarding vigilance.

Appendix 4: Specific Safeguarding Issues

Children and young people may face a range of safeguarding risks. Staff remain alert to indicators of specific forms of harm including:

Child Criminal Exploitation (CCE)

Where children are manipulated or coerced into criminal activity, including county lines.

Child Sexual Exploitation (CSE)

Where children are exploited sexually through manipulation, coercion or exchange.

Radicalisation and Extremism

Where individuals seek to influence children towards extremist ideologies. The Prevent Duty applies.

Female Genital Mutilation (FGM)

A serious criminal offence involving the partial or total removal of female genitalia for non-medical reasons.

Forced Marriage and Honour-Based Abuse

Abuse linked to family or cultural expectations that may place children at risk.

Online Harm

Including grooming, coercion, cyberbullying, exploitation or exposure to harmful content.

Domestic Abuse

Children may be affected by witnessing or living within abusive households.

Self-Harm or Suicidal Ideation

Any concerns relating to self-harm or suicidal thoughts must be treated as safeguarding concerns.

Child-on-Child Abuse

Abuse between children must be taken as seriously as abuse perpetrated by adults.

Where concerns arise, the setting follows Coventry Safeguarding Children Partnership procedures and seeks advice from relevant agencies where required.

Appendix 5: Lone Working and Safeguarding

Nature of the Setting and Safeguarding Context

The Lodge operates as a small specialist setting providing part time, one to one educational support for a limited number of learners. Sessions are carefully scheduled to ensure that appropriate safeguarding supervision arrangements are always maintained.

Learners attend for individual sessions rather than group teaching, and session schedules are organised so that more than one adult is present within the building while learners are on site. This structure supports a calm and personalised learning environment while ensuring that safeguarding expectations, supervision and accountability remain clear and consistent at all times.

Principle

The Lodge is committed to maintaining a safe, transparent and accountable environment for both learners and adults working within the setting. Lone working arrangements are carefully managed to reduce safeguarding risk and to ensure that children are always supported within a supervised environment.

As a core safeguarding rule, no adult will ever be alone on site with a learner at The Lodge.

This principle protects both children and adults and reflects best practice guidance for safeguarding and safer working with children.

Supervision Arrangements

When learners are present on site, there will always be at least two adults within the building. These adults may include the setting lead, visiting tutors, or other authorised professionals working within the setting.

This arrangement ensures that:

- adults are not placed in situations where they are working alone with a child
- learners remain in a safe and appropriately supervised environment
- safeguarding transparency is maintained at all times
- staff can access support if a safeguarding or behavioural concern arises

Adults should remain aware of where other adults are within the building and ensure that learning spaces remain appropriately visible and supervised.

Working Alone in the Building

An adult may be in the building alone only when no learners are present.

This may occur during times such as preparing the learning environment, completing administrative work, setting up resources, or working between scheduled sessions.

When working alone in the building, adults must:

- ensure the premises are secure
- carry a charged mobile phone
- sign in and out of the building where a system is in place
- follow lone working guidance within the Health and Safety Policy
- report any incidents, concerns or unexpected events to the Designated Safeguarding Lead

These arrangements support staff safety and reduce safeguarding risk.

Professional Boundaries

All adults working at The Lodge must maintain clear professional boundaries with learners at all times. The supervision arrangements described in this appendix help ensure that interactions between adults and learners take place in an open and accountable environment.

Adults should avoid situations where they are isolated with a learner in hidden or closed areas of the building. Where appropriate, doors should remain open and activities should take place in visible learning spaces.

Responding to Concerns

If an adult becomes aware that lone working arrangements have been compromised, or that a situation has arisen where an adult may be alone with a learner, this must be reported immediately to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will review the circumstances, record the concern where appropriate, and take any necessary steps to ensure that safeguarding arrangements continue to be maintained.

Relationship to Other Policies

This appendix should be read alongside the following documents used within the setting:

Health and Safety Policy

Safeguarding and Child Protection Policy

Staff Code of Conduct

Behaviour and Risk Response Policy

Together these documents set out the safeguarding expectations and professional standards required of all adults working with learners at The Lodge.