



# **SB Mentoring**

Offering a foundation for future success

## **Safeguarding and Child Protection Policy 2025-26**



Approved by:	Louiza Bruce	Advisory Board	Kirsty Burrridge
Last Reviewed on:	04/09/2025	Next Review by:	September 2026

## 1. Purpose

This policy sets out SB Mentoring's approach to safeguarding and protecting the welfare of children and young people. It ensures that all staff, volunteers, and partners understand their responsibilities and act in line with statutory guidance.

## 2. Scope

This policy applies to:

- All students at SB Mentoring.
- All staff, volunteers, contractors, and visitors.
- All activities, on-site and off-site, including trips and community outreach.

## 3. Legal and Statutory Framework

This policy is based on:

- **Keeping Children Safe in Education (KCSIE 2023)**
- **Working Together to Safeguard Children (2018, updated 2023)**
- **Children Act 1989 and 2004**
- **Education Act 2002 (Section 175)**
- **Counter-Terrorism and Security Act 2015 (Prevent Duty)**
- **Data Protection Act 2018 and UK GDPR**

## 4. Safeguarding Statement

SB Mentoring recognises its moral and statutory responsibility to safeguard and promote the welfare of children. We are committed to:

- Protecting students from maltreatment.
- Preventing impairment of health or development.
- Ensuring students grow up in safe and effective care.
- Taking action to enable all students to achieve the best outcomes.

## 5. Designated Safeguarding Lead (DSL)

- **DSL:** Louiza Bruce (Manager)
- **Deputy DSL(s):** Maria Williams and Zoe Phillips
- The DSL is responsible for raising awareness, training staff, managing referrals, and ensuring safeguarding policies are implemented.

## 6. Roles and Responsibilities

- **All Staff and Volunteers:**
  - Must be trained to recognise signs of abuse and neglect.
  - Must report concerns immediately to the DSL/Deputy DSL.
  - Must maintain an attitude of *“it could happen here”*.
- **Trustees/Management:**
  - Ensure safeguarding policies are in place and effective.
  - Appoint a senior board-level lead for safeguarding.

## 7. Categories of Abuse

Staff should be aware of the four categories of abuse:

1. **Physical abuse**
2. **Emotional abuse**
3. **Sexual abuse**
4. **Neglect**

Staff must also be alert to specific safeguarding issues including:

- Child criminal exploitation (CCE) and county lines
- Child sexual exploitation (CSE)
- Radicalisation and extremism (Prevent Duty)
- Peer-on-peer abuse (bullying, sexual harassment, upskirting)
- Mental health concerns
- Online safety risks

## 8. Reporting Concerns

- All concerns must be reported to the DSL/Deputy DSL immediately using SB Mentoring's safeguarding reporting procedure.
- Records must be written factually, dated, and signed.
- If a child is at immediate risk of harm, staff must call **999** and inform the DSL.
- Referrals to local safeguarding partners (MASH, LADO, social care) will be made by the DSL.

## 9. Safer Recruitment

SB Mentoring follows safer recruitment procedures, including:

- Enhanced DBS checks for all staff and volunteers.
- References and identity verification.
- Ongoing vigilance during employment.

## 10. Training

- All staff receive safeguarding induction training.
- Annual refresher training is mandatory.
- DSL/Deputy DSL complete advanced training every two years.

## 11. Confidentiality and Record-Keeping

- All safeguarding records are kept securely, separate from student files.
- Information is shared only on a need-to-know basis, in line with GDPR and safeguarding law.
- Records will be transferred securely if a student moves provision.

## 12. Safer Working Practice

- Staff must maintain professional boundaries at all times.
- One-to-one working must take place in visible spaces where possible.
- Staff must not use personal devices or social media to contact students.

## 13. Whistleblowing

- Staff have a duty to raise concerns about the conduct of colleagues.
- Concerns should be reported to the Manager/DSL or, if about them, to the Chair of Trustees/Board.
- External whistleblowing routes (e.g. NSPCC) are also available.