Safeguarding Policy

Introduction

The Watershed is a registered charity committed to the safeguarding of all children, young people and adults at risk with whom it has contact.

Watershed resident organisations deliver arts projects in educational and community settings involving people of all ages and abilities in workshops and performances. Individual practice organisations also maintain their own safeguarding and child protection policies. This document refers to work that:

- Is delivered by practice organisations: Impossible Arts, Watershed Workshops, Underwraps Music
- Takes place in outreach venues and at our base, The Watershed.
- Is delivered by other organisations in the Watershed

The key objectives of this policy are:

To explain the responsibilities to users of the building and their staff, workers, volunteers, management committee members and trustees have in respect of safeguarding children and adults at risk.

To provide organisations, workers, staff, volunteers, management committee members and trustees with an overview of child and adult safeguarding.

To provide a clear procedure that will be implemented where a child or vulnerable adult safeguarding issue arises.

Watershed Workshops core team is based at:
The Watershed
Bridge Street
Slaithwaite
HD7 5JN

Charity Number: 1094768

By annually updating this Policy, we aim to maintain practice in line with the current National Youth Agency Safeguarding Standards for the youth sector and relevant legislation and statutory guidance.

Purpose of the Policy

Watershed Workshops has a duty of care to promote the wellbeing of and safeguard from harm all children who are involved in its activities. All children have a right to protection.

Watershed Workshops believe that*:*

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
- Staff and volunteers should be clear on how to respond appropriately

Definitions

2026 safeguarding update: This policy has been reviewed against the current Working Together to Safeguard Children 2026 guidance, Keeping Children Safe in Education 2026 as a relevant benchmark for education-linked work, current safeguarding information-sharing guidance, and the September 2026 changes to regulated activity with children. Watershed Workshops will keep its procedures under review as legislation and guidance continue to develop.

A child is a child before their birth (i.e. during pregnancy) and until their 18th Birthday.

Safeguarding children refers to the protection of children and young people from abuse or neglect. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Definitions are informed by Working Together to Safeguard Children 2026 and should be read alongside current statutory guidance.

There is a duty placed on public agencies under the Human Rights Act 1998 to intervene to protect the rights of citizens. Also, the Children Acts 1989 and 2004 make it clear that the welfare of the child is paramount, and everyone involved in the care of children has the responsibility to protect those children from harm.

Legislation sets out 4 categories of child abuse:

1) Physical Abuse
2) Neglect
3) Sexual Abuse
4) Emotional Abuse (see Procedures for full definitions)

Full definitions in Appendix 2

Who does the term ‘staff’ refer to?

Where this policy or the associated procedures refer to ‘staff’ this includes anyone engaged or employed by Watershed Workshops either through the payroll, on a freelance basis as a project worker, manager, or a volunteer, including Trustees. It refers to anyone engaged in a formal capacity to ensure the delivery of activities or to deliver projects

directly linked to children, young people and adults at risk on behalf of Watershed Workshops.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Female genital mutilation (FGM)
- Grooming and exploitation
- Trafficking and modern slavery
- Exposure to or infliction of domestic abuse
- Bullying or cyber bullying
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging with activities without adequate supervision
- Abusive behaviour in intimate or teenage relationships, coercive control, child sexual abuse, group-based exploitation and other emerging or contextual harms

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for Watershed Workshops. We are committed to ensuring that any child who comes into contact with our service is properly safeguarded. Every person under this policy must ensure that they make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at Watershed Workshops to have read, understood and adhere to our safeguarding procedures.

Every person under this policy holds responsibility for:
Safeguarding is everyone's responsibility. All decisions should be child-centred, with the welfare and best interests of the child as the primary consideration. Concerns should be reported without delay and no one should wait to be certain that abuse has occurred before seeking safeguarding advice.

- Valuing, listening to and respecting all children
- Remaining alert and aware of possible safeguarding risks to children

· Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)

· Taking positive steps to maintain the safety and wellbeing of children

· Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

· Acting appropriately in the presence of children

· Maintaining professional boundaries

· Not taking any inappropriate risks

· Not smoking, drinking or taking any form of illicit substances in the presence of children who are unsupervised.

· Adopting this policy and adhering to our associated procedures and code of conduct for staff

· Ensuring we have a safer recruitment process for every person recruited by Watershed Workshops and ensuring all the applicable checks are made.

· Providing effective management of staff and volunteers through supervision, support and training

· Ensuring organisations we contract, or partners, have appropriate safeguarding policies and procedures in place

· Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties

· Reviewing this policy and procedures and updating as appropriate.

· Reporting concerns expeditiously and appropriately, in line with child protection procedures

· Understanding the duty to report specific concerns (and understanding how these interplay with confidentiality)

Designated Safeguarding Lead

Any question, report or concern in relation to the safeguarding of children should be shared with one of our Designated Safeguarding Leads (DSLs).

CURRENT SAFEGUARDING CONTACTS – OCTOBER 2026

DSL: Rebecca Winwood
Email: safeguarding@thewatershed.org.uk

DSL: Gill Burton
Email: safeguarding@thewatershed.org.uk

Confidentiality and Data Protection

All personal information we may process relating to children shall be processed and stored in accordance with our data protection privacy policy.

Information will be shared on a lawful, necessary and proportionate basis where this is required to safeguard a child or adult at risk. Data protection and confidentiality must not be used as a reason to avoid sharing safeguarding information when there is a lawful basis and a safeguarding need. Watershed Workshops will have regard to the current statutory information-sharing guidance, including the information-sharing duty that came into force on 30 September 2026 where it applies.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Lead should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Lead as soon as reasonably practicable and by no later than the end of the same day (see appendix 1).

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- Listen calmly and carefully, showing that their views are taken seriously
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children and asking probing, intrusive and/or leading questions
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Lead and any subsequent safeguarding referral)
- Make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- Refer all information to the Safeguarding Lead as soon as reasonably practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Lead shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services Department or LADO (Local Authority Designated Officer).

In the absence of the Designated Safeguarding Leads, the person reporting a concern should seek advice from Kirklees Council's Duty and Assessment Team in Children Services.

Reporting Concerns About Other Adults

Watershed Workshops will monitor the implementation and commencement of any new statutory reporting duties arising from the Crime and Policing Act 2026 and will update its safeguarding procedures and training when relevant duties and guidance come into force.

Where any person has a concern regarding the conduct of an adult connected to Watershed Workshops, which poses or may pose a safeguarding risk to children such as:

Concerns about staff, volunteers, trustees, freelancers or contractors should be reported even where the concern appears low-level or minor. The organisation will consider the concern in line with its safeguarding procedures and relevant local authority arrangements.

· Harming a child either physically or emotionally

· Exposing a child to behaviour which may cause physical or emotional harm

· Engaging in criminal activity concerning a child

This must be raised in the first instance with the Designated Safeguarding Lead (or where this is not appropriate, the Chair of Trustees, Sally Scott) who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with Watershed Workshops.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to Watershed Workshops will include either:

· Further initial enquiries

· Escalation to the Children's Social Care and the Local Authority Designated Officer (LADO) for assessment and/or the police for investigation

· Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within Watershed Workshops. A referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation. Any person with Watershed Workshops who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Designated Safeguarding Lead. On certain occasions, such a meeting may not be covered until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from Watershed Workshops who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from Watershed Workshops who makes an allegation against another person within Watershed Workshops shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquires, investigations and decision making.

Prevent

Prevent is part of CONTEST, the **Government's Counter Terrorism strategy**. It aims to stop people becoming terrorists or supporting terrorism. The Prevent strategy has three main objectives:

· to respond to the ideological challenge faced from terrorism and aspects of extremism, and the threat faced from those who promote these views

· to provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support

· to work with a wide range of sectors where there are risks of radicalisation that needs to be dealt with

As part of the Prevent Strategy, Watershed Workshops has a duty to have “due regard to the need to prevent people from being drawn into terrorism”.
The Prevent Duty: Guidance for further education institutions in England and Wales (2015) defines our role as helping prevent people being drawn into terrorism (violent and non-violent extremism), which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Extremism is defined in the Prevent Strategy as: “vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”
Prevent also encourages promotion of the nine protected characteristics under the Equality Act 2010 (age; disability; gender reassignment; marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex; sexual orientation).

If an individual is identified as vulnerable to extremism, they would be referred through the Channel process. This process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

Safer Recruitment
Watershed Workshops aims to do everything possible to minimise the risk of involving unsuitable people in our work with children.
All staff and volunteers will have clear role descriptions which will be assessed for regulated activity.
From 1 September 2026, the supervision exemption for regulated activity with children was removed. Watershed Workshops will assess roles against the current definition of regulated activity, including the frequency and nature of teaching, training, instructing, caring for or supervising children. Where a role meets the regulated-activity criteria, the appropriate Enhanced DBS check with Children’s Barred List information will be obtained where legally eligible and required for the role. Supervision alone will not be relied upon to avoid the appropriate level of DBS check.
We will carry out safer recruitment practices for all volunteers and staff including adverts which explicitly state the importance of child safeguarding to the organisation, an application form which also clearly states the importance, obtaining good quality references, undertaking interviews and probationary periods for any relevant positions.

Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks, in accordance with the relevant legislation and current DBSguidance, shall be undertaken for all paid staff and volunteers whose roles are eligible for checks, particularly those working with children, young people or adults at risk in regulated activity. DBS eligibility will be assessed for each role and reviewed whenever a person’s role, responsibilities, or the nature or frequency of their work with children or adults at risk changes.

From 1 September 2026, the supervision exemption for regulated activity with children no longer applies. Where a role constitutes regulated activity with children,

an Enhanced DBS check with Children's Barred List information will be required, where the role is eligible. Watershed Workshops will not knowingly permit any person who is barred from regulated activity with children to undertake such activity.

DBS checks should be reviewed annually, with staff and volunteers encouraged to join the DBS Update Service wherever possible to support ongoing status checks. Where Watershed Workshops considers it necessary and appropriate to remove an individual from a role involving regulated activity under the relevant legislation, it will fulfil its legal obligation to refer that individual to the Disclosure and Barring Service where the referral criteria are met.

Training

All staff, trustees and volunteers will undertake the Kirklees Safeguarding Children Partnership's (KSCP) Awareness of Child Abuse and Neglect e-learning course every 3 years – this is recommended as a minimum. Further training will be dependent on roles.

The DSLs will undertake appropriate Kirklees safeguarding training, including the Kirklees Working Together to Safeguard Children Foundation Course and refresher training in line with current local requirements.
Watershed Workshops will utilise the KSCP website for key safeguarding training courses: https://www.kirkleessafeguardingchildren.co.uk/

Safeguarding Children and Adults at risk at Watershed Workshops.

Responsibilities and Planning

Although the DSL will hold ultimate responsibility for overseeing the safety of children present at Watershed Workshops, all individuals under this policy must also play an active role in always ensuring the safety of children.
Where a certain type of event, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion as part of the Risk Assessment process. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.
Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us.

Venues

The location of any events, activities and trips which are held by us shall always be risk assessed properly in reference to the suitability and safety of children. Fire and safety procedures shall be made clear to all those involved.

First Aid

As part of its support to the community youth work sector, Watershed Workshops will provide appropriate training to members as well as any core Watershed Workshops staff who are engaged in direct delivery with young people.
Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Lead as an Incident.

Consent Forms

We shall always obtain written consent from a parent or guardian when a child is participating in any activity run by Watershed Workshops.

Consent will be obtained via:
· An online/written registration and consent form.
· Consent forms will include emergency contact details and will capture any specific additional needs that children have.
· All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.
· The DSL will be responsible for making decisions about sharing information with external agencies including the police and local authority.

Watershed Workshops is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records will be factual, accurate and legible and include a date, time and signature.

Supervision
For most activities and events, our procedure for supervision of children is as follows:

Watershed Workshops will adhere to the NSPCC recommendation of having at least two adults present when working with or supervising children as well as a 1:10 ratio. Watershed Workshops will take additional precautions when working with children and young people who have special educational needs or disabilities (SEND), more supervision than the minimum ratios above may be required. These arrangements are minimum operational safeguards and do not determine whether a role is regulated activity for DBS purposes. Supervision arrangements must be risk assessed and adapted for the activity, venue, age and needs of the children involved.

Wherever a child attends our premises alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Early Support
Safeguarding is also about prevention and recognising when a family may benefit from Early Support, providing interventions to build resilience amongst children, young people and their families – particularly those that may be vulnerable. Where appropriate we will support families to access support from Kirklees Council's Early Support Service as well as Early Support Partners such as Thriving Kirklees https://www.thrivingkirklees.org.uk/

Online Safety
Watershed Workshops will ensure that the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices within our activities or services.

Watershed Workshops will comply with the Online Safety Act 2023 and relevant current online safety guidance, with particular regard to protecting children and young people from sexual exploitation, abuse and other online harms.

Watershed Workshops believe that children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

Watershed Workshops recognise that:

· the online world provides everyone with many opportunities; however, it can also present risks and challenges we have a duty to ensure that all children, young people and adults involved with Watershed Workshops are protected from potential harm online

· we have a responsibility to help keep children and young people safe online, whether or not they are using Watershed Workshops's network and devices

· working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

· all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Watershed Workshops will seek to keep children and young people safe by:

· providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults and social media policy

· supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

· supporting and encouraging parents and carers to do what they can to keep their children safe online

· developing an online safety agreement for use with children / young people and their parents or carers

· developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person

· reviewing and updating the security of our information systems regularly

· ensuring that usernames, logins, email accounts and passwords are used effectively

· ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

· ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given

· providing supervision, support and training for staff about online safety

· examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

Keeping children and young people safe when delivering youth work online:

· When relying on consent, we make sure that the child or young person understands what they are consenting to, and we do not exploit any imbalance of power in the relationship between us.

· Watershed Workshops will always have parents'/guardians' consent for children and young people to take part in the online session and request that parents/guardians are present whenever possible.

· Watershed Workshopswill use software/technology that allows private communications between staff and young people.

· If the child or young person is below the age of 13, then almost all online platforms will require their parents/guardians to sign in on their behalf or authorise their accounts.

· Watershed Workshops will only have one on one communications online with children or young people where parents'/guardians are present and/or with another member of staff.

· All online sessions delivered with Watershed Workshops will only run with enough staff members in each virtual environment depending on the numbers of young people involved.

· Watershed Workshops staff, volunteers , trustees will avoid using personal social media to engage in remote sessions and will not share personal details with young people over any communication platform.

· Watershed Workshops will ensure that appropriate support information, such as crisis information or 24-hour support, is easily available to children and young people.

· Ensure you have in advance the child or young person's consent to send information such as crisis support, and where you can send this information safely.

· Have a plan in place if a child or young person were to indicate an intention to significantly harm themselves and cut-off sessions.

· conversations with parents, carers, children and young people should emphasise the importance of a safe online environment, which amongst other things, means keeping any passwords and credentials safe.

· Concerns about online abuse or inappropriate behaviour should be reported to the DSL or the NSPCC helpline on 0808 800 5000 or email at help@nspcc.org.uk.

Watershed Workshops meeting with members, partners or others online:
· Where possible, use a password or request permission for people to enter your meeting, this may help prevent unwanted access to your online meetings.

· Watershed Workshops will always make it clear to others if they are recording or saving any chat pages, or keeping a record of personal data (e.g. email addresses) and how this information will be used after the meeting.

· GDPR will always be considered when screen sharing or sharing information with others

Managing the Behaviour of Children Generally
Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:
· Treat each child fairly and equally

· Approach the situation in a calm and neutral manner

· Only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the child or others.

· Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.

· Make a written record of the incident and ensure this is reported appropriately to the Safeguarding Lead.

Managing Risks Posed by Other Children

It is important for all adults engaged by Watershed Workshops to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

· Repeated; and

· Has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

· Physical harm perpetrated against another child

· Name calling and threats

· Cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by Watershed Workshops will be recorded as an Incident and will be passed to the DSL.
All steps in relation to the prevention or management of bullying should be taken in consultation with the DSL through Supervision.

Photography

On some occasion, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

· The potential for images to be re-used, shared or adapted in a damaging or inappropriate manner

· The general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

· Always ask for written permission from a child and their parent/guardian before taking and sharing any image of them.

· Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared.

· Always ensure that a child's identity is protected as far as possible with any published material.

· Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain

from doing so unless they have permission of the other children and their parent/guardian.

· Always store photos in accordance with our GDPR policy

Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parent, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

· Images of other children should not be shared on social media without permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian.

· Images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Other Policies

Key safeguarding guidance informing this policy (current at October 2026): Working Together to Safeguard Children 2026; Keeping Children Safe in Education 2026 where applicable to education settings; current Information Sharing statutory guidance; current DBS guidance on regulated activity with children; and the National Youth Agency Safeguarding Standards for the youth sector.

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- GDPR Policy
- Working Practices Policy
- Equality, Diversity and Inclusion Policy
- Volunteer Policy

Watershed Workshops Policies and Practice

Signed Sally Scott (Chair) Date: 8th October 2026

On behalf of the Trustees at Watershed Workshops

To be reviewed on October 2027

Version 3: October 2026

Version 2: October 2025

Version 1: October 2024

APPENDIX 1

Watershed Workshops - Safeguarding Children Procedures

It is responsibility of the Watershed Workshops Designated Safeguarding Lead, Rebecca Winwood and Gill Burton to ensure that the safeguarding procedures are adhered to and to support staff/stakeholders/volunteers/trustees in upholding their professional conduct.

Safeguarding Procedures

· If a child, young person or adult at risk is in immediate danger, then you must ring the Police (and/or ambulance service) on 999. This is the only time you should act without needing to speak to the lead officer in your organisation first.

· The Designated Safeguarding Lead is Rebecca Winwood and Gill Burton, and all concerns must be referred to these persons. (This includes if you have had to telephone the Police because a child or young person was in immediate danger, and you were unable to speak to the lead officer at the time).

· The Safeguarding Report Form (Appendix 3) should be used by Staff/Volunteers to report safeguarding concerns relating to children. All the information provided must be treated as confidential and reported to the DSL within one working day (or sooner if that is what you have decided).

· If Staff/Volunteers are unable to contact the DSL then use the contact numbers at the end of the form.

· The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made to you, but after all necessary emergency actions have been taken.

· Remember staff/volunteers must make clear to the child/ young person that they cannot guarantee confidentiality.

You must:

- ✔ **Call the police and/ or an ambulance if the child / young person is in immediate danger.**
- ✔ **Listen carefully to what you are being told and reassure the child that you are taking what they say seriously**
- ✔ **Tell your manager what has happened**

You must not:

- **Touch or clear away evidence**
- **Interrupt the child/young person or ask "leading questions"**

- **Make assumptions.**
- **Promise absolute confidentiality. Or agree to keep it a secret**
- **Attempt to investigate the allegation yourself.**
- **Contact the alleged abuser**
- **Discuss the allegation with other staff/volunteers**

Please note:

It is your duty to report concerns or disclosures of abuse.

It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.

Watershed Workshops is not a statutory agency and has no right to undertake investigations into concerns regarding Child Protection. Referrals should be directed to the appropriate local Children Social Care Contact Centres.

Review of Procedure

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Details of safeguarding contacts in Kirklees

In an event where the DSL is unavailable and you have a concern that a child in Kirklees is being abused or mistreated, or you have concerns about a child's well-being, you should call and speak to someone on one of the following numbers:

Kirklees Front Door to Children's Services

01484 414960

NSPCC Helpline: 0808 800 5000

NSPCC email: help@nspcc.org.uk

Worried about a child? - KSCP (kirkleessafeguardingchildren.co.uk)

Childrens Service Duty and Advice Team

APPENDIX 2

DEFINITIONS (Informed by Working Together to Safeguard Children 2026: statutory guidance)

Children
Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Adults at Risk
An **adult at risk** is any person aged 18 or over who may be unable to protect themselves from abuse, neglect, or exploitation due to circumstances such as:
- Physical or mental disability
- Age-related frailty or chronic illness
- Cognitive impairment or learning difficulties
- Reduced personal capacity due to psychological distress or other vulnerabilities

Safeguarding and Promoting the Welfare of Children
Defined for the purposes of this guidance as:
a. protecting children from maltreatment
b. preventing impairment of children's health or development
c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
d. taking action to enable all children to have the best outcomes

Child Protection
Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse
A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

Physical Abuse
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse
The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or

inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse
Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect
The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
b. protect a child from physical and emotional harm or danger
c. ensure adequate supervision (including the use of inadequate care-givers)
d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism/ Prevent
Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the

mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.
The Kirklees Prevent Strategy tackles all forms of extremism and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

Local Authority Designated Officer (LADO)
County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

County Lines
As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Crime Exploitation
As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation
Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

Signs of Abuse
· Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
· A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
· Someone else (child or adult) expresses concern about the welfare of another child.
· Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.

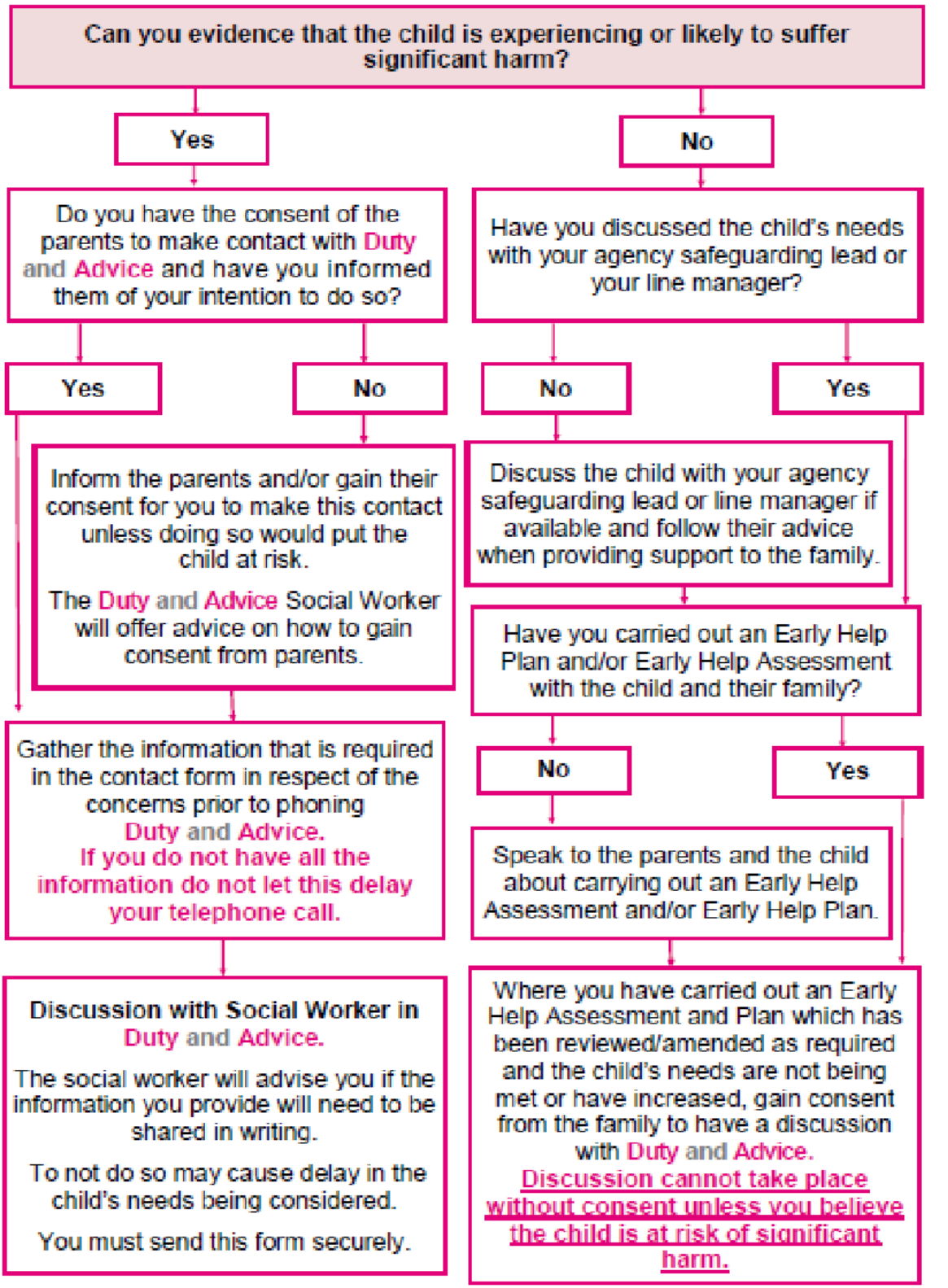
· Inappropriate sexual awareness or sexually explicit behaviour.
· Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
· Difficulty in making friends
· Eating disorders, depression, self-harm or suicide attempts.
· Deterioration in health or appearance including loss of weight.
· Unexplained loss of money or material goods (financial abuse)
· Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
· Fear or anxiety

This is not an exhaustive list of possible indicators of abuse

Appendix 3

Flowchart

Before contacting the Duty and Advice Team and completing a contact form, please answer the following



Appendix 4

Safeguarding Report Form

Name of Duty and Advice Worker you have spoken to:	

1. Child information		
Last name:	First name:	Any other names used:
DOB or EDD (DD/MM/YY):	Gender:	Ethnicity:
Does the child have a disability? Yes No If yes, please provide details		
Is English their first language? Child Yes No Parent Yes No	If no, please specify preferred language:	
Are there any additional communication needs within the family? If so what support is needed		
Present School:	Preschool:	Children's Centre:
Unique Pupil Number (UPN):	NHS Number:	

Present Address:	Previous address (if from outside Kirklees or at present address less than one year):
Home telephone:	Mobile telephone:

Is the child being looked after by someone other than their birth parents? Yes No If yes, give details of who they are being looked after by, the relationship to the child, when this arrangement commenced and how long it is intended to go on for

2. Consent or informing the parent and others **Please refer to the consent guidance on Page 1. Kirklees Duty and Advice Team are unable to progress any referral without consent, unless this would place a child at risk of significant harm.**		
Have you informed the parent or carer and child or young person that you are making this contact? *Parent or Carer - Yes No* *Child or young person - Yes No*		
Has consent been given for this contact? Verbal consent? Written consent? If no, please tell us why not.	Yes Yes Yes	No No No
Who gave consent?		

3. What is the reason you have contacted Duty and Advice today?
What are the key risks and concerns – be specific about these – what, when, how, to what extent etc. What evidence do you have to support this? Being specific about your concerns will save time later. Include information about: ● The child's developmental needs ● The capacity of their parents to meet these needs ● Details of the child's environment relevant to this contact ● Details of any injury or disclosure that you have become aware of or details of chronically neglectful circumstances and what actions if any have already been taken
Do you suspect that the child may be in need of support? Yes No Give details:
What is going well despite these risks and concerns?
What are the strengths or the protective factors in the family
What needs to change for the child so that the risk to them is reduced?
What have you or someone else done already to reduce the risks? (Give details of Early Help Assessments and Plans in Section 3 below)

4. Have you sought advice from your agency safeguarding lead or line manager?

Yes:	No:
If yes, what advice did they give you?	
Give details of the name, role and contact details of who gave this advice (safeguarding lead or line manager)	
Give details of what happened when you followed this advice	

5. Have you initiated or completed an Early Help Assessment and / or Plan	
Yes:	No:
If yes, attach the relevant documents with this form	
Ref. number:	If no, state reasons why not undertaken:
Name of Lead Practitioner:	
Contact details:	
Have you discussed this contact with the Lead Practitioner? Yes No Details	

6. Additional information about the child or young person

Household members	Relationship to child	DOB DD/ MM/ YY	School/ preschool	Does this person hold parental responsibility ?
Other significant adults	Relationship to child	DOB DD/ MM/ YY	Address	Does this person hold parental responsibility ?

Are you aware of any previous social work involvement? Yes No

If yes, provide details:

Was this in Kirklees? Yes No
If no, where was it?

7. Details of person making the contact – This section must be completed in full	
Name:	Agency / Name of Organisation:
Role / position in agency / job title:	
Address:	
Email address:	Contact no:
Signature:	Date of contact made:

8. Other practitioners involved with the family

Please note details of any workers currently involved with the family:

Practitioner name	Job Title / Role	Agency	Phone no/ contact details
	GP		
	Health visitor if child under 5		

For example: school or early years setting, Police, particular Heath agency, third sector organisation, probation service, or youth service.

9. Are you concerned that the child/young person is at risk of Child Sexual Exploitation?	
Yes:	No:

10. Additional information

If you have additional information to further support the contact, please provide this below or on an additional sheet.

11. What to do next

Following your verbal contact with Duty and Advice you need to send this completed form to them immediately and securely.

To do this you should email it to: DutyandAdvice@kirklees.gov.uk

Anyone contacting Duty and Advice who has a kirklees.gov.uk email account does not need a secure email account to do so. Other agencies have secure email accounts and should use these when sending the form in. These include: health (nhs.net); Police (.pnn); and Probation (.gsi).

Practitioners from the third sector and schools may not have secure email accounts. In order to ensure that the information is sent securely, Duty and Advice Team will advise on how to do this.

Practitioners should send a copy of the completed form to their own agency Safeguarding lead (as available) and / or line manager and ensure a copy is saved in the relevant adult / child records in that agency.

Where practitioners have contacted the Duty and Advice Team for advice/information they should action the advice that has been offered.

12. What to expect next

Following the contact and the receipt of this form by email, Duty and Advice Team will decide on a course of action. An automatic reply email will be sent to confirm that an email has been received by Duty and Advice at the Front Door.

Practitioners involved with a child or family can phone the Duty and Advice Team on:
01484 414960 between 8.45am to 5.15pm.

If you feel that a child is immediately at risk please contact the Police on 999.