SAFEGUARDING & PREVENT POLICY 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Policy Statement

MTTYP is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff, sessional workers, volunteers, trustees, and partner organisations to share this commitment.

We recognise our statutory duty under:

- *Keeping Children Safe in Education (KCSIE)*
- *Working Together to Safeguard Children*
- *Children Act 1989 & 2004*
- *Education Act 2002*
- *Counter-Terrorism and Security Act 2015 (Prevent Duty)*
- *Local Safeguarding Children Partnership (LSCP) Procedures*

We provide a safe, structured Alternative Provision (AP) environment where safeguarding is understood as everyone's responsibility, every day.

2. Core Aims & Safeguarding Culture

- Maintain a child-centered, vigilant safeguarding culture across all 1:1, group, and off-site mentoring settings.
- Ensure all staff are trained to identify indicators of abuse, neglect, exploitation, and radicalisation early.
- Implement swift referral routes for Early Help and statutory Children's Social Care.
- Embed robust protocols for managing Child-on-Child abuse, missing education (CME), and adult conduct concerns.
- Build pupil resilience against extremism through British Values and tailored personal development.

3. Roles, Governance & Staff Responsibilities

3.1 Board of Trustees & Management

- Ensure safeguarding policies, risk assessments, and safer recruitment practices are updated annually and audited termly.
- Appoint an appropriately trained DSL and DDSL with dedicated time and resources to execute their duties.

3.2 Designated Safeguarding Lead (DSL) & Deputy (DDSL)

- **DSL (Daryl-Anne Baguley)** and **DDSL (George Smith)** lead all safeguarding, child protection, and Prevent/Channel activity.
- Maintain confidential, secure safeguarding records on all escalated cases.
- Act as the lead contacts for local Children's Social Care, LADO, Police, and the Local Authority Prevent Team.

3.3 All Staff, Mentors & Sessional Workers

- Read, understand, and adhere to Part 1 and Annex B of *Keeping Children Safe in Education*.
- Maintain professional boundaries at all times, particularly during 1:1 sessions, mentoring, and community transport.
- Immediately log and report any safeguarding concern, disclosure, or suspicion to the DSL/DDSL.

4. Responding to Safeguarding Concerns

All staff at MTTYP have a responsibility to recognise and respond appropriately to concerns about the safety or welfare of a child or young person.

Staff do not need to be certain that abuse, neglect or harm has occurred before reporting a concern. A concern may arise from something a student says, something a member of staff observes, information shared by another person, a significant change in a student's behaviour or presentation, or information received from another agency.

4.1 What Staff Should Do

If a student:

- tells you something that causes concern;
- makes a disclosure relating to abuse, neglect, exploitation or harm;
- presents with an injury or behaviour that causes concern;
- shows a significant or unexplained change in behaviour or presentation;
- is missing, absent or believed to be at risk;
- raises a concern about another child, young person or adult; or
- provides information indicating that they or another person may be at risk,

staff should follow the steps below.

1. Listen and remain calm

Give the student time to speak and listen carefully without interrupting unnecessarily.

2. Take the concern seriously

Do not dismiss, minimise or make assumptions about what has happened.

3. Do not investigate

Staff must not attempt to investigate a concern, conduct detailed questioning, interview other students or try to establish whether an allegation is true.

4. Do not promise confidentiality

Staff should explain that information may need to be shared with people whose role is to help keep the student or others safe.

5. Report the concern immediately

The concern must be reported to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) as soon as possible.

6. Record the concern accurately

A written record must be completed as soon as possible using the MTTYP safeguarding concern and recording process.

Records should include:

- the date and time of the concern;
- the name of the student;
- what was observed or disclosed;
- the student's own words, where possible;
- relevant facts and observations;
- who was present;
- any immediate action taken; and
- who the concern was reported to and when.

Staff must clearly distinguish between **fact, observation and opinion**. Records should be factual, clear, dated and attributable to the person making the record.

4.2 If the DSL or DDSL Is Unavailable

Staff must not delay reporting a safeguarding concern because the DSL or DDSL is unavailable.

Where the DSL/DDSL cannot be contacted, staff should follow the MTTYP safeguarding escalation procedure and seek advice from the appropriate external safeguarding authority where necessary.

If a child or young person is in immediate danger, staff should take appropriate immediate action and contact the emergency services where necessary. The DSL/DDSL should be informed as soon as possible.

4.3 Recording, Information Sharing and Confidentiality

Safeguarding records are confidential and must only be accessed by authorised individuals.

Information should be shared on a **need-to-know basis** where this is necessary to protect a child or young person.

Safeguarding records must be stored securely and managed in accordance with MTTYP's safeguarding, data protection and record-keeping procedures.

Staff must not:

- keep safeguarding concerns solely in personal notebooks;
- record safeguarding information through informal communication channels;
- discuss concerns with staff who do not have a legitimate need to know;
- contact parents or carers about a safeguarding concern where doing so could increase risk or interfere with safeguarding procedures; or
- delete, alter or retrospectively amend safeguarding records.

Where a concern requires referral to another agency, the DSL/DDSL will ensure that relevant information is shared appropriately and that actions and decisions are recorded.

4.4 Concerns About the DSL or Another Member of Staff

A safeguarding concern must not be reported to the person who is the subject of the concern.

Concerns about an adult working at MTTYP must be managed in accordance with **Section 6 – Managing Conduct, Low-Level Concerns & Allegations** of this policy and the relevant Local Authority Designated Officer (LADO) arrangements.

Any concern relating to the DSL must be reported to the appropriate senior person or manager in accordance with MTTYP's safeguarding and allegations procedures.

Staff must not attempt to investigate allegations about colleagues or other adults working with children.

4.5 Safeguarding Risks and Behaviours Relevant to MTTYP

MTTYP recognises that safeguarding risks can vary according to the individual needs, circumstances and experiences of students, as well as the wider community in which they live.

Staff should remain alert to indicators of:

- child-on-child abuse;
- bullying and cyberbullying;
- sexual harassment and sexual violence;
- online abuse and harmful online activity;
- criminal and sexual exploitation;
- county lines and involvement in criminal activity;
- missing episodes and absconding;
- grooming and inappropriate relationships with adults or peers;
- substance misuse;
- violence, threats of violence or criminal behaviour;
- harmful or unsafe use of social media and online communities;
- radicalisation and extremism;
- neglect or inadequate care;
- domestic abuse and its impact on children;
- emotional wellbeing concerns where these may indicate a safeguarding risk;
- unsafe contact with adults or unknown individuals;
- inappropriate use of mobile phones, social media or digital platforms; and
- risks associated with students travelling to and from the setting.

This list is not exhaustive. Staff should consider the **individual child, their circumstances, vulnerabilities, presentation and behaviour** when considering whether a safeguarding concern may be present.

As an Alternative Provision, MTTYP recognises the importance of considering the individual circumstances and vulnerabilities of students who may have experienced disrupted education, poor attendance, exclusion, social or emotional difficulties, or increased exposure to safeguarding risks.

MTTYP will take account of current local safeguarding priorities and emerging risks identified by the relevant Local Safeguarding Children Partnership, local authority and other partner agencies.

Staff are expected to remain familiar with relevant local safeguarding priorities and any emerging risks communicated through MTTYP safeguarding training, briefings or updates.

4.6 Keeping Safeguarding Knowledge Current

All MTTYP staff are expected to understand their safeguarding responsibilities and remain familiar with current statutory guidance.

This policy should be read alongside the latest version of **Keeping Children Safe in Education (KCSIE)**, *Working Together to Safeguard Children* and relevant local safeguarding procedures.

MTTYP does not seek to reproduce the full statutory guidance within this policy. Staff should refer to KCSIE and relevant local safeguarding arrangements for detailed information about specific safeguarding risks, indicators and statutory responsibilities.

Where staff are unsure whether a concern should be reported or what action should be taken, they must speak to the DSL/DDSL immediately rather than making assumptions about whether a safeguarding threshold has been met.

4.7 Safeguarding Concern Flowchart

A Concern Arises

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Is the Child or Young Person in Immediate Danger?

YES

Take immediate action to protect the child or young person and contact the emergency services where necessary.

Inform the DSL/DDSL as soon as possible.

NO

Continue below.

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LISTEN & REASSURE

- Remain calm.
- Listen carefully.
- Allow the student to speak.
- Do not investigate.
- Do not ask unnecessary or leading questions.
- Do not promise confidentiality.

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RECORD THE CONCERN

Record the concern as soon as possible.

Include:

- what was seen, heard or disclosed;
- the student's words where possible;
- relevant facts and observations;
- date and time; and
- any immediate action taken.

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REPORT IMMEDIATELY

Report the concern to:

DSL – Daryl-Anne Baguley
07523 983890

or

DDSL – George Smith
07728 793456

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DSL/DDSL CONSIDERS THE CONCERN

The DSL/DDSL will consider:

- the information provided;
- the student's individual circumstances and vulnerabilities;
- any previous relevant concerns; and
- whether further action, support or referral is required.

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FURTHER ACTION REQUIRED?

YES

The DSL/DDSL follows the appropriate safeguarding referral or escalation procedure and liaises with relevant agencies.

NO

Appropriate internal action, recording, monitoring and review is completed.

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RECORD • MONITOR • REVIEW

All decisions and actions are recorded appropriately.

Where required, the concern is monitored and reviewed to ensure the student's welfare continues to be supported.

Remember

RECOGNISE → RESPOND → RECORD → REPORT → REFER → REVIEW

If you are unsure, report the concern and seek advice from the DSL/DDSL.

4. Key Statutory Safeguarding Areas

4.1 Child-on-Child (Peer-on-Peer) Abuse

MTTYP maintains a zero-tolerance approach to abuse between pupils. Child-on-child abuse includes sexual harassment, violence, bullying, cyberbullying, upskirting, and harmful sexual behaviour.

- All reports are treated seriously and investigated promptly under the DSL's direction.
- Victims and perpetrators will receive tailored support; cases involving severe harm or illegal content will be referred to Social Care and/or Police.

4.2 Prevent Duty & Channel Framework

- DSL Daryl-Anne Baguley serves as the **Prevent Lead**.
- Staff receive training to recognize signs of vulnerability to radicalisation, extreme views, or violent extremism.
- Where radicalisation risk is identified, the DSL will make a formal referral to the local authority **Channel Panel** for multi-agency support.

4.3 Children Missing from Education (CME) & Unexplained Absence

Because MTTYP operates as an Alternative Provision, attendance is monitored continuously.

- Unexplained or unnotified absences are followed up on Day 1 by provision staff.
- Repeated absence or failure to contact carers triggers an immediate safeguarding welfare check.
- Continued unaccounted absence is formally escalated to the commissioning school and the Local Authority CME Team.

4.4 1:1 Mentoring & Off-Site Provision Safety

Due to the high proportion of 1:1 mentoring:

- Sessions must be conducted in visible, approved spaces or documented off-site locations.
- Session times, start/end locations, and transport routes must be logged centrally.
- Staff must never connect with students via personal phone numbers, personal social media, or gaming platforms.

5. Managing Conduct, Low-Level Concerns & Allegations

5.1 Low-Level Concerns

A low-level concern is any adult conduct that does not meet the statutory allegation threshold but is inconsistent with the Staff Code of Conduct (e.g., subtle favoritism, over-friendly tone, unapproved 1:1 setups).

- Staff must report all low-level concerns to the DSL/DDSL.

- Concerns are recorded on a confidential Central Low-Level Concerns Log to monitor for patterns of behaviour.

5.2 Allegations Against Staff / LADO Threshold

An allegation involving potential harm, criminal offense, or unsuitability to work with children must be reported immediately to the Head of Provision / Board Chair.

- The organisation will notify the **Local Authority Designated Officer (LADO) within 24 hours**.
- No internal investigation or contact with the accused staff member will take place prior to LADO direction.

Appendix A – Key Emergency & Safeguarding Contacts

Role / Authority	**Contact Person / Desk**	**Phone Number / Contact**
Designated Safeguarding Lead (DSL)	Daryl-Anne Baguley	07523 983890
Deputy DSL (DDSL)	George Smith	07728 793456
Tameside / Local LA Children's Social Care	Referral & Duty Desk **0161 342 4101** or **0161 342 4130**	Local LA Duty Line **0161 342 4101**
Local Authority Designated Officer (LADO)	LADO Officer ladoreferrals@tameside.gov.uk Laurie Warburg	Local LA LADO Line 0161 342 4343 option 3 0161 342 2482

		07808212203
Local Prevent / Channel Lead	LA Prevent Team Greater Manchester Police Counter Terrorism Unit Channel Team	Local LA Prevent Line 0161 856 6362
NSPCC Whistleblowing Helpline	Statutory Helpline	0800 028 0285
Emergency Services	Police / Ambulance	**999** (Emergency) / **101** (Non-Emergency)