



**LEICESTERSHIRE COUNTY COUNCIL**  
**CORPORATE RESOURCES**

**SAFEGUARDING / CHILD PROTECTION POLICY**

**FOR**

**BEAUMANOR ACTIVITIES AND BEAUMANOR HALL**

**January 2026**

**Name of Establishment:-**

**Beaumanor Activities and Beaumanor Hall  
Leicestershire County Council  
Beaumanor Drive  
Woodhouse  
Leicestershire  
LE12 8TX**

**This policy is reviewed at least annually by the Centre Operations Manager and the Senior Instructors, and was last reviewed on: 05/01/2026**

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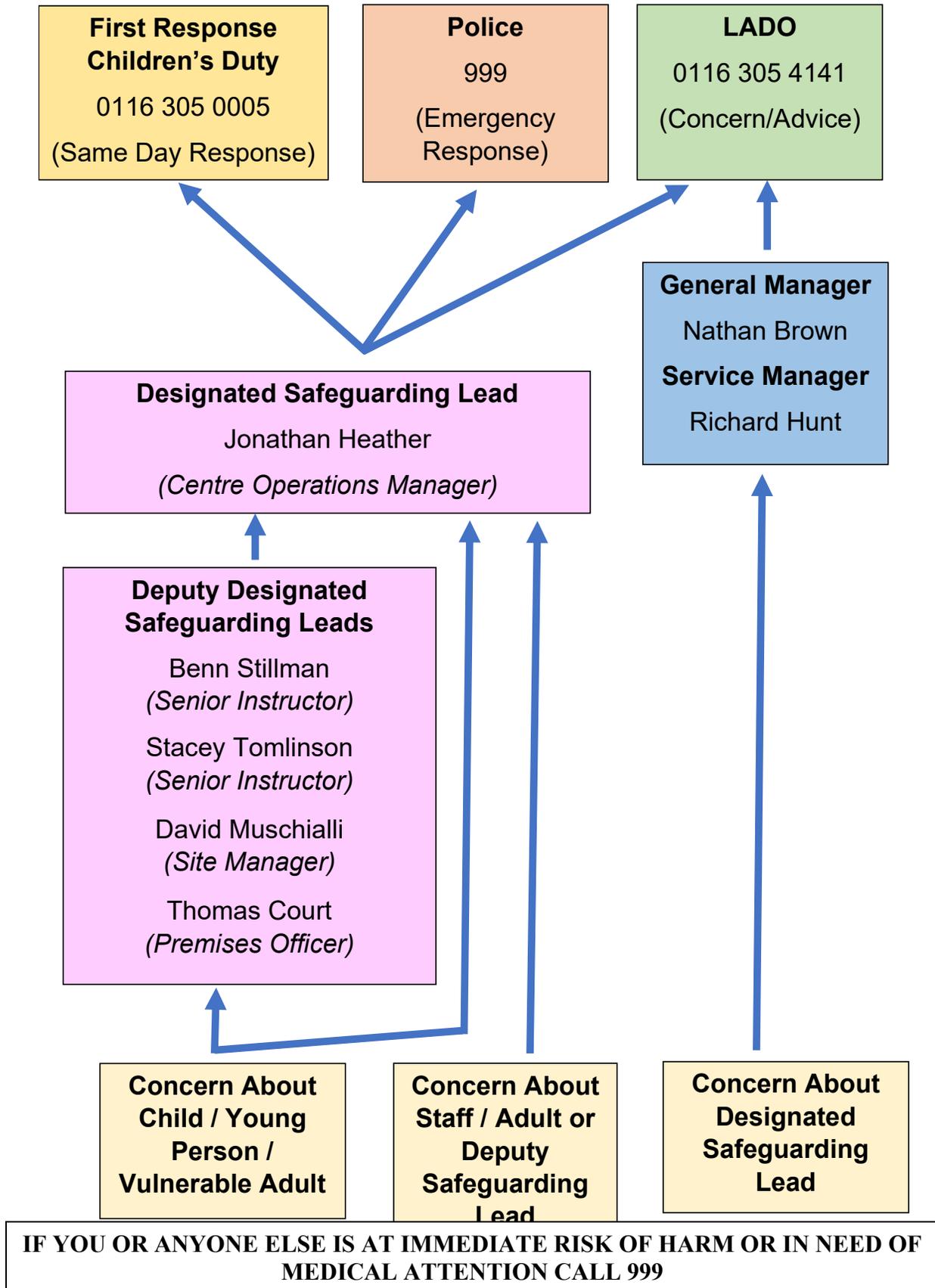
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## Safeguarding Reporting Procedure



# 1 Introduction

1.1 Beaumanor Activities and Beaumanor Hall fully recognises the contribution it can make to support children, young people, and vulnerable adults and to protect them from harm. The aim of the policy is to safeguard and promote our childrens welfare, safety and health by fostering an honest, open, caring and supportive climate. The childrens, young people and vulnerable adults welfare is of paramount importance.

1.2 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in Children Act 2004, Protection of Children Act 1999, and Safeguarding Vulnerable Groups Act 2006.
- the obligations set out in the guidance for “*Working Together to Safeguard Children*”, 2023. [https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)
- the Leicestershire and Rutland Safeguarding Children Partnership - Multi-Agency Safeguarding Arrangements

1.3 There are four main elements to our Safeguarding / Child Protection Policy:

- **Prevention** (e.g. positive Centre atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to children and Centre staff and to children who may have been harmed or abused);
- **Working with parents** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all staff, and visitors to the Centre. We recognise that child protection is the responsibility of all adults at Beaumanor Activities and Beaumanor Hall. We will ensure that all parents and other working partners are aware of our child protection policy by displaying appropriate information on the website, at the Hall and Activities Reception areas, and by raising awareness at meetings with parents as appropriate.

## **2 Safeguarding Commitment**

2.1 Beaumanor Activities and Beaumanor Hall adopts an open and accepting attitude towards children as part of its responsibility for pastoral care.

2.2 Our Centre will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the Centre whom they can approach if they are worried or are in difficulty;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out and recorded on the single central record for new staff and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list, and references. This is vetted by East Midlands Shared Services.

## **3 Roles and Responsibilities**

3.1 General

All adults working with or on behalf of children, young people and vulnerable adults have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the Centre.

The names of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads for the current year are listed at the start of this document. They will provide support and guidance in respect of applying the safeguarding procedure.

3.2 **Governing Body**

In accordance with the statutory guidance “Working Together to Safeguard Children, 2023”, Beaumanor Activities and Beaumanor Hall will ensure that:-

- The Centre has its own child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times.
- The policy is made available publicly.
- The Centre operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, at least one member of staff involved in the recruitment process must have undertaken Safer Recruitment Training.

- There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 2).
- There is a senior member of the Centre's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always available cover for this role.
- The Designated Safeguarding Lead undertakes effective Local Authority training and this is refreshed every three years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding briefings.
- All other staff who work with children (including early years practitioners within settings on the Centre site), undertake appropriate training which is regularly updated (at least annually) and in compliance with the Safeguarding Children Partnership protocol. New staff who work with children are made aware of the Centre's arrangements for child protection and their responsibilities, and this policy alongside the "Keeping Children Safe is Everyone's Responsibility" leaflet is provided to all staff working directly with children.
- The General Manager (or, in the absence of the General Manager, the Service Manager) deals with any allegations of abuse made against the Centre Operations Manager (DSL) in liaison with the Local Authority Designated Officer (LADO).
- Effective policies and procedures are in place and updated annually.

### 3.3 Centre Operations Manager

The Centre Operations Manager will ensure that:

- The policies and procedures adopted by the Centre are effectively implemented and followed by all staff;
- Allegations of abuse or concerns that a member of staff or adult working at Beaumanor Activities and Beaumanor Hall may pose a risk of harm to children or young people are notified to the Local Authority Designated Officer.
- All staff feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to First Response Children's Duty (Children's Services) or the Police.
- Report concerns in a timely manner to School's DSL where relevant.
- Report concerns to relevant Local Authority appropriate to child if out of county e.g. on a school visit.

### 3.4 Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead include:

- Provision of information to the Safeguarding Children Partnership on safeguarding and child protection.
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay.
- Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty (and/or Police where a crime may have been committed).
- Act as a source of support, advice and expertise within the Centre.
- Be alert to the specific needs of children in need – those with special educational needs and disability.
- Ensure each member of staff has access to and understands the Centre's safeguarding/child protection policy, especially new or part-time staff who may work with different educational establishments.
- Ensure all staff have induction training covering child protection, and staff behaviour. Staff will be trained to recognise, record and report any concerns immediately if they arise.
- Keep detailed (signed and dated), accurate and secure written records of concerns and referrals.
- Obtain access to resources and effective training for all staff and attend refresher training courses every three years. Keep up to date with new developments in safeguarding by accessing briefings at least annually.
- Maintain and monitor secure child protection records, including monitoring and acting upon individual concerns, patterns of concerns, or complaints, in accordance with the section on "Records, Monitoring and Transfer" below.

## 4. Records, Monitoring and Transfer

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the Centre. Records of concerns are written down, signed and dated and passed immediately to the Designated Safeguarding Lead (or a Deputy). The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Child protection records are stored securely, with access confined to specific staff, e.g. the Designated Safeguarding Lead (and Deputies) .

- 4.3 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon. A case file chronology, summarizing case activity, helps to enable effective monitoring. Any actions taken are clearly indicated.
- 4.4 Beaumanor Activities and Beaumanor Hall recognises that as a centre, contact time is limited with children from school groups. Therefore, records regarding any issues or concerns would be transferred back to the School at the earliest opportunity
- 4.5 Where issues or concerns are raised with children from the Holiday Activity Club, these will be recorded and monitored, and appropriate actions taken.

## **5. Support for Staff**

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult, that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support (this may be through the Occupational Health, or Counseling and Wellbeing Services)

## **6. Working with parents/carers**

The Centre will:

- Ensure that parents/carers have an understanding of the responsibility placed on the Centre and staff for child protection by setting out its obligations in the Centre's Policy.
- Undertake appropriate discussion with parents/carers and seek necessary consent or inform them of a referral prior to involvement of Children & Family Services, Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

## **7 Other Relevant Policies**

- 7.1 The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance
  - Employee Guide to the Code of Conduct
  - Behaviour Code for Adults Working with Children
  - Young Persons and Work Experience
  - Guidance on the Recruitment and Selection of County Council Employees
  - Health, Safety and Wellbeing Policy General Arrangements
  - Whistleblowing
  - Image Management
  - Anti-Bullying

- Grievance Policy and Procedure

The above list is not exhaustive but when undertaking development or planning of any kind Beaumanor Activities and Beaumanor Hall will consider the implications for safeguarding and promoting the welfare of children.

## APPENDIX 1

### PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

#### Contents

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#### **A. General**

- 1) The Leicestershire and Rutland Safeguarding Children Partnership Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on the website [www.lrsb.org.uk](http://www.lrsb.org.uk)). The Designated Safeguarding Lead is expected to be familiar with these, particularly the indicators of abuse and neglect and the referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children's Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) A record, dated (including the day and time) and signed, must be made as to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral might put the child at risk and/or undermine Police enquiries, and in individual cases, advice from Children's Social Care will need to be taken.

#### **B. Individual Staff/Other Adults – Main Procedural Steps**

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible make a dated (including the day and time) and signed record of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead.

- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, or another young person or child, the DSL must be informed.
- 4) If the allegation is about the DSL, the information should normally be passed to the General Manager (or, in the absence of the General Manager, the Service Manager) or the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

**C. Designated Safeguarding Lead – Main Procedural Steps**

- 1) Begin an individual case file for each child involved which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer). Include a chronology of case activity.
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response Children's Duty line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care, the First Response Children's Duty should be contacted by phone. Written confirmation should be made within 24 hours on the Multi-Agency Referral Form to Children's Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).
- 5) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 6) Exceptional circumstances: If it is feared that the child might be at immediate risk upon leaving site, take advice from the First Response Children's Duty line (for instance about difficulties if the day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

## **APPENDIX 2**

### **PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING MANAGERS)**

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

#### **1) Individual Staff/Other Adults who receive the allegation:**

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the DSL
- iii. Pass on the written record.
- iv. If the allegation concerns the conduct of a Designated Safeguarding Lead or Deputy DSL, report immediately to the General Manager or Service Manager and pass on the written record. (If there is difficulty reporting to the General Manager or Service Manager contact the Allegations Manager (LADO), as soon as possible.

#### **2) Centre Operations Manager**

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Before taking further action notify and seek advice from the Allegations Manager (LADO) on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Report to First Response Children's Duty if the Allegations Manager (LADO) so advises or if circumstances require a referral concerning a child.
- v. Ongoing involvement in cases:
  - Liaison with the Local Allegations Designated Officer (LADO)
  - Co-operation with the investigating agency's enquiries as appropriate.
  - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
  - Possible referral to the DBS or The Teaching Regulation Agency, depending on the outcome.

## **APPENDIX 3**

### TYPES OF ABUSE

The NSPCC (2022) identifies a number of types of abuse that may affect children, including: bullying and cyberbullying, child sexual exploitation (CSE), child trafficking, criminal exploitation and gangs, domestic abuse, emotional abuse, female genital mutilation (FGM), grooming, neglect, non-recent abuse, online abuse, physical abuse, and sexual abuse. Some of these are expanded below:

**EMOTIONAL ABUSE** - threats of harm or abandonment, humiliation, controlling, intimidation. This could include a parent or coach ridiculing or punishing a child for not achieving or performing well or using threats, aggressive/inappropriate language as an attempt to motivate them.

**EXPLOITATION (CSE and CRIMINAL)** – by individuals or by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation, county lines, and the influences of extremism leading to radicalisation. A young person may start missing coaching sessions or competitions, they may have money/possessions they didn't previously. They may gain new ideologies/beliefs or may start to get into trouble with a parent, at school, or with the Police.

**GROOMING** - Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Attempts to befriend and isolate young people in order to exploit them. Gaining their trust and building a relationship for ulterior motives, sexual or criminal.

**NEGLECT** - the persistent failure to meet a child's basic physical and/or emotional/psychological needs. It may involve a parent/carer failing to provide adequate food, clothing and shelter, failing to protect a child from physical/emotional harm/danger.

**SEXUAL ABUSE** - can be contact offences such as rape and sexual assault, or non-contact offences such as grooming, forcing or encouraging children to watch sexual content, or filming children in sexual content. Sexual abuse can be perpetrated by males and females, and by adults and other children.

**SEXTING** - when someone sends or receives a sexually explicit text, image or video. This includes a child (under 18) taking the images of themselves or forwarding images to others. Sending explicit material can be a sign of serious crimes such as grooming and sexual exploitation. Sending, receiving, or possession of ANY indecent images of children under the age of 18 is an offence.

**DOMESTIC ABUSE** - Can include all the different types of abuse, emotional, sexual, financial and physical and is prevalent across the 16-19 years age group.

**PHYSICAL ABUSE** - for example hitting, pushing, punching, shaking or strangling. There may be signs of harm, such as bruises or marks that can't easily be explained or there is no consistent explanation. A child may also show fear/dislike of a parent, where a positive relationship could be assumed.

Leicester, Leicestershire and Rutland Safeguarding Partnership: Recognising Abuse and Relevant Procedures: [https://lrsrb.proceduresonline.com/p\\_respond\\_abuse\\_neg.html](https://lrsrb.proceduresonline.com/p_respond_abuse_neg.html)