



Overloaded Ltd

Safeguarding and Child Protection Policy- Updated June 2026

The purpose of this document is to assist all staff in safeguarding and protecting children who are at risk of abuse or neglect and to promote their well-being. At Overloaded Ltd we are committed to safeguarding children and young people and we expect everyone who works in Overloaded Ltd to share this commitment. Adults in Overloaded Ltd take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

This policy and procedures should be read in conjunction with

- Working Together to Safeguard Children 2026
- Keeping children Safe in Education DfE 2025
- The Education (independent school standards) Regulations 2014 - DfE
- Safeguarding and remote education during Coronavirus - COVID-19 - DfE
- Mental health and behaviour in Schools 2022
- DfE Coronavirus (COVID-19) Supporting vulnerable children and young people May 2020
- NSPCC/TES safeguarding in education tool
- Overloaded Ltd Internet Access policy
- Overloaded Ltd Code of Conduct
- Overloaded Ltd Data Protection Agreement
- Overloaded Ltd Equality policy
- Overloaded Ltd Behaviour policy
- Overloaded Ltd Whistleblowing policy
- Overloaded Ltd Quality Assurance and Safer Recruitment policy -
- Overloaded Ltd Health and Safety policy
- Overloaded Ltd Special Educational Needs and Disability policy -
- Overloaded Ltd Equality and Diversity Policy
- Overloaded Ltd Health and Safety Policy

- Overloaded Ltd Service Level Agreement

- Overloaded Ltd Partnership Agreement

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The safeguarding of children is everyone's business and Overloaded Ltd have a responsibility under Section 175 of the Education Act 2002 to ensure that its functions are carried out with a view to safeguarding and promoting the welfare of children.

This includes:

Preventing the impairment of children's physical or mental health or development. Protecting children from maltreatment.

Ensuring children grow up in circumstances consistent with the provision of safe and effective care.

The Children Act 1989 defines a child as being up to the age of 18 years; it also defines significant harm and the roles and responsibilities of Children's Social Care and the Police.

Legislation related to Safeguarding in Overloaded Ltd

Keeping Children Safe in Education DfE Sept 2025

The Children Act 1989 and 2004

Education Act 2002 The Education (Health Standards) (England) Regulations 2003

The Further Education (Providers of Education) (England) (Regulations) 2006 The Children and Families Act 2014

Keeping Children Safe in Education (2025) Specific Safeguarding Issues:

- Abuse: physical, emotional, sexual
 - Attendance
 - AI- increase in use and awareness
 - Alternative Provision- needs and use
- Bullying, including cyberbullying
- Children and the courts
- Children with family members in prison
- Children missing education
- Child missing from home or care
- Child sexual exploitation (CSE)
- Child criminal exploitation/County lines
- Domestic abuse/domestic violence
- Drugs

- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Breast ironing
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Homelessness
- Mental health
- Missing children and adults' strategy
 - Misinformation and conspiracy theories
- Neglect

- Online safety
- Peer on peer abuse
- Private fostering
- Preventing radicalisation
- So called 'Honour' abuse
- Sexual violence and sexual harassment
- Sexting
- Trafficking
- Up skirting

Context

The content of this policy is applicable to all staff and the Overloaded Ltd. The directors and staff of Overloaded Ltd recognise the contribution it makes to safeguarding children. We recognise that all staff have an active part to play in protecting children from harm. We believe that Overloaded Ltd should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

Purpose and Aims:

- To follow the procedures set out by local authorities' Safeguarding Children's Boards, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2025
- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of

abuse. This is achieved through induction, training, policy, procedures and a code of conduct for staff.

- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To support pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse in accordance with their agreed Child Protection Plan.
- To emphasise the need for good levels of communication among all members of staff.
- To follow the procedures for recruitment and selection of staff ensuring that all adults within Overloaded Ltd who have access to children have been checked as to their suitability and have a current enhanced DBS in place and to maintain an active vigilance thereafter
- To set out a structured procedure within Overloaded Ltd in cases of suspected abuse.
 - To share information about child protection and good practice with children,

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parents/ carers and staff.

- To develop and promote effective working relationships with other agencies, especially the Police and Social Care, sharing information about concerns with agencies who need to know, and involving parents, carers and children appropriately.
- To ensure all staff are aware of Overloaded Ltd Code of Conduct.
- To provide effective management for staff through support, supervision and training.

Equality

Some children's circumstances mean they are more vulnerable to abuse and/or less able to access services. These children often require a high degree of awareness and co operation among professionals recognising and identifying their needs and acting to meet those needs. Children in Care form part of this group. Most children in care are kept safe from abuse. However, a small number still remain at risk of abuse or neglect. Children may enter care for all sorts of reasons. But most enter because they have been abused or neglected. These experiences can leave children with complex emotional and mental health needs. And this can increase their vulnerability to abuse.' (Safeguarding Looked after Children NSPCC)

Significant Harm

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm; the duration and frequency of abuse and neglect; the extent of premeditation; the presence or degree of threat, coercion, sadism, and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the child. Sometimes, a single traumatic event may constitute significant harm (eg. a violent assault, suffocation or poisoning). More often, significant harm is a compilation of significant events, both acute and longstanding which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm.

It is acknowledged that a child can be abused, harmed or neglected in a family, institution or community setting or online by someone known to them, or less commonly, by a stranger; this includes someone in a position of trust such as a teacher or other professional.

Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Overloaded Ltd is committed to ensuring that all its actions in respect of a child are compatible with this aim. If there are concerns about a child's welfare that do not meet the thresholds of child abuse Overloaded Ltd will consider whether the Early Help

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approach should be considered. Early identification of concerns and the use of Early Help to develop a multi-agency plan for the child can reduce the risk of subsequent abuse.

Types of abuse and neglect and possible signs and symptoms

These definitions are from "Working Together" (March 2015) and "Keeping Children Safe in Education" (September 2025).

Abuse is: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Possible Signs & Symptoms of Abuse may or may not be indicators that abuse has taken place, but the possibility should be considered. Guidance on recognising signs & symptoms of abuse can be found in *Working Together to Safeguard Children 2015*. Students with learning difficulties often exhibit some of these signs which are not necessarily signs of abuse but symptoms of their condition. It must also be remembered that disabled children

are three times more likely to experience abuse or neglect than their non disabled peers.

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child.

Signs or symptoms

- Unexplained injuries, bites, bruises or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss the causes of injuries
- Untreated injuries
- Disclosure of punishment which appears excessive
- Withdrawal from physical contact/aggressive behaviour
- Arms & legs kept covered in hot weather (excluding reasons of cultural dress)
- Fear of returning home
- Fear of medical help
- Self-destructive tendency
- Running away

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Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve

seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying / online bullying), causing children to feel frightened or in danger, or the exploitation or corruption of children including forced marriage. Some level of emotional abuse is involved in all types of maltreatment of a child although it may occur alone.

Signs and symptoms

- Physical, mental, emotional or developmental delay
- Domestic violence
- Disclosure of punishment which appears excessive
- Over-reaction to making mistakes or fear of punishment
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate responses to painful situations
- Neurotic behaviours
- Self-harm
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing, scavenging

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). All sexual exploitation is abusive.

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Signs and symptoms

- Sudden changes in behaviour
- Displays of affection which are inappropriate
- Alleged promiscuity or sexualised behaviour
- Fear of undressing

- Regression to younger behaviour
- Inappropriate internet use and possible 'grooming' concerns
- Genital itching or other genital/anal pain/injury
- Distrust of familiar adult
- Unexplained gifts of money, mobile phones etc.
- Depression and withdrawal
- Apparent secrecy about social activities or the identity of "special friends"
- Wetting or soiling, day and night
- Sleep disturbances or nightmares
- Chronic illness, especially throat infections and sexually transmitted disease

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness or non-attendance at Overloaded Ltd sessions
- Untreated medical problems or unmet special needs
- Low self-esteem
- Neurotic behaviour
- Poor social relationships
- Deterioration in attainment

- Running away
- Compulsive stealing or scavenging

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Online Safety

The detail of online harm and abuse is in Overloaded Ltd Online safety policy. The online world develops and changes at great speed. New opportunities, challenges and risks are appearing all the time. The DSL supported by the DSL deputies will keep up to date with the latest devices, platforms, apps, trends and related threats.

Overloaded Ltd keep children safe online when they are working with them face to face, in school and when they are learning online at home. This includes ensuring children know how to recognise risk and ask for help.

DfE 'Teaching Online Safety in school' outlines how the curriculum will support children to learn about risk and responsibility.

Online safety concerns will be taken to the DSL in the same way as any other form of harm, or risk of harm.

Overloaded Ltd will help young people stay safe online by helping them to recognise:

- Online content which tries to make people believe something false is true and/or mislead (misinformation and disinformation)
- Techniques that companies use to persuade people to buy something
- Ways in which games and social media companies try to keep users online longer (persuasive/sticky design)
- Criminal activities such as grooming

Overloaded Ltd will help young people recognise acceptable and unacceptable behaviours by:

- Looking at why people behave differently online, for example how anonymity (you do not know me) and invisibility (you cannot see me) affect what people do
- Looking at how online emotions can be intensified resulting in mob mentality,
- Teaching techniques (relevant on and offline) to defuse or calm arguments, for example a disagreement with friends, and disengage from unwanted contact or content online; and
- Considering unacceptable online behaviours often passed off as so-called social norms or just banter. For example, negative language that can be used, and in some cases is often expected, as part of online gaming and the acceptance of misogynistic, homophobic and racist language that would never be tolerated offline.

Overloaded Ltd will help young people identify and manage risk by:

- Discussing the ways in which someone may put themselves at risk online,
- Discussing risks posed by another person's online behaviour,
- Discussing when risk taking can be positive and negative,
- Discussing "online reputation" and the positive and negative aspects of an online digital footprint. This could include longer-term considerations, i.e. how past online behaviours could impact on their future, when applying for a place at college/university or a job for example

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- Discussing the risks versus the benefits of sharing information online and how to make a judgement about when and how to share and who to share with
- Asking questions such as what might happen if I post something online? Who will see it? Who might they send it to?

Sexting

The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content. These are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services. Overloaded Ltd will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook, being the object of cyber-bullying and online grooming are all potential safeguarding concerns. We have a responsibility to work with parents and carers in ensuring that all pupils are fully aware of the dangers and possible repercussions of sexting. Mobile phones must be switched off during teaching sessions.

Children Missing Education

All professionals working with children, as well as the wider community can help by remaining vigilant to children's safety. The law states every child should be receiving an education, and we stand a better chance of ensuring a child's safety if we know where and how they are receiving this. The Education and Inspections Act 2006 places a duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory school age missing education in their area; we work closely to ensure we put appropriate safeguarding responses in place for children who go missing from education.

A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and

other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. Overloaded Ltd holds two or more emergency contact numbers for each young person.

Overloaded Ltd will notify the commissioner of any young person who fails to attend sessions on the same day and will contact parent(s)/carers. Ongoing absence authorised by parent(s) will always be investigated.

Fabricated or induced illness

Fabricated or Induced Illness (FII) is a form of child abuse. It is part of the definition of Physical Abuse in 'Working Together 2018'. Physical harm may be caused when a parent

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or carer fabricates the symptoms of, or deliberately induces illness in a child and it is attributed to another cause. It should also be included in the definition of neglect. It may include a parent who displays high levels of anxiety regarding their child's health and their response is impacting on the child's well-being. As Overloaded Ltd staff often liaise with parents and carers on a daily basis they are in a unique position to identify possible FII. There may be a number of explanations for these circumstances and each requires careful consideration and review.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator.

The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

CSE and CCE do not always involve physical contact.

Child Criminal Exploitation (CCE)

Criminal exploitation of children is widespread and has been part of British society for centuries. It may involve the abuse of children through drug or gang related activity or the exploitation of children and young people involved in petty crime.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (County Lines), forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late ●
Children who regularly miss school or education or do not take part in education.

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County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money, often from urban areas to suburban and rural areas, market and seaside towns. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines criminal activity in a number of locations including schools, colleges, pupil referral units, special educational needs schools and children's homes.

Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes, (both from home and school).

Child Sexual Exploitation (CSE Working together, February 2017)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or

group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person (male or female) under the age of 18 [including 16 and 17 year olds who can legally consent to have sex] into sexual activity. It can include both contact (penetrative and non-penetrative acts) and non- contact sexual activity; may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

There are three main types of child sexual exploitation:

Usually involves just one abuser who has inappropriate power: - physical, emotional or financial - or control over a young person. The young person may believe they have a genuine friendship or loving relationship with their abuser.

Boyfriend/Girlfriend/partner/family member: Abuser grooms victim by striking up a normal relationship with them, giving them gifts and meeting in cafés or shopping centres. A seemingly consensual sexual relationship develops but later turns abusive. Victims are required to attend parties and sleep with multiple men and threatened with violence if they try to seek help.

Organised exploitation and trafficking: Victims are trafficked through criminal networks - often between towns and cities - and forced or coerced into sex with

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multiple people. They may also be used to recruit new victims. This serious organised activity can involve the buying and selling of young people.

Signs and Symptoms

CCE indicators can also be indicators of CSE, as can:

- Going missing for periods of time or regularly coming home late
- Regularly missing Overloaded Ltd or education or not taking part in education
- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections
- Mood swings or changes in emotional wellbeing
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviour

So-called 'honour-based' abuse - which includes FGM, Forced Marriage and Breast Ironing

Encompasses incidents or crimes which have been committed to protect or defend the

honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of honour-based abuses are abuse (regardless of the motivation) and should be handled as such. Staff need to be alert to the possibility of a child being at risk of honour-based abuse, or already having suffered honour-based abuse.

Staff must inform the Designated Safeguarding Lead if they have concerns about a child

Female Genital Mutilation (FGM)

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It typically takes place between birth and around 15 years old but The World Health Organisation identify girls between 6 and 10 as being most at risk.

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. This will usually come from a disclosure. Unless there are exceptional circumstances, concerns about FGM should be taken to the Designated Safeguarding Lead, rather than the police. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

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Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them so sensitivity should always be shown when approaching the subject.

Signs, Symptoms and indicators

- Low level of integration into UK society
- Mother or a sister who has undergone FGM
- Visiting female elder from the country of origin
- Being taken on a long holiday to the country of origin
- Talk about a 'special' procedure to become a woman

Indications that FGM may have already taken place may include:

- Difficulty walking, sitting or standing and may even look uncomfortable. • Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Frequent urinary, menstrual or stomach problems
- Prolonged or repeated absences from Overloaded Ltd, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- Reluctance to undergo normal medical examinations
- Confiding in a professional without being explicit about the problem due to embarrassment or fear
- Talking about pain or discomfort between the legs

Breast Ironing

Breast Ironing is where young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. The custom uses large stones, a hammer or spatulas that have been heated over scorching coals to compress the breast tissue, or an elastic belt to press the breasts so as to prevent them from growing in girls as young as 9 years old. Much like Female Genital Mutilation (FGM), breast-ironing has been identified by the UN as one of five under-reported crimes relating to female-to-female/gender-based violence. The practice is performed usually by mothers and female relatives and it is believed that by carrying out this act:

- Young girls will be protected from harassment, rape, abduction • It will prevent early pregnancy that would tarnish the family name
- It will allow the girl to pursue education rather than be forced into early marriage
- It will delay pregnancy by "removing" signs of puberty
- Girls may not appear sexually attractive to men

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Most at risk: Young pubescent girls usually aged between 9 - 15 years old. It is a well kept secret between the young girl and her female relatives who are likely to carry out the practice.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can

be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools, colleges and alternative provision can play an important role in safeguarding children from forced marriage.

There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person's parents, extended family or members of their community, could put the young person in a situation of significant risk. Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be 'one chance to save a life'. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced.

Upskirting

Typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim. It is worth noting that staff are at risk of harassment in this way as well as pupils.

Peer on peer abuse

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including online bullying) within intimate partner relationships; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Overloaded Ltd recognises the different forms of peer on peer abuse and is clear that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Professionals should not dismiss abusive behaviour as normal among young people and should not develop high thresholds before taking action. Professionals should

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be aware of the potential uses of social media for bullying and abusive behaviour among young people. Professionals should be aware of the added vulnerability of children and young people who have been the victims of violent crime (for example mugging), including the risk that they may respond to this by abusing younger or weaker children.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned
- The perpetrator has repeatedly tried to harm one or more other children •

There are concerns about the intention of the alleged perpetrator.

- If the evidence suggests that there was an intention to cause severe harm to the victim; this should be regarded as abusive whether or not severe harm was actually caused

Children and the court system

Staff should be aware that any child involved in legal proceedings should be made known to the Designated Safeguarding Lead. Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. Where there is a family break up making child arrangements via the family courts following separation can be stressful and entrench conflict in families.

Children with family members in prison

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. Staff must inform the Designated Safeguarding Lead if they know a child has a family member in prison.

Serious Violence

All staff should be aware of the indicators, which may signal that children are at risk from, or are involved in serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well being or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Domestic Abuse and Domestic Violence (DA/DV)

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality constitutes abuse. The abuse can

encompass but is not limited to: psychological; physical; sexual; financial; and

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emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Prevent, Radicalisation and Extremism

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

As part of the Counter Terrorism and Security Act 2015, Overloaded Ltd has a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'. Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead. The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

Teaching Overloaded Ltd core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair and just society.

Early indicators of radicalisation or extremism

- Making remarks or comments about being at extremist events or rallies outside Overloaded Ltd
- Evidence of possessing illegal or extremist literature
- Out of character changes in dress, behaviour and peer relationships

- Secretive behaviour
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

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Channel

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.
- The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.
- Overloaded Ltd has a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015)

Private Fostering

A private fostering arrangement is one that is made without the involvement of a local authority for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins. Parents and private foster carers have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence. Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and

neglect, or involved in trafficking, child sexual exploitation or modern-day slavery. Overloaded Ltd have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Overloaded Ltd need to know who has parental responsibility. Overloaded Ltd staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. Overloaded Ltd itself has a duty to inform the local authority of the private fostering arrangements.

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Physical Intervention

Overloaded Ltd has a policy of no physical intervention

There is no 'safe' physical intervention

If one person takes physical control of another the balance of power is unacceptable There are no 'safe' physical techniques that do not present risk to adult or child physically or emotionally.

Some of our children and young people have been subjected to physical abuse and adult physical intervention is very unwelcome

When someone is already angry or upset touch can cause additional harm **Physical Intervention should not be confused with Personal Safety*

- Follow the Individual Teaching Plan/Personal Learning Plan
- Follow the Risk Assessment
- Follow the Code of Conduct
- Remember Personal Safety guidance
- If in any doubt contact your line manager

All staff must attend Positive, Caring Relationships (PCR) training

Procedures

Overloaded Ltd procedures for safeguarding children will be in line with Local Safeguarding Children's Board procedures.

The Safeguarding and Child Protection Team:

The Designated Safeguarding Lead and their deputies have received appropriate training and undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.

All Overloaded Ltd staff will be appropriately trained.

In the event that there are concerns about a child the Designated Safeguarding Lead will contact the School DSL/local safeguarding board/MASH to inform their decision making process with regard to the presenting of safeguarding concerns. There is immediate access to the DSL or DDSL at all times.

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of the children and confirms a duty to make enquiries to decide whether action should be taken to safeguard or promote the welfare of a child who is suffering, or likely to suffer significant harm.

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All members of staff will develop their understanding of the signs and indicators of abuse and their responsibility for referring any concerns.

The induction of new staff by the team manager will include Safeguarding and Code of Conduct training.

Staff in personal relationships that could place pupils at risk of harm are expected to disclose such information. This will be dealt with sensitively and will prioritise the wellbeing of children and young people.

All members of staff will read Keeping Children Safe in Education 2025, part 1. The Overloaded Senior Management Team will support staff in understanding this key document and implementing it in their practice.

All members of staff will know how to respond to a pupil who discloses abuse. It is vital that our actions do not abuse the child further or prejudice further enquiries:

- Stay calm, listen to the child, if you are shocked by what is being said try not to show it.
- Do not promise confidentiality; you can however promise privacy, reassure the child they have done the right thing, explain who you will have to tell and why.
- If a child is making a disclosure the pace should be dictated by the child, do not ask leading questions for example, 'what did they do next?' It is our role to listen not to investigate. Use open questions such as 'is there anything else you wish to tell me'.

- Accept what they are telling you, do not make judgements.
- Reassure the child that they have done the right thing in telling you. Do acknowledge how hard it was for them to tell you.
- Don't criticise the perpetrator, this may be someone they love.
- Tell them what you will do next and with whom the information will be shared. ●

All staff must report all information immediately, on the same working day, to the Designated Safeguarding Lead, or in their absence to the Safeguarding Deputy.

- The conduct of staff when in a 1:1 situation with a child is managed in a way that would not lead any reasonable person to question their motives or intentions. All staff must ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to children. All staff must be aware of Overloaded Ltd Whistleblowing Policy and how to access it.
- All parents/carers are made aware of the possibilities of staff members' actions with regard to child protection procedures.
- All parents, as part of the child induction process, will be made aware of the Safeguarding and Child Protection Policy which is on Overloaded Ltd website address.
- Safeguarding and Child Protection Procedures are reviewed annually.

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If you have a concern regarding the safety or wellbeing of a child

1. If there is immediate danger to a child or young person call 999
2. If you have a concern do not delay- report as soon as it is safe to do so.
Safeguarding children and young people is always our first priority.
3. If you are working in a school, children's home or other setting inform them of the concern. You may be asked to follow their recording and reporting process which you should do in parallel to the Overloaded Ltd process. (Seek advice from the DSL if there is a concern about a staff member)
4. Do not discuss a safeguarding concern with a colleague or staff member who is not a DSL or DDSL.
5. Contact **Rachel Temple** Designated Safeguarding Lead or Deputy Safeguarding Lead

Sam Smith by telephone - next steps will be agreed in that conversation.

6. Complete the Overloaded Ltd online Safeguarding Form with facts, dates and times

7. The designated Safeguarding Lead will inform social care/ MASH in the residing authority. Records will be stored on secure site with strictly limited access.

8. The record will be updated with action and outcomes by the appropriate DSL or Deputy DSL

The role of the Designated Lead is to:

- Obtain information from staff, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- Consult with the LADO
- The Designated Lead should make a referral to social care / police without delay if it is agreed during the consultation or if there is an immediate risk to the child.

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- The referral should be made to the local authority safeguarding team in which the child lives
- Concerns will not be discussed with anyone other than those nominated above.
- It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the Designated Lead has not responded appropriately to your concerns, it is then your responsibility to contact the local authority. Safeguarding team directly.

Responsibilities of DSL

The Designated Safeguarding Lead or those deputising for them, is responsible for:

- Adhering to procedures regarding referring a child if there are concerns about possible abuse.
- Keeping full written chronological records of Overloaded Ltd concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely

- Checking the attendance of children subject to a Child Protection Plan on daily basis.
- Ensuring that where any child currently who is subject to a Child Protection Plan leaves, their information is transferred to the new education placement immediately and that the child's social worker is informed. A digital copy of the child's information will be retained by Overloaded Ltd
- **Handling sexting and nude selfie incident**

UK Council for Child Internet Safety (UKCCIS) will be used to triage concerns. There should always be an initial review meeting, led by the DSL. This should consider the initial evidence and aim to establish:

'Whether there is an immediate risk to a young person or young

people' When assessing the risks the following should be considered:

- Why was the imagery shared? Was the young person coerced or put under pressure to produce the imagery?
- Who has shared the imagery? Where has the imagery been shared? Was it shared and received with the knowledge of the pupil in the imagery?
- Are there any adults involved in the sharing of imagery?
- Does the young person understand consent?
- Has the young person taken part in this kind of activity before?
- If a referral should be made to the police and/or children's social care • If it is necessary to view the imagery in order to safeguard the young person - in

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most cases, imagery should not be viewed.

- What further information is required to decide on the best response.
- Any relevant facts about the young people involved which would influence risk assessment.
- Whether to contact parents or carers of the pupils involved - in most cases they should be involved.

An immediate referral to police and/or children's social care should be made

- If the incident involves an adult. There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their

capacity to consent (for example owing to special educational needs).

- If what you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent, or the young person in the imagery is under 13.
- You have reason to believe a young person is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming.

If none of the above apply then Overloaded Ltd may decide to respond to the incident without involving the police or children's social care when the DSL is confident that they have enough information to assess the risks and manage them within Overloaded Ltd.

Supporting Children

We recognise that a child who is abused or witnesses violence and/or abuse may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless, humiliated and self-blame. We recognise that Overloaded Ltd may provide the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. Overloaded Ltd will support all children through:

- The curriculum
- Overloaded Ltd ethos
- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within Overloaded Ltd, giving children a sense of being valued.
- Ensuring children know there are adults in Overloaded Ltd whom they can approach if they are worried.
- Liaising and working together with support services and agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.

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- Providing continuing support to a child about whom there have been concerns who leaves Overloaded Ltd ensuring that appropriate information is forwarded under confidential cover to the child's new provider.

Supporting Staff

We recognise that staff working in Overloaded Ltd who have become involved with a child who has suffered or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by providing an opportunity to discuss the situation with the Designated Safeguarding Lead and to seek further support as appropriate.

Safer Recruitment

High quality staff are recruited through the following process:

- Application forms are evaluated
- Interview by an experienced manager
- Two references taken up
- Enhanced DBS completed and Teacher reference confirmed

Recruitment will highlight the priority that Overloaded Ltd places on safer recruitment and Overloaded Ltd

commitment to safeguarding. Overloaded Ltd will follow the guidance set out in Keeping Children Safe in education 2025, and in line with the Local Authority and Local Safeguarding Children's Board procedures.

Allegations against staff

Overloaded Ltd recognises the possibility that adults working in Overloaded Ltd may harm children. Any concerns about the conduct of other adults within Overloaded Ltd agency staff or staff working within other organisations should be taken to the DSL on the same working day.

Points for Consideration:

We understand that a child or 3rd party may make an allegation against a member of staff.

We will be guided by Working Together 2015 which defines an allegation as:

- 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 that they are unsuitable to work with children.

The DSL will discuss immediately, on the same working day, the content of the allegation with the Local Authority Designated Officer (LADO), before taking any further action.

Overloaded Ltd will not internally investigate until instructed by the LADO.

Overloaded Ltd will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in Overloaded Ltd.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Further information is available in our Whistleblowing Policy.

Physical Intervention

Our policy on physical intervention by staff is set out in Overloaded Ltd Code of Conduct. Overloaded Ltd are not trained in any form of restraint and have a policy of no physical contact

Bullying

Our policy on bullying is set out in a separate Equality policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Racist Incidents

Our policy on racist incidents is set out in a separate Equality policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Gender Incidents

Our policy relating to gender incidents is set out in a separate Equality policy and recognises the vulnerability of young people to harassment and bullying.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of children and staff. All children referred have a current risk assessment; venues are risk assessed.

Medical details and emergency contacts will be taken for all staff.

Staff who have particular medical needs will have risk assessments.

Prevention

We recognise that Overloaded Ltd plays a significant part in the prevention of harm by providing children and young people with good lines of communication with trusted adults and an ethos of protection.

Overloaded Ltd establish and maintain an ethos where children feel secure and are

encouraged to talk and are always listened to. Ensure that all children know there is an adult in Overloaded Ltd whom they can approach if they are worried or in difficulty.

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Management of Children subject to Child Protection Investigation or subject to a Child Protection Plan:

The Designated Lead and team will contribute to the child protection investigation and attend or contribute to the Strategy meetings.

The Designated Lead, deputy or team manager will attend the Initial Child Protection Conference to share any relevant information and provide a written report for the conference.

If the child is placed on the Child Protection Register, the Designated Lead or deputy is responsible for ensuring that Overloaded Ltd participates appropriately in the Child Protection Plan and Overloaded Ltd attends all Core Group Meetings and Child Protection Conferences.

Information will be shared with staff on a need-to-know basis but key personnel working with child/young person should have sufficient information to support them in their work with that child.

If a child with a Child Protection Plan has an unexplained absence from Overloaded Ltd the Designated Lead will inform the Social Worker.

Support and Training

We are committed to the provision of safeguarding training for all our team members and we recognise that staff must be regularly updated. Safeguarding and Child Protection training is repeated on an annual basis for all staff. Safeguarding and Child Protection training forms part of Overloaded Ltd induction process. The Safeguarding training schedule is monitored by the DSL.

Record Keeping

Overloaded Ltd will work within DfE guidance. The Designated Lead will keep detailed, accurate, secure records of referrals and concerns. These will be kept separately from academic records. They are exempt from records available for examination by parents or children unless subject to a court order. All records will be dated and only accessible to named personnel.

A Child Protection Log is maintained in a secure area of the Overloaded Ltd portal; this is only accessible by appropriate senior staff as directed by the Designated Lead. A log of concerns is maintained in the same secure site for concerns about young people which did not meet the threshold for referral to support monitoring and to provide information to escalate concerns when needed.

If a child transfers to another educational provision, the Designated Lead will forward the child protection file to a named person in the young person's home authority following a written request. The file should be marked 'confidential, to be opened by addressee only.'

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The Designated Lead will retain a digital copy of the child protection file stored in a secure area accessible only by appropriate senior staff members. Child Protection records about a young person who has ceased to be of compulsory age should be archived and catalogued. Records must be kept until a child reaches 25 years of age; child protection records must be kept for 35 years after the child leaves Overloaded Ltd.

When making a referral, the referrer should keep a written record of:

- Discussions with child
- Discussions with parents/carers
- Discussions with staff
- Information provided to Social care
- Advice given and decisions taken (clearly times, dated and signed)

The referrer should confirm verbal and telephone referrals in writing within 12 hours, using Overloaded Ltd Child Protection form or the specific local authority referral form as agreed with a particular local authority.

Overloaded Ltd will ensure that we keep up-to-date personal data records of all the children by regularly reminding parents to inform them of any change in family circumstances and requesting an annual update.

Confidentiality and Information Sharing

We recognise that all matters relating to child protection are confidential. The Designated Lead will disclose personal information about a young person to other members of staff on a need-to-know basis only.

However, all staff must be aware that they have a professional responsibility to share information with other agencies to safeguard children. Staff cannot promise a child to

keep secrets.

Staff will consider the following:

The Data Protection Act is not a barrier to sharing information, it provides the framework.

Be open & honest with the person from the outset about how information may be shared.

Seek advice; do not fail to share information because you are unsure what to do.

Consider safety and well-being of the child and base information sharing decisions on this.

Ensure all information shared is Necessary, Proportionate, Relevant, Accurate, Timely & Secure

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Keep a record of your decision and reasons for it. Record what you have shared, with whom and the purpose.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

Covid-19: additional safeguarding responsibilities, in the event of a National lockdown or the centre/shop needs to be closed for any other reason within the agreed contractual dates and times, the following will be:

Keeping in touch with children including children not in school (also see Overloaded Ltd outbreak plan)

Contact details for parents and carers, and additional emergency contact numbers should be kept up to date. There is a recognition that there may be changes in details of family circumstances over this time. Overloaded Ltd will do everything possible to update contact and welfare information for children and their families. If children are at home, first day calling will be in place and children working at home should have reporting routes for raising concerns, including worries about being online.

Reporting concerns about children (face to face or via phone, video or similar)

All staff working face to face or working from home must understand how to raise a concern. This should be immediate reporting to the DSL / Team using existing school processes. Staff could (face to face or digitally)

- Talk to a DSL if they are working within a school

- Contact Overloaded Ltd DSL or deputy by phone, video or similar

All types of risk and harm sadly continue. Disclosures will rise; it is important that COVID 19 does not overshadow and stop staff from seeing harm and identifying and raising concerns.

Staff should be aware that some risk areas are likely to have

increased: ● Domestic violence and domestic abuse

- Child criminal exploitation
- Prevent
- Welfare concerns because of bereavement, poverty or job loss

Mental Health

Appropriate support for children's mental health and well-being should be in place. It may be delivered by CAMHS or multi agency support services.

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NSPCC Child Protection Helpline: 0808 800 5000

Sites for more information:

Safeguarding contact details for every local authority in the country

<https://www.gov.uk/report-child-abuse-to-local-council>

DfE : Advice what to do if you are worried that a child is being abused 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

DfE: Statutory guidance: Working together to safeguard children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

DfE: Statutory guidance: Keeping children safe in education 2020

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers May 2020

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

DfE Safeguarding and remote education during coronavirus (COVID-19) May 2020
<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

General COVID 19 guidance for educational settings May 2020
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

DfE Coronavirus (COVID-19): Supporting vulnerable children and young people May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

DfE: Teaching Online Safety in schools 2019
<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

DfE: Relationship Education and Relationship and Sex Education, July 2020
<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

DfE: Mental health and behaviour in schools, November 2018
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools-2>

DfE: Preventing and Tackling Bullying 2017
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

DfE Guidance: Sexual violence and sexual harassment between children in schools and colleges 2018

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<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

DfE Guidance: Protecting children from radicalisation: the prevent duty
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

DfE: Guidance: Safeguarding practitioners: information sharing advice 2018
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Home Office: Preventing youth violence and gang involvement
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March201

[5.pdf](#)

Home Office: Criminal exploitation of children and vulnerable adults: county lines
<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

UKCIS: Sexting in schools and colleges 2016
<https://www.gov.uk/government/publications/sexting-in-schools-and-colleges>
(An updated copy of this guidance is due autumn term 2020)
[Keeping children safe in education \(KCSIE\) 2025: summary of changes | NSPCC Learning](#) Update from 2025

UKCIS: Tackling race and faith targeted bullying face to face and online
<https://www.gov.uk/government/publications/tackling-race-and-faith-targeted-bullying-face-to-face-and-online-a-guide-for-schools>

UKCIS: Education for a connected world 2020
<https://www.gov.uk/government/publications/education-for-a-connected-world>

Gov.UK: Safeguarding children, latest documents
<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>

NPCC- When to call the police
<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20police%20guidance%20for%20schools%20and%20colleges.pdf>

NSPCC, Undertaking remote teaching and learning safely
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

/ Signed: R Temple

Name: Rachel Temple

Date: 07/06/2025

Next review date: 07/06/2026

**Designated
Safeguarding Lead
and Team:**

DSL: Rachel Temple
DDSL: Sam Smith

Safeguarding director:

Rachel Temple

Sam Smith

01480 774775

07490 375064

Email concern form to
DSL or deputy
Info@overloadedsupport.com

Samantha@overloadedsupport.com

The discussion is used to
decide whether to
monitor, refer, or no
further action (record)

monitor refer record

Decision made to
monitor the concern

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DSL reviews concern
form and makes a
decision on
next steps

Decision is recorded in
the safeguarding file for
the child

DSL will talk through
monitoring with team manager.

Decision made to discuss
the concern with parent
/ carer

Overloaded Ltd
Rachel Temple
01480 774775

Overloaded Ltd: Process

Concern put in writing on
Overloaded Ltd concern
form If the concern is
about a staff member, go to
the Director, Rachel
Temple

DSL will discuss with
parents. The discussion
will be
recorded in the
safeguarding file for
the child.

Decision made to
refer the concern to
social
care

DSL and team use all
information about the
child to structure
referral. A call is made
to social care to
discuss concerns

A referral is
submitted to social
care (same
working day asap)