Sparks of Success

EVERY CHILD, A SUCCESS STORY!

Safeguarding And Child Protection Policy

Reviewed: 12/10/2026
Review Date: 11/10/2027

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Charity Number: 1193418
Approved by: Board of Trustees
Policy Owner: Bracha March
Contact Number: 0161 660 1001
Review Frequency: Annual
Last Reviewed: 12/10/2026
Next Review Due: 11/10/2027

1. Purpose of this Policy

Sparks of Success is committed to safeguarding and promoting the welfare of all children and young people.

Our work includes delivering group sessions, activities, and trips for children in the community, supported by trained volunteers. This policy explains how we protect children from harm and ensure they are safe, respected, and supported when engaging with our services.

This policy applies to all staff, volunteers, trustees, and anyone working on behalf of the organisation.

Safeguarding is everyone's responsibility.

2. Our Commitment

We believe that:

- The welfare of the child is paramount
- All children have an equal right to protection from harm
- Safeguarding concerns must always be taken seriously and acted on promptly
- Early intervention is important
- Working in partnership with families and external agencies helps keep children safe

We are committed to creating an environment where:

- Children feel safe, valued, and listened to
- Staff and volunteers feel confident to raise concerns
- Safeguarding is part of everything we do

3. Legal Framework

This policy is based on UK legislation and guidance, including:

- Children Act 1989 and 2004
- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR
- Human Rights Act 1998
- Working Together to Safeguard Children (2026)
- Keeping Children Safe in Education (2024)

4. Designated Safeguarding Leads (DSL)

Designated Safeguarding Lead (DSL):

Bracha March

Contact: 0161 660 1001

Deputy / Escalation:

If the DSL is unavailable, concerns must be reported to a trustee or directly to Children's Services without delay.

Responsibilities of the DSL include:

- Managing safeguarding concerns and referrals
- Acting as the main point of contact
- Liaising with external agencies
- Keeping secure safeguarding records
- Ensuring staff and volunteers receive training
- Reporting safeguarding matters to trustees

5. Roles and Responsibilities

All staff and volunteers must:

- Be alert to signs of abuse or neglect
- Report concerns immediately
- Follow safeguarding procedures at all times
- Maintain appropriate professional boundaries

Trustees must:

- Ensure safeguarding policies are effective
- Monitor safeguarding practice

- Promote a strong safeguarding culture

6. Safeguarding Risk Identification and Management

We recognise that safeguarding risks can arise in all aspects of our work.

Risks are identified through:

- Risk assessments for all activities, sessions, and trips
- Ongoing supervision and observation
- Feedback from children, families, and partners
- Review of incidents or concerns

Risks are managed by:

- Maintaining appropriate supervision and volunteer ratios
- Ensuring all staff and volunteers are safely recruited and trained
- Setting clear expectations for behaviour and boundaries
- Reviewing and updating risk assessments regularly

Safeguarding is actively overseen during all sessions, with clear leadership present at all times. Risks are reviewed regularly and after any incident to ensure children remain safe.

7. Safeguarding in Practice

We deliver safeguarding through:

- Close supervision during all activities and trips
- Clear behaviour expectations and boundaries
- Regular headcounts and structured sessions
- Advance risk assessments for all activities

As a volunteer-led organisation, all volunteers are trained in safeguarding and required to follow this policy at all times.

8. Types of Abuse

We recognise the following types of abuse:

Physical Abuse

Causing physical harm such as hitting, shaking, burning, or injuring a child.

Emotional Abuse

Ongoing emotional harm such as humiliation, rejection, intimidation, or making a child feel unsafe or unloved.

Sexual Abuse

Neglect

Failure to meet a child's basic physical or emotional needs, including food, shelter, supervision, or medical care.

Exploitation

Including child sexual or criminal exploitation, where a child is manipulated or controlled for someone else's benefit.

Online Abuse

Abuse that occurs through digital platforms, including grooming, bullying, or exploitation.

We also recognise that children may experience domestic abuse, coercive control, harmful relationships, sexual abuse and exploitation, including abuse that takes place online or outside the family home. Some forms of abuse are difficult to recognise or disclose, and children may experience more than one type of harm at the same time. All concerns will be taken seriously, even where there are no obvious physical signs.

9. Recognising Safeguarding Concerns

Concerns may arise through:

- A child disclosing information
- Changes in behaviour or mood
- Physical signs such as injuries
- Concerns raised by others

Possible indicators include:

- Unexplained injuries
- Withdrawal, anxiety, or fear
- Aggressive or inappropriate behaviour
- Poor hygiene or lack of supervision

All concerns must be taken seriously.

We recognise that children communicate concerns in different ways. Some may find it difficult to explain what is happening to them, particularly younger children or those with additional needs. Staff and volunteers must listen carefully, take account of each child's individual circumstances and never assume that a child is safe simply because they have not spoken about abuse or neglect.

10. Responding to Concerns

If a child discloses abuse:

1. Stay calm and listen

2. Do not interrupt
3. Do not promise confidentiality
4. Reassure the child
5. Record what was said in their own words
6. Report immediately

Do not:

- Investigate
- Ask leading questions
- Confront the alleged abuser

If a child is in immediate danger, contact emergency services.

11. Reporting Procedure

- All safeguarding concerns must be reported immediately and on the same day to the DSL
- If the DSL is unavailable, escalate to a trustee or Children's Services
- The DSL will assess and make referrals where needed
- All concerns are recorded securely
- Ongoing support and monitoring are provided

12. Safer Recruitment

Sparks of Success follows safer recruitment procedures for all staff and volunteers working with children.

These include:

- Verifying applicants' identities and obtaining references.
- Exploring gaps in employment and assessing suitability to work with children.
- Including safeguarding responsibilities in recruitment and induction.
- Carrying out DBS checks at the highest level legally permitted for each role, including checks against the relevant barred lists where eligible.
- Rechecking DBS certificates at least every three years.
- Keeping appropriate records of recruitment checks.

No staff member or volunteer will undertake unsupervised responsibilities with children until the necessary safeguarding and recruitment checks have been completed.

13. Training

All staff and volunteers working with children receive safeguarding induction before beginning their responsibilities. This includes an explanation of the organisation's safeguarding policy, reporting procedures and the contact details of the Designated Safeguarding Lead.

Safeguarding training covers:

- Recognising signs of abuse, neglect and exploitation.
- Responding appropriately to disclosures and concerns.
- Reporting safeguarding concerns and allegations.
- Maintaining professional boundaries.
- Online safety and appropriate communication with children.
- Supporting children with additional needs.

Safeguarding knowledge is refreshed regularly, with annual refresher training for staff and volunteers working directly with children.

The Designated Safeguarding Lead undertakes additional training appropriate to the role.

Training attendance and completion records are maintained by the organisation.

14. Online Safety

We ensure:

- Safe use of digital platforms
- Clear communication boundaries
- Supervision of online activity
- Immediate reporting of concerns

15. Photography and Media

We obtain consent before taking or using images of children.

Images are stored securely and used appropriately.

16. Record Keeping

All safeguarding records:

- Are accurate and dated
- Use the child's own words where possible
- Clearly record actions taken
- Are stored securely and confidentially

17. Confidentiality and Information Sharing

Information is shared on a need to know basis to protect children and in line with legal requirements.

Where there are concerns about a child's safety or welfare, relevant information will be shared promptly with Children's Services or other appropriate safeguarding professionals. Staff and volunteers must not allow concerns about confidentiality to prevent necessary safeguarding action. Information sharing decisions and any action taken must be recorded securely.

18. Whistleblowing

Staff and volunteers are encouraged to report concerns about poor practice.

All concerns will be taken seriously and handled appropriately.

19. Allegations Against Staff and Volunteers

Any allegation or concern that a staff member, volunteer or trustee has harmed a child, may pose a risk to children or has behaved inappropriately towards a child must be taken seriously and reported immediately.

The following procedure applies:

- The person receiving the allegation must report it immediately to the Designated Safeguarding Lead (DSL), Bracha March, on 0161 660 1001.
- If the allegation concerns the DSL, it must be reported directly to a trustee who is not involved in the allegation.
- The DSL or responsible trustee will contact the Local Authority Designated Officer (LADO) promptly where the allegation meets the relevant referral threshold.
- If a child is in immediate danger, emergency services must be contacted on 999.
- All allegations and actions taken must be recorded accurately and confidentially.
- Staff and volunteers must not investigate allegations themselves or confront the person concerned.
- The organisation will follow advice from the LADO, Children's Services or police regarding further action, including any necessary protective measures.

Salford LADO: 0161 603 4350

The welfare and safety of the child will remain the priority throughout the process.

20. Inclusion and Equality

We ensure safeguarding is inclusive and accessible.

All children are supported to feel safe and able to speak up.

We recognise that discrimination, racism and other forms of unequal treatment can affect children's safety and wellbeing. All safeguarding concerns will be treated fairly and without discrimination, taking account of each child's background, experiences and individual needs.

21. Prevent Duty

We recognise our responsibility to prevent radicalisation.

Concerns are reported through safeguarding procedures.

22. Key Contacts

Children's Services (Salford): 0161 603 4500

Emergency Duty Team: 0161 794 8888

LADO (Salford): 0161 603 4350

NSPCC Helpline: 0808 800 5000

23. Safeguarding Culture Statement

Safeguarding is central to all aspects of Sparks of Success.

We are committed to protecting children and ensuring their safety, wellbeing, and dignity at all times. All staff, volunteers, and trustees share responsibility for safeguarding and must follow this policy.