



Low Road, North Tuddenham, Dereham, Norfolk, NR20 3HF
01362 858695 / 07856266990
nikkita@kimblewick.co.uk

KIMBLEWICK CENTRE POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

UPDATED JANUARY 2024

Policy Consultation & Review

This policy is available on our website and is available on request from the office. We also inform parents and carers about this policy when their children join our centre and through our online booking.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, behavior policy and the safeguarding response to those pupils who are missing from education.

This policy will be reviewed in full by the Centre manager on an annual basis. This policy was reviewed and agreed by the Manager in **January 2024**. It is due for review **in January 2025** or sooner with any changes in statutory guidance.

CONTENTS:

- Purpose & Aims
- Centre Ethos
- Roles & Responsibilities
- Training & Induction
- Procedures for Managing Concerns
- Specific Safeguarding Issues
- Recording & Information Sharing
- Working with Parents & Carers
- Child Protection Conferences
- Safer Recruitment
- Safer Working Practice
- Managing Allegations
- Use of premises for non-school/college activities
- Other relevant policies
- Statutory Framework



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1. PURPOSE & AIMS

1.1 The purpose of Kimblewick Equestrian Centre's safeguarding policy is to ensure every child who is registered at our centre is safe and protected from harm. This means we will always work to:

- Protect children and young people at our centre from maltreatment;
- Prevent impairment of our children's and young people's mental and physical health or development;
- Ensure that children and young people at our centre grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our centre to have the best outcomes.

1.2 This policy will give clear direction to all staff, volunteers, visitors and parents about expected behavior and our legal responsibility to safeguard and promote the welfare of all children at our Centre.

1.3 Our centre fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our Centre. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from our centre or who go missing from the education program, particularly on repeat occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.5 This policy applies to all pupils, staff, parents, volunteers and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our centre will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our centre will be able to talk freely to any member of staff at our centre if they are worried or concerned about something. All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our centre play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 At Kimblewick Equestrian Centre we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.

2.4 Where there is a safeguarding concern, the child's wishes and feelings are taken into account when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

2.5 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.6 Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). The Education will cover relevant topics in an age and stage appropriate way, through a planned, developmental curriculum.

2.7 At all times we will work in partnership and endeavor to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children - GOV.UK](#) (2018) and the [Norfolk Multi Agency Safeguarding Partnership arrangements](#).



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3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Mrs S Moore	07796424487 sarahjmoore12@yahoo.com
Designated Safeguarding Lead (DSL) Changing lives lead coach	Mrs N Gostling	07856266990 nikkita@kimblewick.co.uk
Changing Lives Lead Coach	Andrea Warner Nikkita Gostling	07780161097 / andreawarner2018@gmail.com 07856266990 / nikkita@kimblewick.co.uk
Full Time Manager Changing lives coach	Ysa Daly	01362858695 / 07763684430
Full Time Team Leader Changing Lives Coach	Kelly Whitman	01362 858695
Full Time Head Girl	Sophie Harrison	01362 858695

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our Centre to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at Kimblewick. This includes the responsibility to provide a safe environment in which children can learn.

3.2 Kimblewick will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures;
- Kimblewick contributes to inter-agency working in line with Working Together to Safeguard Children (2018);
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL(s) who is an appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role. The role will be evidenced explicitly in the role holder's job description.
- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behavior policy and the center's safeguarding response for those pupils who go missing from education program as detailed section 6 of this policy.
- All staff undertake appropriate child protection training that is updated annually and on-line safety training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of [Keeping children safe in education 2022 -](#)



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[GOV.UK](https://www.gov.uk) DfE (September 2022);

- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.3 The Centre's Manager will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the centre. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Manager of the Centre

3.4 At Kimblewick Equestrian Centre the manager of the centre is responsible for:

- Identifying a senior member of staff from leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

The Designated Safeguarding Lead (DSL)

3.5 The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within our centre. The manager will carry out their role in accordance with the responsibilities outlined in Annex C of [Keeping children safe in education 2022 - GOV.UK](https://www.gov.uk) DfE (September 2022);

3.6 The manager will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the manager.

3.7 During term time the designated safeguarding lead will always be available (during school hours) for staff at Kimblewick to discuss any safeguarding concerns. If in *exceptional* circumstances, a manager is not available on site in person, we will ensure that they are available via telephone and/or any other relevant media.

3.8 The manager at Kimblewick Equestrian Centre will represent the centre at child protection conferences and core group meetings. Through appropriate training, knowledge and experience the manager will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.9 The centre will maintain records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information.)

3.10 The centre manager is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the centre to the agreed safeguarding duties and their roles. Risk Assessments will be shared with staff dealing with the children.

3.11 The manager will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

3.12 The manager will work with the Heads of School and senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement.

3.13 This will include understanding their academic progress and attainment and maintaining a culture of high aspirations for this cohort and supporting teaching staff to provide additional academic support or reasonable adjustments to help



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children who have or have had a social worker reach their potential.

3.14 We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behavior and mental health. The manager will use

the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote educational outcomes. The manager will ensure that staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

4. TRAINING & INDUCTION

4.1 When new staff join our centre they will be informed of the safeguarding arrangements in place. They will be given a copy of our centre's safeguarding policy along with the staff code of conduct, Part one and/or Annex A of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will also receive a copy of the behavior policy and the centre's response to children who go missing from education – this information is included in section 6 of this policy. All staff are expected to read these key documents. They will also be provided with information about how to record and report safeguarding concerns. Training is provided annually and a user guide available to staff. For supply/visitors/volunteers/invigilators a paper Record of Concern is in work information packs and available from Reception with guidance to complete and pass directly to DSL.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period on the first day of joining Kimblewick. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behavior and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our centre.

4.3 In addition to safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education*'. In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- Staff are directed to access relevant training modules throughout the academic year. This provides a record of all safeguarding training completed by individual staff.

4.4 All regular visitors, temporary staff and volunteers to our centre will be given a set of our safeguarding procedures; they will be informed of who our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2)

4.5 The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organized by Norfolk Safeguarding Children's Partnership at least once every three years. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. All DSL's access ecourier for updates, shared staff Safeguarding File has new information added and all staff email alerts are sent to inform of this. DSL's have a secure shared file to add CPD, forum groups etc to inform, share and discuss.

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our centre.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of '*Keeping Children Safe in Education*' (2021) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership and within the [Safeguarding Section](#) of the [Norfolk Schools website](#).



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5. PROCEDURES FOR MANAGING CONCERNS

5.1 Kimblewick Equestrian Centre adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [Norfolk Local Assessment Protocol](#) and the [Norfolk Threshold Guidance](#).

5.2 Every member of staff including volunteers working with children at our Centre are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and assess support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of centre staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our Centre. Any member of staff or visitor to Kimblewick who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed system, for staff and the Record of Concern (available from Reception for supply staff/visitors) in the setting. Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from the school if the information has come from a pupil on an education program. If the pupil disclose information about a teacher Norfolk Children's Advice & Duty Service (CADS) will be contacted. All students attending regular lessons with parents supervising their disclosure will be informed to there School's safeguarding lead if we have that information. Otherwise CADS will be contacted. Any emergency disclosure to Kimblewick Staff 999 will be called. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for reconsideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- They are convinced that a direct report is the only way to ensure the pupil's safety.



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5.11

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Norfolk CADS directly with their concerns.

6. Specific Safeguarding Issues

Contextual safeguarding

6.1 At Kimblewick Equestrian Centre we recognise that safeguarding incidents and/or behaviors can be associated with factors outside of the centres environment and/or can occur between children outside of the centre. This is known as contextual safeguarding. It is key that all centre staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

6.3 At Kimblewick Equestrian Centre we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE): County Lines and serious violence

6.4 At Kimblewick Equestrian Centre we train staff to recognise that 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. 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.

6.5 At Kimblewick Equestrian Centre we recognise that Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology. We understand that some children may not realize they are being exploited e.g. they may believe they are in a genuine romantic relationship.

6.6 At Kimblewick Equestrian Centre we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

6.7 We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understanding that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are criminally exploited can be very different to that of boys and



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that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

6.8 At Kimblewick Equestrian Centre we are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime. We make reference to the Home Office's [Preventing youth violence and gang involvement](#) and [Criminal exploitation of children and vulnerable adults: county lines](#) guidance for more information.

6.9 If a child is suspected to be at risk of or involved in county lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

So-called 'honour-based violence (including Female Genital Mutilation and Forced Marriage

6.10 At Kimblewick Equestrian Centre we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV, they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

6.11 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)

6.12 At Kimblewick Equestrian Centre we recognise that 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 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. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fmf@fco.gov.uk

Preventing radicalisation and extremism

6.13 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Kimblewick Equestrian Centre, we will ensure that:

- Through training, staff, volunteers have an understanding of what radicalisation and extremism is, why we need to be vigilant at Kimblewick and how to respond when concerns arise.
- The DSL has received Prevent training and will act as the point of contact within our centre for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel Procedures](#) and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

Peer on peer abuse- Child on child sexual violence and sexual harassment

6.14 At Kimblewick Equestrian Centre all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.



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6.15 We recognise that children are vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behavior. We understand that abuse can occur in intimate personal relationships between peers; and that consensual and non-consensual sharing of nudes and semi nudes images and or videos¹(also known as sexting or youth produced sexual imagery) is a form of child on child abuse.

6.16 We understand that even if there are no reports in our setting it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that pupils may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviors, an unsafe environment for children and in worst case scenarios a culture that normalizes abuse leading to children accepting it as normal and not coming forward to report it.

6.17 At Kimblewick Equestrian Centre all staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report.

6.18 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSL will respond to any concerns related to peer on peer abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education' and '[Sexual violence and sexual harassment between children in schools and colleges](#)' (2021). We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

¹ UKCCIS guidance: [Sharing nudes and semi-nudes advice for education settings](#)

6.19 Kimblewick will work with other agencies including the police and Children's Social Care, as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behavior from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren).

6.20 Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain at the centre whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on [The Harbor Centre website](#).

Modern Slavery

6.21 At Kimblewick Equestrian Centre we understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance [Modern slavery: how to identify and support victims](#) for concerns of this nature.

Safeguarding responses to children who go missing

6.22 At Kimblewick Equestrian Centre all staff should be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

6.23 At Kimblewick Equestrian Centre we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- An attendance register is taken at the start of their day
- We make every effort to contact parents and carers and follow up with the emergency contacts held;



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- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from the program.
- The DSLs will meet regularly with the point of contact from school and Parent or carer to ensure that each response is thorough and takes into account all the relevant information about individual children;
- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences.
- When removing a child from the program we will inform the school or/and Local Authority in accordance with statutory requirements and pass on all safeguarding files.

Routine absence texts/calls/ home visits are completed daily. Attendance process is followed, regular meetings are held with schools and parents/carers.

Mental Health

6.24 At Kimblewick Equestrian Centre all staff are made aware, through training, 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. Our staff are well placed to observe children day-to-day and identify those whose behavior suggests that they may be experiencing a mental health problem or be at risk of developing one.

6.25 We understand that 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. Therefore, through training, staff are aware of how children's experiences can impact on their mental health, behavior and education. All staff are aware that if they have a mental health concern about a child that is also a safeguarding concern, they should take immediate action by passing the information on to a Designated Safeguarding Lead.

Online Safety

6.26 At Kimblewick Equestrian Centre all staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face.

We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

6.27 As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered. We will ensure online safety is a running and interrelated theme throughout the program and is reflected in relevant policies.

6.28 At Kimblewick Equestrian Centre we recognise that technology, and risks and harms related to the internet evolve and change rapidly. With our centre only offering 2 days this a low risk as electronics are very rarely used, therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on an annual basis) that considers and reflects the risks that children face in our centre..

Cybercrime

6.29 We understand that cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorized as either 'cyber enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

6.30 If there are concerns about a child in this area, the designated safeguarding lead will consider a referral to the [Cyber Choices programme](#) which aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offenses and divert them to a more positive use of their skills and interests. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber dependent offenses and divert them to a more positive use of their skills and interests.

Children with special educational needs and disabilities or physical health issues

6.31 At Kimblewick Equestrian Centre we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as:

- assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's condition without further exploration;



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- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviors such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

6.32 We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

6.33 At Kimblewick Equestrian Centre we also recognise that pupils who attend Alternative Provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child at Kimblewick, they will record their concern either on the agreed reporting form (Appendix 1) or through the setting's electronic system. Any concerns should be passed to the DSL without delay. All forms are available on the google drive where these can be accessed, filled in and sent over to the DSL.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet if a paper system is used and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will be kept up to date. Each concern logged will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored on the child's file whether an electronic or paper system is used. All our safeguarding records will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves our centre, the DSL will make contact with the DSL at the school and will ensure that the child protection file is forwarded to the school. This will be within 5 days. We recognise that not providing information as per the timescales can impact on the child's safety, welfare and educational outcomes.

7.5 We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

7.6 Prior to a child leaving we will consider if it would be appropriate to share any additional information with the school in advance to help them put in place the right support to safeguard this child.

8. WORKING WITH PARENTS & CARERS

8.1 Kimblewick Equestrian Centre is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new students join our centre, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on our centre website. Parents and carers will be informed of our legal duty to assist our staff with child protection enquiries and what happens should we have cause to contact Norfolk Children's Advice & Duty Service. (Please see the flow chart at the front of this document.)

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with



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respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

8.4 We will seek to share with school any concerns we may have about their child *unless* doing so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the centre requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorized by the parent to collect the child from Kimblewick (if different from the above).

Kimblewick will retain this information on the students account. Kimblewick will only share information about students with adults who have parental responsibility for a pupil or where a parent has given permission and Kimblewick has been supplied with the adult's full details in writing.

9. CHILD PROTECTION CONFERENCES

9.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the Centre in respect of individual children. Usually the person representing Kimblewick at these meetings will be the DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

9.3 All reports for child protection conferences will be prepared in advance using the [guidance](#) and [template report](#) provided by the Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at Kimblewick. In order to complete such reports, all relevant information will be sought from staff working with the child at Kimblewick.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10. SAFER RECRUITMENT

10.1 We will ensure that the Centre has one member of the team who has completed appropriate safer recruitment training. At all times the manager will ensure that safer recruitment practices are followed. At least one person involved in conducting an interview will have received safer recruitment training.

10.2 At Kimblewick Equestrian Centre we will use the recruitment and selection process to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.

10.3 We require details of a candidate's present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to the interview. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.



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10.4 At Kimblewick Equestrian Centre we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the manager and any potential areas of concern are explored to determine the applicant's suitability to work with children.

10.5 We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in 'Keeping Children Safe in Education' to ensure we are recruiting and selecting the most suitable people to work with our children.

10.6 We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements.

10.7 At Kimblewick Equestrian Centre we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behavior. Further information about all of these processes can be found in our Recruitment and Selection policy.

11. SAFER WORKING PRACTICE

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our Centre's code of conduct at induction. They will be expected to know our Centre's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

11.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts at the centre, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in [Guidance for Safer Working Practice for those working with children and young people in education settings, May 2019](#). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

Allegations that may meet the harms threshold

12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our Centre. We do recognise that sometimes the behavior of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education', DfE (2021) below. An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offense against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

12.3 At Kimblewick Equestrian Centre we recognise our responsibility to report / refer allegations or behaviors of concern and / or harm to children by adults in positions of trust who are not employed by the School or Kimblewick to the LADO service directly at lado@norfolk.gov.uk. These are adults such as those in the voluntary sector, taxi drivers, escorts, and fosters carers.



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12.4 We will take all possible steps to safeguard our children and to ensure that the adults in our centre are safe to work

with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2022) are adhered to and will seek appropriate advice. The first point of contact for Kimblewick regarding concerns and/ or allegation issues is via the Local Authority Education Duty Desk on 01603 307797. A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed. The completed LADO referral form is then sent via e-mail

to: LADO@norfolk.gov.uk.

12.5 If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information should inform the manager immediately. Should an allegation be made against the manager, this will be reported to the member body (BHS). In the event that neither the manager nor BHS is not contactable on that day, the information must be passed to and dealt with by the member of staff acting as manager.

12.6 The manager or BHS will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

12.7 Any member of staff or volunteer who does not feel confident to raise their concerns with the manager or BHS should contact the LADO directly via email to lado@norfolk.gov.uk

12.8 Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website. Further national guidance can be found at: [Advice on whistleblowing](#).

The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via email: help@nspcc.org.uk.

12.9 The centre has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offenses, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our centre, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

Concerns that do not meet the harm threshold

12.10 The term 'low-level' concern does not mean that it is insignificant, it means that the behavior towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the Local Authority Education Duty Desk on 01603 307797.

At Kimblewick we recognise a low-level concern to be something which is

- inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

12.11 At Kimblewick we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the centre are dealt with promptly and appropriately. Through training, staff are made aware of what low level concerns are and understand the importance of reporting and these types of concerns in writing.

12.12 At Kimblewick staff report all low level concerns to the DSL. If reported to the DSL then the DSL will inform the Headteacher of the concern in a timely fashion. The Headteacher will always be the ultimate decision maker in respect of all low-level concerns.



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12.13 Through training and induction, we ensure that all staff understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

12.14 At Kimblewick we understand the importance of recording low-level concerns and the actions taken in light of these being reported. The records are kept confidential and stored securely. We will review the records we hold to identify potential patterns and take action. This could be through a disciplinary process but also by referring to the Local Authority Education Duty Desk on 01603 307797. Please note, where a child, parent/carer or staff member makes an allegation of harm, this will not be considered as a 'low level' concern without consultation with the Local Authority Education Duty Desk or the LADO service directly.

12.15 We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

13. Use of premises for Riding School activities

13.1 Where we hire or rent out our facilities/premises to organizations or individuals (for example courses, training and service providers to run community or extra-curricular activities) we ensure that appropriate arrangements are in place to keep children safe.

14 RELEVANT POLICIES

14.1 To underpin the values and ethos of our centre and our intent to ensure that pupils at our centre are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Riders code of conduct
- Spectators code of conduct
- Anti-Bullying
- Behavior which includes measures to prevent bullying (including
- Health and Safety



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 01362 858695 / 07856266990
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15. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children - GOV.UK](#) DfE (July 2018)
- [Keeping children safe in education 2022 - GOV.UK](#) DfE (2022)
- [Procedures Manual - Norfolk Safeguarding Children Partnership](#)
- [8.3 Allegations Against Persons who Work/Volunteer with Children - Norfolk Safeguarding Children Partnership](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings, May 2019](#)
- [What to do if you're worried a child is being abused - GOV.UK](#) DfE (March 2015)
- [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) DfE (July 2018)
- [The Prevent Duty: Departmental Advice for Schools and Childcare Providers June 2015](#) DfE (June 2015)
- [Mandatory Reporting of Female Genital Mutilation – procedural information - GOV.UK](#) Home Office (December 2015)
- [Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation](#) DfE (February 2017)
- [Teaching online safety in schools - GOV.UK](#) (Jan 23)
- [Mental health and behaviour in schools - GOV.UK](#) DfE (November 2018)
- [Data protection: a toolkit for schools](#) DfE (August 2018)
- [Promoting the education of looked- after children and previously looked- after children - GOV.UK](#)
- [Preventing youth violence and gang involvement - Practical advice for schools and colleges](#)
- [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK](#)



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Appendix 1: Recording Form for Safeguarding Concerns (Record of Concern)

Staff, volunteers and regular visitors are required to complete this form and pass it to Nikkita Gostling if they have a safeguarding concern about a child in our Centre

Child Full Name:	Date of Birth:	Education Program	Riding School Client

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[Make it clear if you have raised a concern about a similar issue previously]

Your signature:

Time form completed:



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 01362 858695 / 07856266990
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Date:

Time form received by DSL:

Action taken by DSL:

Referred to...? Circle answer

Attendance Lead Police Just One Norfolk CADS PSA
Community & Partnerships Other

Date: **Time:**

Parents informed? Yes / No (If No, state reason)

Feedback given to....? Circle answer

Pastoral team Teacher Child Person who recorded disclosure

Further Action Agreed: e.g. School to instigate, ssessment by Children's Services

Full name:

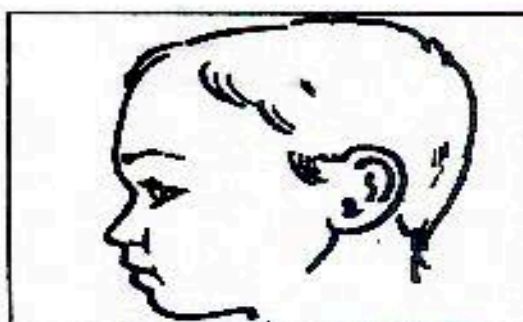
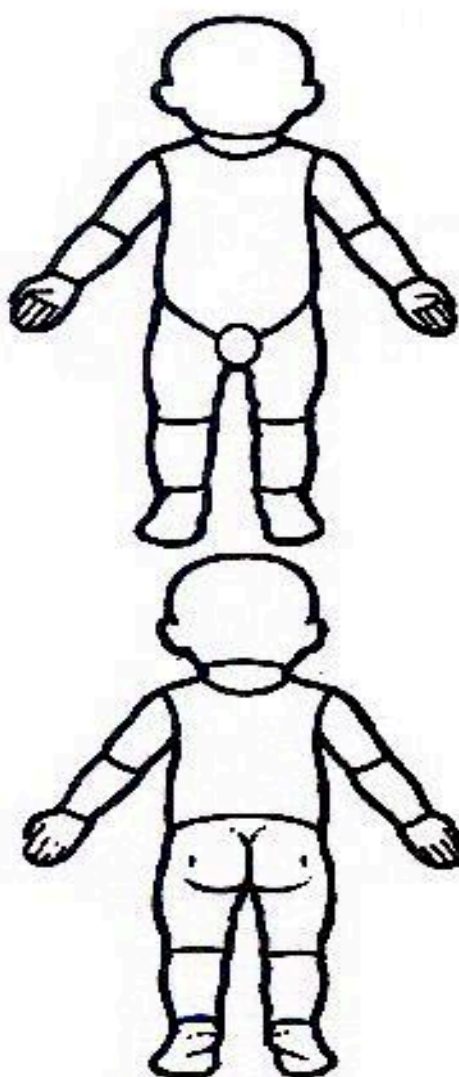
DSL Signature:

Date:

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Body Map

Young Child

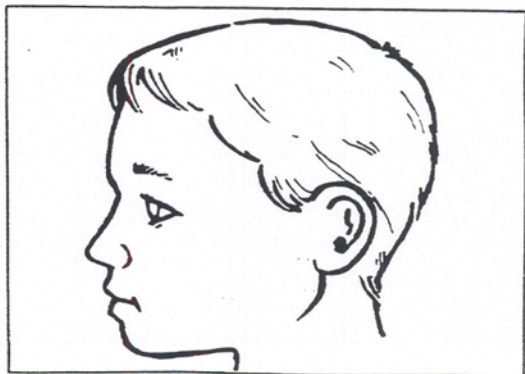
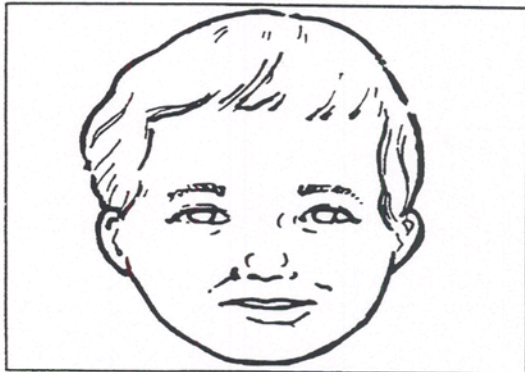
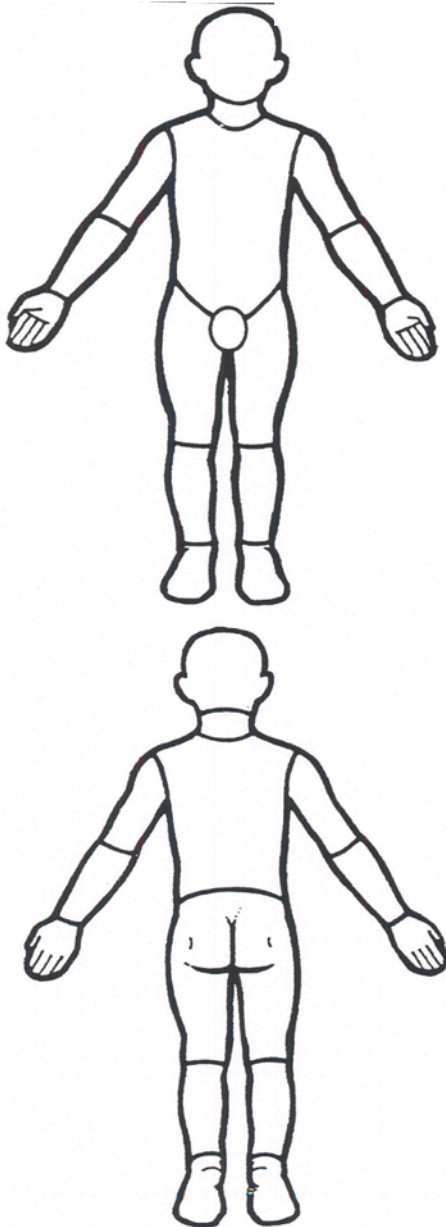


Indicate clearly where the injury was seen and attach this to the referral form

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Body Map

Older Child



Indicate clearly where the injury was seen and attach this to the referral form



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Appendix 2: Safeguarding Induction Sheet for new staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our centre we take this responsibility seriously.

If you have any concerns about a child or young person in our centre, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behavior – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from Reception. Please ensure you complete all sections as described.

If you are unable to locate them, ask a member of the team to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the DSL. If an allegation is made about the DSL you should pass this on to the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the DSL.

The people you should talk to at Kimblewick are:
Designated Safeguarding Lead (DSL): Mrs S Moore or Mrs N Gostling
Location of office: Kimblewick Equestrian Centre
Contact Number: 07796424487 (Sarah Moore) 07856266990 (Nikkita Gostling)

At Kimblewick Equestrian Centre we strive to safeguard and promote the welfare of all of our children.

This addendum to our Safeguarding and Child Protection Policy contains additional information about our safeguarding arrangements in the following areas:

- 5.1 Context
- 5.2 Key Contact Information
- 5.3 Vulnerable children
- 5.4 Attendance monitoring
- 5.5 Designated Safeguarding Lead
- 5.6 Reporting a concern
- 5.7 Staff Safeguarding Training and induction
- 5.8 Safer recruitment/volunteers and movement of staff
- 5.9 Mental Health



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 01362 858695 / 07856266990
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5.1 Context

It is crucial that all staff and volunteers understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our Centre remain the same. This guidance has been developed to give clear direction to staff, volunteers, visitors and parents about our safeguarding procedures in light of any future national or local situation. This appendix should be read in conjunction with the Centre's safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

5.2 Key Contact Information:

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Mrs S Moore	07796424487 sarahjmoore12@yahoo.com
Designated Safeguarding Lead (DSL) Centre's Manager Changing lives lead coach	Mrs N Gostling	07856266990 nikkita@kimblewick.co.uk
Changing lives lead Coach BHSAI	Andrea Warner Nikkita Gostling	07780161097 / andreawarner2018@gmail.com 07856266990 / nikkita@kimblewick.co.uk
Full Time Yard Manager	Ysa Daly	07763684430
Full Time Team LEader	Kelly Whitman	01362 858695
Full Time Head Girl	Sophie Harrison	01362 858695

5.3 Providing School places for Vulnerable Children

For the purposes of this guidance, vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, in line with the [DfE guidance](#).

At Kimblewick Equestrian Centre we will assess the needs of all pupils with an EHC plan in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a place in order to meet their needs.

At Kimblewick Equestrian Centre our Designated Safeguarding Leads and other Senior Leaders will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting



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01362 858695 / 07856266990
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COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

5.4 Attendance monitoring

In line with the [DfE guidance](#), 'we will resume taking an attendance register using the appropriate codes to record attendance and absence in the attendance register.'

At Kimblewick Equestrian Centre our DSLs will continue to liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. Centre staff will then follow up on any pupil that we were expecting to attend, who does not in line with our usual attendance procedures. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

In regard to vulnerable students the DSL completes calls/visits to the parent or carer, and works with Local Authority's Attendance Entitlement Officer and social worker to support attendance

In all circumstances where a vulnerable child does not take up their place at Kimblewick, or fails to attend as expected, Kimblewick's staff will notify the child's allocated social worker and agree a plan to contact the family.

To enable us to effectively support the attendance of all children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

5.5 The Designated Safeguarding Lead

We have identified key designated contacts for safeguarding at our centre in section 4.2. of this guidance.

At Kimblewick Equestrian Centre we aim to have a trained DSL (or deputy) available on site whenever possible. We recognise however that this may not be possible, and where this is the case, we will endeavor to ensure that a trained DSL can be available to be contacted via phone or online when they are working remotely from home.

Where a trained DSL or deputy is not on site, a senior leader will take responsibility for coordinating safeguarding arrangements in place on-site. This might include updating and managing access to child protection/ our online safeguarding management information system, liaising with the off-site DSL, as necessary, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the Centre.

We will ensure that all staff and volunteers know how to contact and have access to advice from a trained DSL (or deputy). Each day, staff will be made aware of who that person is and how to contact them.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the [LA](#). Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

5.6 Procedures for Reporting Concerns

The principles for responding to safeguarding concerns as outlined in Section 5 of the main body of the safeguarding policy still apply. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All concerns should be reported immediately and without delay in line with our usual procedures. This will include identifying new safeguarding concerns about individual children as they see them in person following partial school closures. We will also continue to support pupils who are not attending or expected to attend and consider the vulnerability of these children and families.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required by the police.

Staff report concerns can be accessed by all staff including when working remotely



Low Road, North Tuddenham, Dereham, Norfolk, NR20 3HF
01362 858695 / 07856266990
nikkita@kimblewick.co.uk

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practice [guidance](#). Staff should continue to report any concerns they have about adults who are working with children in line with Section 12 of the safeguarding policy.

5.7 Staff Training and induction

All existing staff and volunteers have received a safeguarding induction and training. They have read part 1 of 'Keeping Children Safe in Education' (2022) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers join our centre, they will continue to be provided with a safeguarding induction as outlined in Section 4 of the main policy.

5.8 Safer recruitment of staff & volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, we will continue to follow our safer recruitment and selection policy, the procedures outlined in Section 10 of the safeguarding policy and Part 3 of 'Keeping Children Safe in Education' (2022).

In those circumstances where we continue to use volunteers in our centre, we will continue to follow the checking and risk assessment processes as set and our own safer recruitment and selection policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

At Kimblewick Equestrian Centre we will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult in accordance with 'Keeping Children Safe in Education' (2021).

Whilst acknowledging the challenge of the current environment, At Kimblewick Equestrian Centre we understand that it is essential from a safeguarding perspective that, on any given day, we are aware of which staff/volunteers will be at the Centre and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff.

5.9 Mental Health

At Kimblewick Equestrian Centre we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. We will ensure that staff understand that mental health issues can bring about changes in a child's behavior or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. DSLs will make reference to the DfE guidance [Mental health and behavior in schools](#) to help identify children who might need additional support, and to put this support in place.