



Safeguarding Policy

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It is the responsibility of The Meadow to ensure the safety and welfare of children whilst in our care. We are committed to ensuring, through awareness and good practice, that the risks to children are minimised.

All staff are well informed, with relevant safeguarding knowledge, qualifications, or through attending training to ensure they can identify the signs of abuse and promote the safeguarding of children. We are familiar with the South West Safeguarding and Child Protection Procedures website, which gives full information on the signs and symptoms of abuse and how to respond.

This policy follows Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026. It should be read with our Child Protection Policy, which sets out our procedures in full.

Designated Safeguarding Lead

Our Designated Safeguarding Lead (DSL) is **Bon O'Hara**, who holds Level 3 Designated Safeguarding Lead training. All safeguarding concerns are reported to the DSL. If the DSL is not available, concerns are reported to **Claire Imhasly** (Manager and Director), and no one should delay a referral to children's social care if a child is at risk.

Safeguarding Procedure

All staff receive safeguarding training as set out in our Safeguarding Training Policy, and the DSL keeps the team up to date.

We are aware of the signs and symptoms of child abuse: physical, emotional, sexual, and neglect.

We would discuss concerns with parents at the earliest opportunity (unless we believe this puts the child at risk of harm) and record our discussion.

If after this discussion we remain concerned, we will make a referral to Bath & North East Somerset Children's Social Work Services on 01225 396111 (8.30am–5pm Monday to Thursday, 8.30am–4.30pm Friday), or to the Emergency Duty Team on 01454 615165 out of hours. We would normally inform parents that we have done this and would record this referral.

We can also contact Children's Social Work Services for advice on whether to make a referral if we are in doubt.

For young people placed with us by a school or the local authority, the DSL will also inform the commissioning school's Designated Safeguarding Lead (or the placing officer) the same day.

If an allegation is made against a member of staff, a volunteer or anyone else working or living alongside the children in our care, we will follow our Child Protection Policy, contacting Children's Social Work Services if a child appears to have been harmed or is at risk of significant harm. We will

also contact the Bath & North East Somerset Local Authority Designated Officer (LADO) on 01225 396810 or LADO@bathnes.gov.uk within one working day.

We only share concerns and records with those who need to know, unless a child's safety, or the safety of a member of staff or their family, requires wider sharing.

We are also aware of the need to monitor for child-on-child abuse.

We are also responsible for children's safety online while they are with us. The most important protection is education, supported by supervision and, where appropriate, parental controls on devices.

The Use of Mobile Phones and Cameras

We are aware that phone cameras, and photographs in general, can be used inappropriately and we will supervise or veto, if necessary, the use of any mobile phone or camera within the vicinity of the children attending The Meadow.

We will seek permission from parents to take photographs of their children's experience, and make it clear how we take and share those photographs.

Staff & Assistants

The Meadow recruits facilitators and assistants safely, following our Safer Recruitment and Selection Policy: references, employment history, records of qualifications, identity checks and an interview.

All supervising adults are checked against the Disclosure and Barring Service (DBS) with an enhanced check, including the children's barred list, to determine whether they have any criminal convictions that may make them unsuitable to work with children. Only people with suitable DBS disclosures will be employed by The Meadow. Our staff are registered with the DBS Update Service, and we check their status regularly.

The Meadow maintains an up to date knowledge of safeguarding issues and understands the procedure to be followed in the event of any concern being raised. Staff will be supported to discuss any issues concerning a child's well-being.

Visitors & Volunteers

There may be occasional visitors to The Meadow, such as prospective families or other groups, for the purpose of training, skill sharing, volunteering or work experience. The identity of any visitor will be established and children will never be left unsupervised with a visitor.

Regular volunteers who work with children unsupervised (regulated activity) have an enhanced DBS check with a children's barred list check before they start. Volunteers who are always supervised have an enhanced DBS check without the barred list check, in line with Keeping Children Safe in Education 2026. Occasional visitors without a DBS check are never left alone with children.

The Prevent Duty

This is a safeguarding responsibility to protect children/teenagers from being radicalised into a criminal act of violence, or from being affected by the radicalisation of those around them (Prevent duty guidance, 2023).

There isn't a single way of identifying an individual who is being radicalised; but causes of concern could be someone who is viewing extreme, violent propaganda online or expressing extremist views

which may lead to an act of terrorism. We will be alert to changes in children's behaviour or circumstances which could indicate that they may be in need of help or protection.

If we observe any behaviour of concern, the DSL will make a referral to Children's Social Work Services on 01225 396111 (or 01454 615165 out of hours) and to Avon and Somerset Police on 101, who will pass it to the Prevent team.

Disclosures, Recording & Reporting

Appropriate steps will be taken where concerns arise regarding the safety of children and incidents or concerns will be reported to the DSL the same day.

We will ensure that disclosures are responded to sensitively and appropriately, in line with current best practice. This means adults will:

- Take seriously any concerns raised by adults or children;
- Take positive steps to ensure the protection of children who are the subject of any concerns;
- Support children, staff or other adults who raise concerns or who are the subject of concerns;
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation;
- Listen to and take seriously the views and wishes of children;
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children.

Disclosures may happen directly or indirectly, and will be recorded on the same day by the adult who witnessed the disclosure. It must include the date and time of the disclosure, the child's name, and the witness's signature to state that the document is a true and accurate reflection of the disclosure.

A direct disclosure means that a child has told a witness in person about an incident of abuse. An indirect disclosure may occur when a child is overheard talking or seen, through role play or re-enactment, acting in a way that suggests they may be the victim of abuse.

Children must not be questioned about disclosures, and adults should respond sympathetically, never in disbelief or shock. Adults should never promise to keep secrets – it is best to tell the child that you will tell 'only the people you think that will be able to make sure you are safe'.

Key contacts

Who	Contact
Designated Safeguarding Lead	Bon O'Hara
Manager and Director	Claire Imhasly · themeadowbath@gmail.com · 07411 865399
B&NES Children's Social Work Services	01225 396111 or 01225 477929 (8.30am–5pm Mon–Thu, 8.30am–4.30pm Fri)
Emergency Duty Team (out of hours)	01454 615165
B&NES LADO (allegations against adults)	01225 396810 · LADO@bathnes.gov.uk
Police	999 in an emergency · 101 non-emergency

Reviewed: October 2026 · **Approved by:** the Directors of Meadow Learning CIC · **Next review:** October 2027, or sooner if law or guidance changes