



## ND SEND Specialists Ltd.

### Safeguarding Policy

Designation	Name	Date	Signature
Director	Joanna Roberts	10/01/2025	J. Roberts

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## ND SEND Specialists Ltd. Safeguarding Policy

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## ND SEND Specialists Ltd. Safeguarding Policy

### 1. Introduction

ND SEND Specialists Ltd (NDSENDS) is committed to safeguarding and promoting the welfare of all children and young people (CYP), and vulnerable adults. Safeguarding is a fundamental part of our work, ensuring all parties feel safe, valued, and supported in all interactions. We recognise our responsibility to take all reasonable steps to ensure everyone's safety and well-being while delivering our services, including mediation, advocacy, inclusion, and support for families and education providers.

This policy outlines our safeguarding procedures, responsibilities, and commitment to creating a secure environment for CYP, families, and education providers.

### 2. Policy Statement

We believe that:

- **All CYP have a right to be safe** from harm, abuse, neglect, and exploitation.
- Safeguarding is **everyone's responsibility** – concerns must be reported and acted upon.
- All CYP should be treated with **dignity, respect, and fairness**.
- **Early intervention and proactive safeguarding** are key to preventing harm.

### 3. Legal Framework

This policy is guided by the following UK legislation and guidance:

- The Children Act 1989 & 2004
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (KCSIE) (2024)
- The Education Act 2002
- Data Protection Act 2018 & UK GDPR
- The Care Act 2014 (for safeguarding vulnerable adults)
- **Early intervention and proactive safeguarding** are key to preventing harm.



## 4. Scope

This policy applies to ND SEND Specialists Ltd. as a sole employee organisation, including:

- Interactions with children, young people, and vulnerable adults
- Engagement with families, educators, and professionals
- Online and in-person service delivery
- Data processing related to safeguarding concerns

If additional employees are recruited, this policy will apply to all staff and volunteers involved in the company's activities.

## 5. Roles and Responsibilities

ND SEND Specialists Ltd is a **one-person limited company with no additional staff or designated safeguarding lead (DSL)**. However, the director has completed **Safeguarding Level 2 training** and adheres to best practices.

### 5.1 Responsibilities of ND SEND Specialists Ltd (Sole Provider)

- ✓ Recognise and respond to safeguarding concerns.
- ✓ Follow safeguarding procedures in all work with CYP.
- ✓ Report safeguarding concerns to the **school's DSL** or relevant local safeguarding authority.
- ✓ Maintain accurate, confidential records of safeguarding disclosures.
- ✓ Follow UK **safeguarding laws and guidance**.

### 5.2 Responsibilities of Parents and Guardians

- ✓ Support CYP's safety and well-being at home and online.
- ✓ Report safeguarding concerns to the appropriate authority.
- ✓ Work collaboratively with ND SEND Specialists Ltd to address concerns.

### 5.3 Responsibilities of Schools and Education Providers

- ✓ Have an appointed **Designated Safeguarding Lead (DSL)** for reporting concerns.
- ✓ Ensure CYP receive safeguarding support while in education settings.
- ✓ Share safeguarding concerns with relevant professionals.

### 5.4 Additional Responsibilities (NDSENDS)

As the sole employee of ND SEND Specialists Ltd., the Director holds responsibility for:



- Ensuring a culture of safeguarding in all services
- Identifying and responding appropriately to safeguarding concerns
- Reporting concerns to the relevant authorities
- Maintaining confidentiality while sharing information lawfully

When additional employees are recruited, all staff will have safeguarding responsibilities, including:

- Completing required safeguarding training.
- Adhering to safer working practices.
- Reporting safeguarding concerns in accordance with this policy.

The Director is not required to act as the **Designated Safeguarding Lead (DSL)** but must follow and adhere to **external safeguarding referral procedures** in accordance with local authority and school / education provision safeguarding policies. If additional employees are recruited, a DSL may be appointed.

## 6. Recognising Safeguarding Concerns

Safeguarding concerns can arise in various ways, including:

Type of Abuse	Examples
Physical Abuse	Hitting, shaking, burning, poisoning
Emotional Abuse	Bullying, threats, humiliation, excessive criticism
Sexual Abuse	Inappropriate touching, exploitation, online grooming
Neglect	Failure to meet a child's basic needs (food, shelter, supervision)
Exploitation	Child criminal exploitation (CCE), child sexual exploitation (CSE), modern slavery

### 6.1 Recognising Abuse & Neglect

Abuse and neglect can take many forms, including but not limited to:

- **Physical abuse** – Inflicting harm through violence or physical punishment
- **Emotional abuse** – Causing emotional harm through threats, humiliation, or neglect
- **Sexual abuse** – Forcing or coercing participation in sexual activities
- **Neglect** – Failing to meet basic physical, emotional, or medical needs



Indicators of abuse may include unexplained injuries, sudden changes in behaviour, fearfulness, or lack of basic needs being met.

## 7. Responding to Safeguarding Concerns

If a safeguarding concern arises:

1. **Recognise** – Identify the signs of potential harm or abuse.
2. **Respond** – Listen carefully, reassure the individual, and avoid making promises of secrecy.
3. **Report** – Refer concerns to the appropriate school **Designated Safeguarding Lead (DSL)**, local authority safeguarding team, or the police if there is an immediate risk.
4. **Record** – Document concerns factually, including dates, times, and actions taken.

All future employees must follow these procedures and escalate concerns appropriately.

### 7.1 If a CYP Discloses Abuse

If a CYP shares a safeguarding concern:

- ✓ **Listen carefully** – Do not interrupt or ask leading questions.
- ✓ **Stay calm and reassure them** – Let them know they are being heard.
- ✓ **Do not promise confidentiality** – Explain that the information must be shared to keep them safe.
- ✓ **Record the disclosure accurately** – Use the **Safeguarding Disclosure Report Template** (Appendix A).
- ✓ **Report the concern immediately** – Follow the steps below.

### 7.2 Reporting Procedures

#### Step Action

- 1 **Recognise** a safeguarding concern.
- 2 **Record** the details using the Safeguarding Disclosure Report Template.
- 3 **Report** to the school's **DSL** (if working within a school).
- 4 **If the child is at immediate risk**, call **999** or contact the **local safeguarding authority**.
- 5 **Follow up** and ensure appropriate action is taken.



## 7.3 Emergency Contacts

If a CYP is at **immediate risk of harm**, contact:

☎ **999** – Emergency Services

☎ **Local Authority Safeguarding Team**

☎ **NSPCC Helpline** – 0808 800 5000

## 7.4 Local Authority Designated Officer (LADO) & Information

### ➤ Gloucestershire LADO: Nigel Hatton

- Email: [nigel.hatten@gloucestershire.gov.uk](mailto:nigel.hatten@gloucestershire.gov.uk)
- Phone: 01452 426994

### ➤ Allegations Management Team:

- Email: [amadmin@gloucestershire.gov.uk](mailto:amadmin@gloucestershire.gov.uk)
- Phone: 01452 426994

### ➤ Further information and advice can be found here: <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/the-role-of-the-lado-the-allegations-management-process/>

## 8. PREVENT Duty

ND SEND Specialists Ltd recognises its duty under the **Counter-Terrorism and Security Act 2015** to have due regard to the need to prevent people from being drawn into terrorism. This duty forms part of our broader safeguarding responsibilities and is integrated across all work with children, young people, and families.

Although ND SEND Specialists Ltd is a one-person organisation, the Prevent Duty remains applicable. As the sole provider, I am committed to:

- **Understanding and complying with the Prevent Duty**, including keeping up to date with relevant training and guidance.
- **Remaining vigilant** for signs that a child, young person, or vulnerable adult may be at risk of radicalisation or exposure to extremist ideologies.
- **Recognising increased vulnerabilities** in those with SEND, complex needs, or neurodivergent profiles, who may be more susceptible to exploitation or grooming, including by extremist groups.
- **Promoting fundamental British values**—democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs—through all educational, mentoring, and support activities.
- **Fostering open, respectful dialogue** with families and professionals to help identify and respond to concerns in a sensitive and proportionate way.
- **Taking prompt and appropriate action** in line with local safeguarding procedures where there are concerns about radicalisation or extremism.



## 8.1 Prevent Referral Pathway – Gloucestershire County Council

In Gloucestershire, Prevent concerns should be addressed through the **Multi-Agency Safeguarding Hub (MASH)** and other designated channels:

- **Immediate risk:** If someone is in immediate danger or a criminal offence is occurring, call **999** without delay.
- **Non-urgent concerns:**
  - Contact the **Gloucestershire MASH:**
    - **Phone:** 01452 426565
    - **Email:** MASH@gloucestershire.gov.uk
  - For Prevent-specific advice or uncertainty about a referral:
    - **Gloucestershire Prevent Lead:**
      - **Email:** prevent@gloucestershire.gov.uk
      - **Phone:** 01452 888 777
- **National Prevent Police Advice Line (non-emergency):** 0800 011 3764

All Prevent concerns are **recorded confidentially and securely**, and are treated with the same level of seriousness and urgency as any other safeguarding matter. ND SEND Specialists Ltd will cooperate fully with multi-agency safeguarding partners to support any interventions deemed necessary under the **Channel process** or wider safeguarding framework.

## 9. Confidentiality and Record-Keeping

- All safeguarding concerns must be **documented and stored securely**.
- Information should only be shared with relevant authorities **on a need-to-know basis**.
- Records must comply with **UK GDPR and Data Protection laws**.

## 10. Information Sharing & Confidentiality

ND SEND Specialists Ltd. will share safeguarding information where necessary, following the **Seven Golden Rules of Information Sharing (HM Government 2018)**:

- Information will be shared on a need-to-know basis in line with UK GDPR and the Data Protection Act 2018.
- Consent will be sought where possible, but information may be shared without consent if required for safeguarding.
- Information will only be shared with authorised agencies such as social services, the police, or safeguarding boards.





## 11. Safer Working Practices

To ensure safe service delivery:

- All interactions with children, young people, and vulnerable adults will be professional and appropriate.
- Online communications will be conducted securely using appropriate platforms.
- Confidential records will be securely stored and accessed only when necessary.
- Future employees must adhere to a **Code of Conduct** that outlines professional boundaries and safeguarding expectations.

## 12. Recruitment and Training of Staff

If additional employees are recruited, ND SEND Specialists Ltd. will implement **Safer Recruitment Practices**, including:

- **Enhanced DBS checks** for all staff working with children and vulnerable adults.
- Verifying references and employment history.
- Providing **mandatory safeguarding training** (e.g. Safeguarding Children Levels 1 & 2, Prevent Duty Training).
- Appointing a **Designated Safeguarding Lead (DSL)** if required

## 13. Reporting and Escalation Procedures

- For **urgent safeguarding concerns**, call **999** (emergency services) or **101** (police non-emergency).
- For **child protection concerns**, refer the matter to the **school's DSL**, the **Local Authority Designated Officer (LADO)**, or **Children's Social Services**.
- For **adult safeguarding concerns**, contact the **Local Safeguarding Adults Board (LSAB)**.

## 14. Online and Digital Safety

With increased online interactions, ND SEND Specialists Ltd follows strict **E-Safety and Acceptable Use Guidelines**, including:

- ✓ Safe and secure communication platforms.
- ✓ No private messaging or social media interaction with CYP.



ND SEND Specialists Ltd

07979 311812

[info@nd-send-specialists.co.uk](mailto:info@nd-send-specialists.co.uk)

<http://nd-send-specialists.co.uk>

- ✓ Encouraging **responsible digital behaviour**.
- ✓ Reporting **cyberbullying and online safeguarding risks**.

## 15. Allegations Against ND SEND Specialists Ltd

If an allegation is made against the **director (sole provider)**:

- The concern must be reported to **the local authority safeguarding team** immediately.
- An external investigation will be carried out following **statutory safeguarding procedures**.

## 16. Policy Review

ND SEND Specialists Ltd. is committed to ongoing safeguarding training and awareness.

- This policy will be reviewed annually or sooner if legislation or guidance changes.
- If additional employees are recruited, this policy will be updated to reflect their responsibilities.

For more information, visit: <http://nd-send-specialists.co.uk>.

## 17. Contact Details

For safeguarding queries or concerns, contact:

**Jo Roberts, Director, ND SEND Specialists Ltd.**

[info@nd-send-specialists.co.uk](mailto:info@nd-send-specialists.co.uk)

07979 311812