



Safeguarding Vulnerable Children and Young People

Policy and Procedure

Date: July 2026

Review date: July 2027

Policy Statement

Little Gate Farm is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, trustees, and visitors to share this commitment. Safeguarding is everyone's responsibility, and all concerns will be taken seriously and responded to promptly in line with statutory guidance and local procedures.

Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE), Little Gate Farm or the Charity should be treated as including Little Gate College and Little Gate and any reference to client/participant should be treated as including a Student of Little Gate College, or, where commissioned a child participating on our Alternative Provision offer. This policy covers young people and children aged 18 and under. A separate policy covers our approach to safeguarding for adults aged 18 and over.

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What we do at Little Gate

Little Gate provides education, training and employment support to young people through Little Gate College and, where commissioned, through Alternative Provision placements. Our programmes support young people to develop independence, work-related skills and confidence, enabling them to achieve their full potential and prepare for adulthood and employment.

Little Gate works in partnership with East Sussex County Council (ESCC), local authorities and schools to deliver high-quality provision in a safe and supportive environment. In line with *Keeping Children Safe in Education* (2025), the school or educational setting in which a child or young person is enrolled remains responsible for assuring itself that Little Gate's safeguarding and health and safety arrangements comply with statutory requirements and are subject to ongoing review.

Little Gate is committed to safeguarding and promoting the welfare of children and young people. We work collaboratively with schools and other agencies, undertaking joint risk assessments where appropriate and reporting safeguarding concerns promptly and in accordance with local procedures. Safeguarding is everyone's responsibility, and Little Gate expects all staff and volunteers to uphold and promote these values.

Legislation

This policy has regard to KCSIE updated in September 2025, and should be read alongside Part 1 and Annex A and B of that document, and the following statutory regulations:

- The Safeguarding Vulnerable Groups Act 2006

- The Protection of Freedoms Act 2012
- Criminal Exploitation of children and vulnerable adults: County Lines Guidance - DfE updated October 2023
- Sharing nudes and semi-nudes: advice for education settings working with children and young people DfE March 2024
- Serious violence duty: statutory guidance, Home Office 2022
- Domestic Abuse, Home Office 2022
- Prevent duty guidance for Further Education Institutions England and Wales 2023
- The Education Act 2002
- The Sexual Offences Act 2003
- The Equality Act 2010
- The Mental Capacity Act 2005
- Special Education Needs and Disability Code of Practice 2015
- Female Genital Mutilation Act 2003
- Care Act 2014

What Safeguarding means:

- Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

Prevent

Little Gate has a Prevent Policy in place to ensure that people who use our services are safe. If any member of staff or volunteer is concerned that a child or young person is at risk of being radicalised they should report it to the Designated Safeguarding Lead (DSL) immediately, in line with Little Gate's Prevent Policy and safeguarding procedures.

Allegations Against Staff

- If you have concerns about a member of staff, or an allegation is made about a member of staff posing a risk of harm to children and young people, speak to the DSL, or if the concerns/allegations are about the DSL, speak to the CEO/Named Trustee/Governor with overall responsibility for Safeguarding. In this latter case (allegation about the DSL) the CEO/Named Trustee/Governor will carry out the actions in the place of the DSL.
- Where there is an allegation against a member of staff or volunteer that they may have harmed a child, or may pose a risk of harm to a child, the Local Authority Designated Officer (LADO) will be contacted promptly, and the Police will be contacted where appropriate. Support will be provided for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate. The DSL will inform the parents/carers, where appropriate, about the allegation.
- Little Gate will refer to the DBS, anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended.
- If staff have a concern/allegation that does not meet the harm threshold, it should be shared as a low level concern.

Confidentiality

Confidentiality and trust will be maintained as far as possible, but staff must act on the basis that the safety of the child is the overriding concern, and this will drive the degree of confidentiality. Parents/carers will usually be informed at the earliest appropriate stage, unless doing so would place the child at increased risk. Discussions of the case must only be with the appropriate member of staff and any discussion must be private and shared on a need-to-know basis. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of clients. Little Gate is committed to protecting the rights and privacy of individuals, including clients, the team and others, in accordance with the General Data Protection Regulations (GDPR) set out in the Data Protection Act 2018 that allows for disclosure of personal data where this is necessary to protect the vital interests of clients. Please refer to Little Gate GDPR Policy

Low Level Concerns

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the organisation to refer to the local authority.

Examples of such behaviour could include:

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating, or offensive language.

All low-level concerns will be recorded, and stored securely. The DSL and CEO will review these records to identify any patterns or cumulative issues. Staff must be confident in how to report low-level concerns and assured they will be handled fairly, proportionately, and in line with data protection requirements.

Recognising child abuse and procedures

Children Missing Education (CME)

Children missing education are at significant risk of underachievement, abuse, and exploitation. Little Gate will follow ESCC procedures to identify, monitor, and report any child who is missing education. The DSL will ensure timely referral to the Local Authority where children are absent from provision without reasonable explanation

We will work with children's services whenever absence from provision may constitute a safeguarding risk, in line with statutory guidance.

Contextual Safeguarding and External Risks

Safeguarding concerns may arise from risks outside a child's home, including exploitation by peers or adults in the community, county lines, online harms, and other contextual factors. Staff should be alert to the wider environmental influences on a child's safety and wellbeing, and concerns should be recorded and reported to the DSL in the same way as other safeguarding issues.

Types of Abuse – Children

In line with *Keeping Children Safe in Education (DfE 2025)* and ESCC guidance, the four main categories of abuse for children are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Children may also be victims of domestic abuse, child criminal or sexual exploitation (CCE/CSE), harmful sexual behaviour, or online abuse.

Physical Abuse

Physical abuse is deliberately causing physical harm to a child.

This includes:

- Hitting, slapping, punching, kicking, hair-pulling, biting, shaking, burning or scalding.
- Poisoning, misuse of medication, or fabricating/inducing illness.
- Making a child purposefully uncomfortable (e.g. removing blankets, placing them in cold water).
- Inappropriate or unlawful restraint.

Possible indicators include:

- Unexplained injuries or injuries inconsistent with the explanation given.
- Frequent or unusual bruising, burns, scalds, bite marks or fractures.
- Fear of parents/carers being contacted.
- Aggressive or withdrawn behaviour.
- Wearing inappropriate clothing to cover injuries.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child which causes severe and long-lasting effects on their emotional development.

This may involve:

- Conveying to children they are worthless, unloved, or inadequate.
- Age or developmentally inappropriate expectations.
- Overprotection, limitation of exploration and learning, or preventing normal social interaction.
- Serious bullying (including cyberbullying).
- Making fun of or silencing a child's attempts to communicate.
- Seeing or hearing the ill-treatment of another.

Possible indicators include:

- Developmental delay.
- Low self-esteem or lack of confidence.
- Aggression towards others or withdrawn behaviour.
- Over-reaction to mistakes or "frozen watchfulness."
- Difficulties in forming relationships.

Domestic Abuse

Under the Domestic Abuse Act 2021, children are recognised in law as victims if they see, hear, or experience the effects of domestic abuse.

Domestic abuse may include:

- Physical, sexual, psychological, emotional or financial abuse.
- Controlling or coercive behaviour.
- So-called honour-based violence, forced marriage, or female genital mutilation (FGM).

Possible indicators include:

- Low self-esteem and self-blame.
- Physical injuries or frequent absence from school.
- Isolation from friends and family.
- Fearful, withdrawn or anxious behaviour.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence.

This may include:

- Physical contact (penetrative or non-penetrative).
- Non-contact activities, such as involving children in sexual images, grooming, or encouraging sexualised behaviour.
- Online sexual abuse and exploitation.

Possible indicators include:

- Difficulty walking or sitting.
- Sexually transmitted infections or pregnancy.
- Age-inappropriate sexual knowledge or behaviour.
- Sudden changes in behaviour, withdrawal, or aggression.
- Reluctance to undress for PE or avoidance of physical contact.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of their health or development.

This may include:

- Failure to provide adequate food, clothing, or shelter.
- Failing to protect a child from harm or danger.
- Failure to ensure access to medical care or education.
- Neglect of a child's emotional needs.

Possible indicators include:

- Frequent hunger, poor hygiene, or inappropriate clothing.
- Untreated medical conditions.
- Persistent tiredness, lateness, or absence from school.
- Poor social skills or delayed development. Self-harming behaviour or destructive tendencies.

Child Criminal and Sexual Exploitation (CCE/CSE)

Children may be exploited for criminal purposes (such as county lines) or for sexual purposes. This may involve coercion, manipulation, deception, or abuse of power.

Possible indicators include:

- Going missing from home or education.
- Unexplained gifts, money, or new possessions.
- Relationships with older peers or adults.
- Misuse of drugs or alcohol.
- Secretive behaviour, especially around online activity.

Online Abuse and Harmful Sexual Behaviour

Children may be at risk of harm through:

- Online grooming or exploitation.
- Sharing nudes or semi-nudes.
- Exposure to harmful content.
- Harmful sexual behaviours from peers.

Staff must record and report all incidents of sexual harassment, sexualised behaviour, or peer-on-peer abuse — even if they appear “low-level” — so that patterns can be monitored

Training

Training is regularly refreshed to ensure a culture of vigilance, transparency, and professional accountability.

DSL

- will attend external DSL training course, followed by bi-annual refresher, (external training course).

All staff (including the safeguarding team)

- Complete e-learning in induction (Safeguarding children and vulnerable adults, via the ESCC learning portal, or suitable alternative).
- Internal processes and procedural training, including signs of abuse on induction
- repeat the online e-learning annually and all staff will attend internal procedures training (must be attended in person bi annually. An online process training with test will also be mandatory, for those who can't make live training).
- Will understand the concepts of safeguarding children and how they apply to each role.
- We will recognise the signs and indicators of abuse, including the four main categories of abuse for children (physical, emotional, sexual, neglect).
- Will understand the differences between child and adult safeguarding, including the legal framework and duty of care.
- Will understand and know the process to follow if abuse is suspected, including how to report concerns, urgent vs. non-urgent pathways, and out-of-hours procedures.
- Will comply with safe working practices and maintaining professional boundaries.
- Will understand low-level concerns vs. harm threshold, and when concerns must be referred to the LADO.
- Will use CPOMS for accurate, concise record keeping, and understand why chronology is important.

- Will take a disclosure safely, understanding what to do and what not to do.
- Will understand the importance of building a safeguarding culture where all concerns are reported and monitored.
- Will meet social media and photography expectations:
- Will not use personal devices for photos/videos.
- Will not make private communication or social media connections with students.

Record Keeping and Single Central Record

A Single Central Record (SCR) is maintained in line with *Keeping Children Safe in Education (DfE 2025)*. This records the required pre-employment checks for all staff, trustees, governors, volunteers, apprentices, and agency staff. It includes the date each check was completed and by whom. The SCR also details the dates that safeguarding induction was carried out, including confirmation that staff have read Part1 of KCSIE 2025

The SCR is regularly reviewed and updated. It is available for inspection by Ofsted, the Local Authority, or other regulators on request.

Safeguarding policies

- All staff should clearly understand the need to maintain appropriate professional boundaries in their dealings with children and vulnerable adult
- An ongoing culture of vigilance should be maintained

Staff Roles and responsibilities

A Designated Safeguarding Lead (DSL) is required in line with KCSIE 2025, section 11 of the Children Act 2004, and Working Together to Safeguard Children (DfE 2018).

The role of the Lead is to:

- Ensure there are appropriate filtering and monitoring systems in place across all IT systems. These must meet the DfE standards for filtering and monitoring and be reviewed at least annually.
- Ensure staff working with children and vulnerable adults are recruited safely -DBS checks and references are in place
- Staff have training on safeguarding and child protection as part of their induction and have regular training thereafter
- Ensure staff and volunteers have regular supervision
- Ensure Little Gate Farm has robust record keeping and safe and secure storage of information
- Ensure little gate farm has policies and procedures for raising concerns about acts of wrong doing or malpractice in the workplace (whistleblowing)
- refer cases of suspected abuse to the local authority children's/adult's social care as required;
- support staff who make referrals to local authority children's/adult's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a crime may have been committed to the Police as required. The NPCC document When to call the Police: Guidance for colleges and colleges can support with this.

We believe that safeguarding is the responsibility of all staff at Little Gate Farm, both through the proactive measures outlined above and through sharing any concerns with the designated safeguarding officer:

- **College** (Natasha Chissell (DSL), Gemma Mogford (DDSL))
- **Supported employment** - Sam Anderson (DDSL)
- **Farm** - Hannah Briars (DSL), Faye Clarke (DDSL), Niki Ashley (DDSL)
- **PREVENT or Accusations against staff** – Andrea Randall Smith (CEO/ DDSL)
- **Accusation against Andrea Randall-Smith/ further escalation** – Amanda Jagot (Chair of Governors/Trustee)

Board of Trustees/Governors

- Trustee/Governing bodies are accountable for ensuring the organisation has effective policies and procedures in place in line with local and national guidance, and for monitoring compliance with them. Neither the Trustee/Governing Body nor individual trustees/governors have a role in dealing with individual child or adult protection cases or the right to know the detail of cases (except when exercising their disciplinary functions in respect of allegations against a member of staff or investigating a complaint brought to their attention).

The Board ensures:

- Little Gate meets the statutory responsibilities set out in Keeping Children Safe in Education (DFE 2025) and Working Together to Safeguard Children (DFE 2018).
- Safeguarding policies are reviewed at least annually by the full Board and available to third parties via the website.
- There is a named DSL. Trustees/Governors will ensure that this person has the appropriate status and authority within the organisation to carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children. There are colleagues trained to provide cover for the role.
- The procedures are in keeping with the LSCP for dealing with any allegations made against any adult working within or on behalf of Little Gate.
- There is a nominated Trustee who is the case manager for managing any allegations against the Chief Executive Officer and Head of Farm
- Little Gate follows safer recruitment procedures, including the statutory pre-employment checks on all staff working with young people.
- There is effective analysis of safeguarding data including bullying, attendance, behaviour logs, incidents of sexual violence or harassment, clients taken off roll, the views and progress and participation of vulnerable students.
- There are clear systems and processes in place to identify and respond to issues of sexual violence, sexual harassment or harmful sexualised behaviours between clients, including a curriculum designed to specifically address sexual harassment, online abuse, sexual violence and issues of consent in an appropriate way.
- All incidents of sexual violence, harassment, and harmful sexual behaviour (including online) will be recorded, whether they meet the threshold for referral or not. Low-level incidents will be monitored for patterns and cumulative concerns. Staff and trainees will be taught about consent, respectful relationships, and how to report concerns.

CEO

The CEO will ensure:

- Referral of allegations against staff to the Local Authority Designated Officer (LADO), where an allegation is made against a member of staff.
- Referral of cases where a person is dismissed or left due to risk/harm to a child or adult at risk to the Disclosure and Barring Service as required; and
- There is a listening culture within the organisation where both staff and clients are able to raise concerns about poor or unsafe practices.
- Referrals are made to the Disclosure and Barring Service and/or the Teaching Regulation Agency as appropriate. They liaise with the DSL in respect of any concerns raised about staff or volunteers

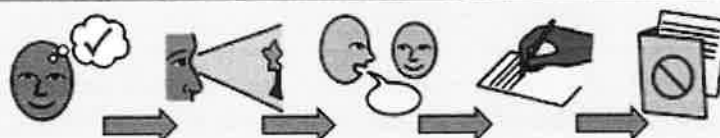
which do not meet the harm threshold and are dealt with by means of the low level concerns policy or procedure.

- The DSL has a job description in keeping with the requirements of Keeping Children Safe in Education (DfE 2025), and sufficient time, training and support are allocated to the role, including the appointment of colleagues able to deputise for the DSL who have undertaken the same training and who also have the role explicitly referenced within their job description.
- The curriculum provides opportunities to help clients stay safe including when online. Clients should be aware of the support available to them.
- The PSHE / safeguarding curriculum is appropriately sequenced to ensure clients are taught about key issues in a planned and age/stage appropriate way, building on previous knowledge as they move through their programmes.
- They quality assure child and vulnerable adult protection practices including the auditing of safeguarding records and the supervision of the safeguarding team to ensure that actions and decisions are reviewed appropriately and that staffs emotional needs are met.
- The organisation meets its responsibilities under the Prevent Duty (see Prevent Policy) including ensuring there are reasonable checks made on visiting speakers and monitoring and filtering is in place across IT systems.

Reporting Procedures

- If a staff member has concerns relating to a child or young person, they should immediately discuss it with the designated child protection officer, or if they are not available a senior member of staff.
- Concerns must always be given the highest priority.
- It is the responsibility of the DSL to decide upon an appropriate action and they will inform members of staff of the outcome.
- The staff member who has raised the concern must complete a report of the conversation or concerns held, care should be taken to write facts as accurately as possible and give as much information as possible.
- Internal records of concern will be kept in an individual child protection file, made for that individual, and consulted if further concerns are raised.
- Matters relating to child protection will be treated with confidentiality and shared on a need to know basis only.
- In the event of a disclosure by a child, the procedure on how to respond is as follows:

Safeguarding steps



Be aware of the signs of abuse

Make sure that you are familiar with the signs of abuse; an overview of these signs is included on Little Gate's Adult Safeguarding Policy and Safeguarding Children and Young People Policy



Look out for worrying signs

Signs	Example
You see something	A bruise
The person says something that gives you pause	"I didn't sleep well because we don't have a mattress any more"
The person discloses something	"Can I talk to you in private please?"



Tell your designated safeguarding lead

This can be in person or on the phone. You can give the details in writing, via CPOMS, but you must speak to someone directly.

If you are not able to make contact with a safeguarding lead, inform your manager, who will act immediately. If no manager is available you must act immediately.

- **For adults** - Adult social care: 0345 60 80 191
- **For children** - where appropriate, call parents/carers first
- **For children** - Single point of advice team: 01323 464222
- **Where there is immediate risk** - call 999

If it is a small concern that is not a safeguarding in itself but may build up to form a bigger picture, this information can be recorded and shared with a designated safeguarding lead when they become available.



Record your observations

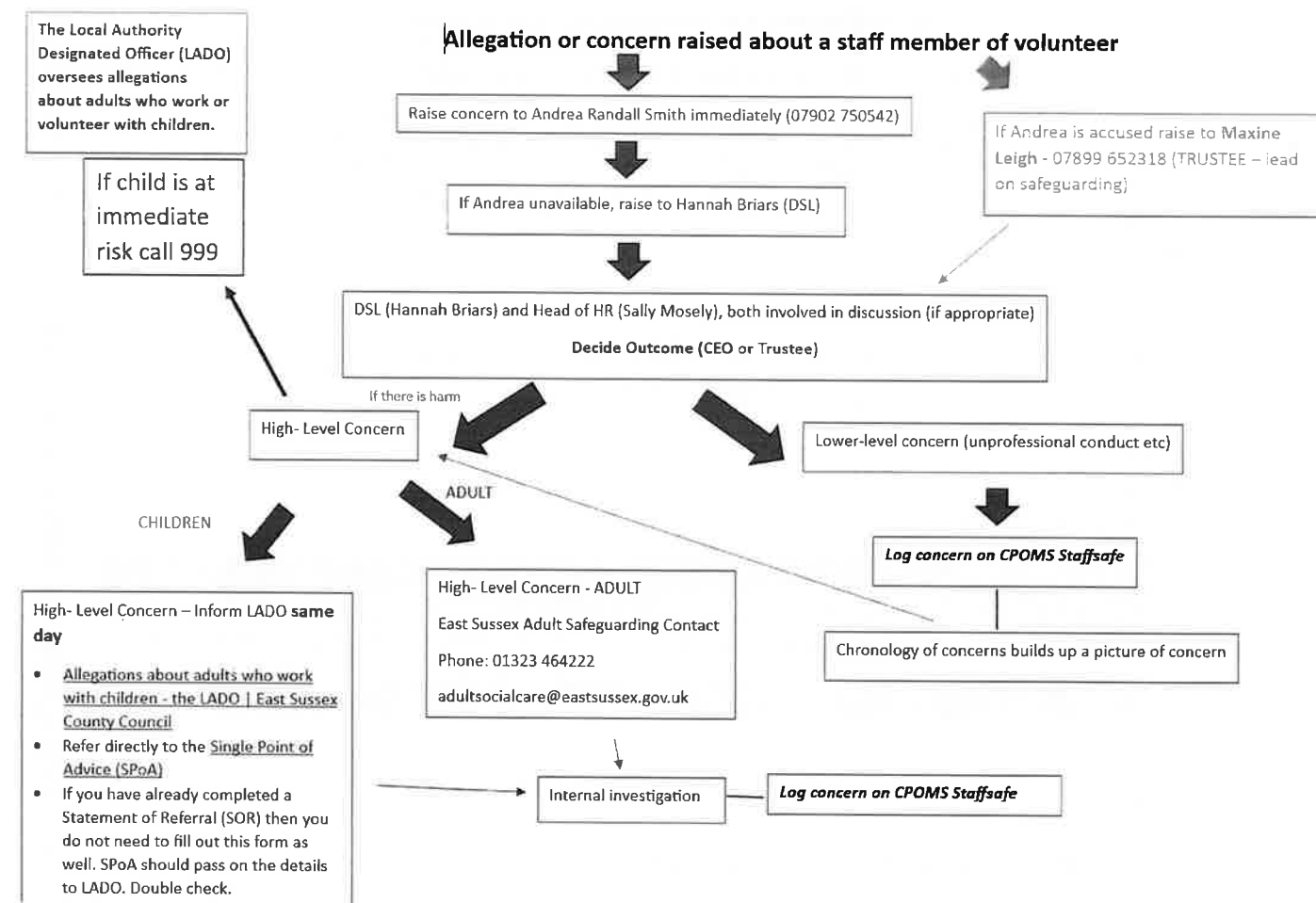
All concerns should be recorded on CPOMS: littlegate.cpoms.net

As stated above, you must speak to someone verbally in addition – do not just rely on CPOMS



Keep it confidential

Safeguarding concerns must only be discussed with safeguarding leads.



Safeguarding

is everyone's responsibility

Safeguarding Team

DESIGNATED SAFEGUARDING LEAD & CHILD PROTECTION LEAD.



Hannah Briars
07498 585488; 01797 260580 (ext. 1)

COLLEGE (ASPIRE AND FUTURES READY) AND SUPPORTED APPRENTICESHIPS

Call 01797 260 580 (ext. 3) or their work mobiles



DSL - Natasha Chiswell
07498 585937



DDSL - Gemma Magford
07498 583299

PREVENT & ACCUSATIONS AGAINST SATFF



CEO - Andrea Randall-Smith - 07902 750542

FARM

Call 01797 260 580 (ext. 1) or their work mobiles



DDSL - Faye Clarke



DDSL - Niki Ashley
07494 731607

FARM AND SUPPORTED EMPLOYMENT

Call 01797 260 580 (ext. 2) or their work mobiles



DDSL - Sam Anderson
07894 963100



**Chair of Governors
Trustee
Amanda Jagot**
ajagot@tasmat.org.uk

Referral to Children's Social Care (SPOA)

If there is a concern that a child is at risk of harm, the Designated Safeguarding Lead (DSL) will decide whether a referral should be made to Children's Social Care via the Single Point of Advice (SPOA).

- Staff must **always report concerns to the DSL without delay**.
- The DSL will assess the level of need and determine appropriate action, including referral to SPOA where required.

Immediate risk of harm:

If a child is believed to be at immediate risk of significant harm, staff must **contact SPOA or the Police immediately**. Where possible, the DSL should be informed, but this must **not delay urgent action**.

The DSL will ensure that:

- all relevant information is shared clearly and promptly
- referrals are recorded appropriately
- any follow-up actions are completed

Contact details:

- SPOA: 01323 464222
- Email: 0-19.SPOA@eastsussex.gov.uk

Out of hours concerns must be referred to the Emergency Duty Service (EDS).

Out of hours from 5pm to 8.30am (after 4.30pm on Fridays) and during the weekends and bank holidays if you have a serious concern about a child's welfare that cannot wait until the following working day.

This out of hours service covers East Sussex and Brighton & Hove.

- 01273 335905
- In an emergency call 999

Taking a disclosure

- Remain calm
- Reassure child if distressed
- Let the child know you will help
- Listen carefully if any information is given
- Take what is said seriously

What to avoid:

- Doing nothing
- Delaying help
- Don't take sole responsibility, consult someone else, in particular the DSL.
- Don't show distaste or shock
- Do not speculate
- Don't make negative comments
- Don't make promises you can't keep
- Don't express disbelief
- Don't ask leading questions e.g. did your.....do that?
- Don't tell the pupil off e.g. Why didn't you tell me before?
- Don't agree to keeping information secret

If any conflict between the needs of the child and those of the parents/carers arise, the needs of the child must be put first. However, it is crucial to try to maintain our relationships with parents/carers during any Safeguarding process, although clearly this has sensitivities and potential demands. Prioritising the child does not prevent us from giving support to parents and showing them compassion.

Due to the close professional relationship with children at the farm (Young Rangers), staff are also vulnerable to allegations. These accusations may be false, malicious or misplaced. They may also be true. Allegations may occur. If this happens all concerns should be taken directly to the Chief executive. If the allegations are against the chief executive, the Chair of Trustee will be contacted.

SUPPORTING STAFF

- We recognise that staff at Little Gate Farm who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the child protection officer and through supervision, and to seek further support as appropriate.

Storage of material

Little Gate Farm must:

- know the reason why we are keeping records about children and/or adults (for example, because they relate to protection concerns)
- Assess how long we need to keep the records for
- Have a plan for how and when the records will be destroyed – retention period
- To keep personal information secure,
- compile and label files carefully
- keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis
- keep a log so you can see who has accessed the confidential files, when, and the titles of the files they have used.
- If you are keeping records for child protection reasons, you don't necessarily need to get consent from the adults and/or children concerned.
- Keep an accurate record, using the standard Little Gate reporting forms that Little Gate farm use for both adult and child safeguarding concerns.
- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses
- the name, age and any other relevant information about the individual who is the subject of the concern (including information about their parents or carers and any siblings)
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.
- Records retention and storage guidelines
- Storage of child protection records, whether your child protection records are electronic or paper-based, they need to be kept confidential and stored securely.
- Electronic files should be password protected and stored on computers with protection against hackers and viruses.
- Information about child or adult protection concerns and referrals should be kept in a separate protection file for each trainee, rather than in one 'concern log'.
- The protection file should be started as soon as you become aware of any concerns.
- Safeguarding files will be stored away from their general files/ application files

- If you need to share records (within your own organisation or externally), make sure they are kept confidential.
- If your staff and volunteers use their personal computers to make and store records, you need a clear agreement to ensure the records are being stored securely. This will occur in safeguard training during staff inductions. If the person responsible for managing your child and adult protection records leaves your organisation, make sure you appoint somebody to take over their role and arrange a proper handover.
- Where clients leave the college (including for in year transfers) the DSL will ensure their child/adult protection file is transferred to the new educational provider as soon as possible, and within 5 days for an in- year transfer or within the first 5 days of the start of a new term. The file will be transferred separately from the main student file, ensuring secure transit, and confirmation of receipt should be obtained.
- In addition to the child/adult protection file, the DSL will also consider if it would be appropriate to share any information with the new educational provider in advance of a student leaving to help them put in place the right support to safeguard the child/vulnerable adult and help the student thrive in the new setting.

Retention periods

In line with GDPR, all student safeguarding files will be retained for 7 years. Once a student has left the College, Little Gate will seek advice from the student's home local authority as to whether the records should be transferred to that authority. Little Gate will retain safeguarding files for 7 years after the date of enrolment , as students can enrol up to the age of 24.

If the Little Gate closes as an organisation, arrangements will be made to transfer these documents to the appropriate adult social care team.

We will not store copies of criminal records (DBS) check certificates unless there is a dispute about the results of the check.

Destruction of safeguarding documentation

- When disposing of any safeguarding documentation, the information must be shredded At the same time any electronic versions of the record must be purged.
- If Little Gate Farm closes down, we must make arrangements for the ongoing management of records. This includes the review, retention and disposal of records.
- Reviewing your protection records retention and storage policy
- Little Gate Farm will review our safeguarding policy, which includes, records retention and storage, regularly, to make sure it is effective and continues to comply with current legislation and guidance. This will be carried out as part of a wider review of safeguarding policies and procedures.

Summary: key points to consider

You must consider the following questions when developing or reviewing protection records retention and storage elements of the safeguarding policy.

- Is our record-keeping in line with data protection principles?
- What records will we retain and for what purpose?

- How will the records be stored and who will have access to them?
- How long should we retain records for?
- Do we need to follow any statutory requirements about the retention of our records?
- What arrangements do we need to destroy them?
- Do our local safeguarding agencies provide guidance on record retention and destruction that we are expected to follow?

Useful contacts

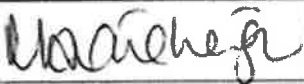
Service	Contact details
Single Point of Access (SPoA)	Tel: 01323 464222
SPoA email	0-19.SPOA@eastsussex.gov.uk
Emergency Duty Service (out of hours)	01273 335905
Police (emergency)	999
Police (non-emergency)	101
Local Authority Designated Officer (LADO)	Referrals via East Sussex LADO referral form
NSPCC Helpline	0808 800 5000
NSPCC Whistleblowing Advice Line	0800 028 0285
Childline	0800 1111

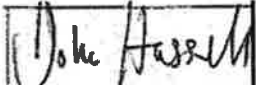
Safeguarding Team Contacts

Safeguarding role	Name	Contact
Designated Safeguarding Lead – Charity Oversight & Child Protection Lead	Hannah Briars	01797 260580 – Option 1 Work mob: 07498585488
Designated Safeguarding Lead – College	Natasha Chissell	01797 260580 – Option 3 Work Mobile: 07498585937
Deputy Designated Safeguarding Lead – Supported Employment	Sam Anderson	01797 260580 - Option 2 Work Mobile:07894963100
Deputy Designated Safeguarding Lead - Farm	Niki Ashley	01797 260580 – Option 1 Work Mobile :07494731607
Deputy Designated Safeguarding Lead - Farm	Faye Clarke	01797 260580 – Option 1
Deputy Designated Safeguarding lead College, work and thrive and supported apprenticeships (adults and young people)	Gemma Mogford	01797 260580 – Option 3 Work Mobile: 07498583299
Accusations against staff	Andrea Randall-Smith	01797 260580 Work Mobile: 07902750542
Deputy Designated Safeguarding Lead - CEO		
Chair of governors	Amanda Jagot	ajagot@tasmat.org.uk
Trustee		



Date	Update	Section
March 2026	<i>Equality Act corrected from 2015 to 2010</i>	Legislation
March 2026	<i>Removed outdated "No Secrets" guidance and replaced with Care Act 2014</i>	Legislation
March 2026	<i>Clarified parent/carer notification should be based on appropriateness rather than requiring consent</i>	Allegations Against Staff
March 2026	<i>Strengthened information sharing approach where safeguarding risk overrides confidentiality</i>	Confidentiality
March 2026	<i>Clarified safeguarding terminology from "client" to "child" to align with KCSIE</i>	Confidentiality
March 2026	<i>Strengthened expectation to work with children's services where absence presents safeguarding risk</i>	Children Missing Education
March 2026	<i>Updated content to align with KCSIE 2025 expectations and statutory safeguarding guidance</i>	Multiple sections
Sept 2025	Added reference to misinformation/disinformation in online safety	Training / Online safety
Sept 2025	Clarified requirement to review IT filtering & monitoring annually	Staff responsibilities / DSL role
Sept 2025	Attendance safeguarding duties updated (schools must work with children's services)	CME section
Sept 2025	Alternative Provision checks and half-termly review requirements added	AP section
Sept 2025	Virtual School Heads – role includes kinship care	Contextual safeguarding
Sept 2025	Commitment to review RSHE & gender questioning guidance by Sept 2026	Curriculum
Sept 2025	Updated terminology "Autism" to align with SEND	Scope / children's needs
Sept 2025	Added Shore Space, CSA Centre, Children's Society resources	Useful contacts

Signed by trustee		MAXINE LEIGH	29/1/24
Signed by CEO		ANDREW RANDALL SMITH	29.1.24

Signed by trustee		John Hassell	28.4.25
Signed by CEO		ANDREW RANDALL SMITH	28.4.25

Reviewed by	Date	Changes made	Next review date
A. Jorgensen	24/7/26		