



Safeguarding, Child Protection and Safer Recruitment Policy

EmpowerEd North policy suite

Policy information	Details
Date adopted	17 May 2026
Review date	May 2027, or sooner following any review trigger listed in this policy
Approved by	EmpowerEd North Founder/Director
Designated Safeguarding Lead	Janice March
Version	1.0 final
Owner/responsible person	Designated Safeguarding Lead / EmpowerEd North Founder/Director
Completion status	Final policy

Emergency safeguarding action - staff must not wait

- If a child or young person is in immediate danger, call 999 and then inform a DSL as soon as it is safe to do so.
- If there is a safeguarding concern but no immediate emergency, record the concern and contact a DSL immediately.
- If the DSL is unavailable and risk may be present, contact the relevant local authority safeguarding front door/MASH or emergency duty team directly.
- If the concern is about an adult working with or on behalf of EmpowerEd North, follow the local LADO/allegations route and do not discuss the concern with the adult involved before advice is taken.
- If a crime may have been committed, contact police and preserve relevant records, messages, images, notes or other evidence.

Purpose

To set out EmpowerEd North's safeguarding, child protection and safer recruitment expectations for protecting children and young people accessing the provision.

This policy explains how EmpowerEd North will identify, record, report and escalate safeguarding concerns; work with parents, carers, schools, local authorities and other professionals; and reduce the risk of unsuitable adults working with learners.

Scope and operating model

This policy applies to EmpowerEd North staff, leaders, volunteers, contractors, visiting professionals and any person working with or on behalf of EmpowerEd North.

It applies across any main base, community venue, off-site learning, transport or travel arranged or supervised by EmpowerEd North, home/community-based support and digital activity where these are used.

EmpowerEd North provides specialist part-time alternative provision. It does not offer full-time education at this stage. Any package that may become sole, substantially sole or full-time education must be paused for legal, safeguarding and commissioning review before it proceeds.

Where a learner is placed by a school, local authority or other education provider, EmpowerEd North will agree in writing the safeguarding, attendance, absence, incident notification, information-sharing, emergency and review arrangements before the placement begins.

Pre-start safeguarding requirement

No learner will start with EmpowerEd North until the DSL, safeguarding cover arrangements, the local safeguarding contact route, out-of-hours safeguarding route, relevant LADO/allegations route, adult safeguarding route where relevant, Prevent/Channel advice route and alternative escalation arrangements have been confirmed, recorded and made available to staff who may work with that learner.

Before a learner starts, EmpowerEd North will confirm who holds statutory/commissioning responsibility, who should receive safeguarding information, who should receive same-day attendance and absence information, and who should be contacted if risk increases.

Legal and guidance framework

- Children Act 1989 and Children Act 2004, where relevant
- Keeping Children Safe in Education 2025 - used as a safeguarding and safer recruitment benchmark where relevant to EmpowerEd North's work with schools, colleges and commissioners
- Working Together to Safeguard Children 2026
- Arranging Alternative Provision: A guide for local authorities and schools, updated February 2025
- DfE Non-school Alternative Provision: Voluntary National Standards, published August 2025
- Education Act 1996, including section 19 arrangements where relevant to alternative provision commissioning
- Equality Act 2010, including reasonable adjustments; Public Sector Equality Duty principles where relevant to commissioning/public bodies
- SEND Code of Practice: 0 to 25 years (2015)
- Prevent Duty guidance: England and Wales (2023)
- Information sharing advice for safeguarding practitioners (May 2024)
- Data Protection Act 2018 and UK GDPR
- Local safeguarding partnership procedures for the learner's home authority, placing authority and the area in which provision is delivered, as applicable
- Local LADO procedures for allegations against staff, volunteers, contractors or other adults working with or on behalf of EmpowerEd North

EmpowerEd North is not a school. However, where statutory guidance is written for schools and colleges, EmpowerEd North will use the relevant safeguarding expectations as a benchmark for safe practice and commissioner assurance unless a different legal requirement applies.

Safeguarding principles

- Safeguarding is everyone's responsibility and overrides other policy areas where risk of harm is present.

- EmpowerEd North will act in the best interests of the child or young person and will take a child-centred, rights-respecting and trauma-informed approach.
- Children and young people with SEND may be additionally vulnerable to abuse, neglect, exploitation, communication barriers, isolation, dependency on adults, diagnostic overshadowing and unmet needs.
- Staff must maintain professional curiosity and avoid attributing distress, changes in presentation or behaviour solely to autism, disability, trauma, communication needs or sensory needs without considering safeguarding risk.
- Concerns must be recorded and escalated promptly, even where information is incomplete.
- EmpowerEd North has its own duty of care to learners. The placing school, local authority or commissioner retains relevant statutory and commissioning responsibilities, and EmpowerEd North will share information promptly through agreed routes.
- Information sharing must be timely, proportionate and necessary. Consent should be sought where appropriate, but safeguarding risk can override consent where a child or young person may be at risk of harm.

Definitions

Term	Meaning in this policy
Safeguarding	The action taken to promote the welfare of children and young people and protect them from harm, including preventing impairment of health or development and ensuring they receive safe and effective care.
Child protection	Part of safeguarding. It refers to activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Child / young person	A person under 18. EmpowerEd North may also support learners aged 18 or over; adult safeguarding, consent and capacity arrangements must then be considered.
Staff	Employees, directors, Founder/Director, volunteers, agency workers, contractors, consultants, self-employed workers, visitors and any adult working with or on behalf of EmpowerEd North.
LADO	Local Authority Designated Officer or local allegations route for concerns about adults who work with children. Some local areas use different terminology; the local route must be confirmed before use.

Roles and responsibilities

Founder/Director' responsibilities

- Ensure this policy is implemented, reviewed and resourced appropriately.
- Ensure local safeguarding routes are confirmed before learners start.
- Ensure safe recruitment, induction, supervision, training and record-keeping systems are in place.
- Ensure safeguarding concerns, allegations, low-level concerns and patterns of risk are reviewed and acted on.

Designated Safeguarding Lead

- The DSL is Janice March.
- The DSL leads safeguarding practice, receive concerns, make or support referrals, liaise with placing schools, local authorities, parents, carers and professionals, maintain safeguarding records and chronologies, and ensure staff know how to escalate concerns.
- The DSL has completed DSL-level safeguarding training and maintains up-to-date knowledge of local procedures, threshold documents, LADO routes, Prevent/Channel routes, adult safeguarding where relevant and SEND-specific safeguarding risks.

All staff, volunteers and adults working with EmpowerEd North

- Follow this policy and the Staff Code of Conduct.
- Respond calmly to concerns or disclosures.
- Record concerns promptly, factually and securely.
- Escalate risk without delay, including directly to local safeguarding routes or emergency services where necessary.
- Maintain professional boundaries and report allegations, low-level concerns, unsafe practice or whistleblowing concerns.

Recognising safeguarding concerns

Safeguarding concerns may arise from something a learner says, writes, draws, signs, communicates through AAC, shows through behaviour or presentation, or from information shared by a parent, carer, professional, member of the public or another learner. Staff must remain professionally curious and must not wait for proof before recording or escalating a concern.

- Physical abuse, emotional abuse, sexual abuse and neglect.
- Child sexual exploitation, child criminal exploitation, county lines, trafficking, modern slavery and other forms of exploitation.
- Domestic abuse, including coercive control, teenage relationship abuse and abuse within the family or household.
- Harmful sexual behaviour, sexual violence, sexual harassment, upskirting, image-based abuse, coercion, intimidation or boundary violations.
- Online harm, including grooming, harmful contact, harmful content, cyberbullying, sharing of nude/semi-nude images, exploitation, radicalising content and unsafe online relationships.
- Bullying, prejudice-based abuse, disability-related abuse, racism, sexism, homophobia, transphobia, disablist language or harassment.
- Radicalisation, extremism or terrorism-related concerns, including concerns requiring Prevent advice or Channel referral.
- Female genital mutilation, forced marriage, honour-based abuse and other culturally framed abuse.
- Self-harm, suicidal ideation, significant mental health risk or unexplained deterioration in emotional wellbeing.
- Missing episodes, unexplained absence, patterns of non-attendance, unsafe travel arrangements or concerns arising during community-based activity.
- Risks for looked-after children, previously looked-after children, children in kinship care, privately fostered children or children with social care involvement.
- Inappropriate restraint, seclusion, physical intervention, personal/intimate care, medication practice or adult conduct concerns.
- Fabricated or induced illness, neglect of medical needs, failure to seek medical care, or unexplained injuries.
- Any other situation where a learner may be suffering, or likely to suffer, harm.

SEND-specific safeguarding considerations

- EmpowerEd North works with learners whose communication, regulation, sensory processing, learning disability and anxiety profiles may affect how distress or harm is shown.
- Distress, dysregulation, withdrawal, shutdown, changes in sleep, eating, toileting, communication, refusal, new fears, aggression, self-injury, absconding, sexualised behaviour, regression, avoidance, changes in

relationships or increased dependency on a particular adult must not automatically be attributed to autism, disability, learning disability, communication needs, trauma or behaviour.

- Staff must consider whether a change in presentation could indicate abuse, neglect, exploitation, bullying, online harm, pain, illness, unmet sensory needs, trauma, family stress, inappropriate restraint, unsafe care, or another safeguarding concern.
- Where a learner has limited verbal communication, staff must pay close attention to body language, engagement, avoidance, preferred adults, sensory presentation, AAC use and changes from the learner's usual behaviour.
- Staff must avoid diagnostic overshadowing and must record both what happened and why safeguarding was or was not considered.
- Communication support, visual information, Talking Mats, social stories, objects of reference, AAC, signs or trusted adults may be used to support communication, but must not be used to coach, pressure or lead a disclosure.
- Where intimate/personal care is required, this must be planned, dignified, risk assessed, agreed with parents/carers/commissioners where appropriate, and recorded in line with safeguarding, health and safety, privacy and safer working practice expectations.

Staff response to disclosures and safeguarding concerns

If a learner discloses abuse, harm or a worry, or if a member of staff notices a safeguarding concern, staff must respond in a calm, clear and proportionate way.

1. Listen carefully and allow the learner time to communicate in their own way, including through speech, AAC, signs, behaviour, gesture, drawing, writing or other communication methods.
2. Reassure the learner that they have done the right thing by sharing the concern, but do not promise confidentiality.
3. Use open, non-leading prompts only where needed, such as: "Tell me", "Explain", "Describe that", or "What happened next?"
4. Do not investigate, examine, ask repeated questions, confront alleged perpetrators, seek proof or ask the learner to repeat the account unnecessarily.
5. Check immediate safety. If there is immediate risk of harm, contact emergency services and follow the agreed local safeguarding route.
6. Record the concern as soon as possible using the learner's own words or communication where possible, noting date, time, place, people present, what was seen/heard, actions taken and who was informed.
7. Report the concern to a DSL immediately. If neither DSL is available, follow the escalation route below.

Escalation route

- Safeguarding action must not wait because a named person is unavailable.
- If the DSL is unavailable and a child or young person may be at risk of harm, contact the relevant local authority safeguarding front door/MASH or emergency duty team, or emergency services as appropriate, then inform a DSL as soon as possible.
- If the concern relates to the DSL, Founder/Director, volunteer, contractor or any adult working with or on behalf of EmpowerEd North, follow the local LADO/allegations route and the Managing Allegations and Low-Level Concerns Policy. Do not discuss the concern with the adult involved before advice is taken.
- If staff believe a concern has not been acted on, they must escalate to the local authority safeguarding route, LADO where relevant, or use the Whistleblowing Policy.

- If a learner is at immediate risk or a crime may have been committed, staff must contact emergency services and preserve any relevant records or evidence.

Child-on-child abuse

- Child-on-child abuse can happen in any setting, including small, specialist, part-time and community-based provision. It will be treated as a safeguarding concern and not dismissed as “banter”, “just behaviour”, “part of SEND” or an inevitable part of group work.
- Child-on-child abuse may include bullying, prejudice-based abuse, sexual harassment, sexual violence, harmful sexual behaviour, online abuse, image-based abuse, coercion, intimidation, exploitation, abuse linked to disability or communication needs, and physical or emotional harm.
- Learners with SEND may be more vulnerable to being targeted and may also need carefully planned support if they have harmed others, crossed boundaries or caused harm without understanding impact.
- EmpowerEd North will consider the needs, safety and rights of all learners involved, including the learner harmed, the learner alleged to have caused harm, and any wider group affected.
- Incidents will be recorded, risk assessed, shared with the placing school/commissioner and escalated to safeguarding partners where thresholds are met.
- Support may include increased supervision, communication teaching, restorative work where safe and appropriate, individual risk assessment, behaviour support planning and review of group suitability.

Online safety and digital safeguarding

- Online safety concerns are safeguarding concerns and must be recorded, reported and escalated in the same way as offline concerns.
- EmpowerEd North will use approved platforms and professional communication routes only. Staff must not use personal accounts, personal devices or private social media to communicate with learners unless there is a separately approved, risk-assessed emergency arrangement.
- Where EmpowerEd North provides devices, internet access or digital platforms, appropriate filtering, monitoring, access controls and supervision must be in place and reviewed in line with the Online Safety Policy.
- Where provision uses a community venue, commissioner device, home device or third-party network, staff must consider online safety risks in the learner risk assessment and record any limitations or additional controls required.
- Concerns involving images, messages, online grooming, harmful contact, online exploitation, cyberbullying, radicalising content or harmful online behaviour must be preserved where safe to do so and escalated to the DSL.

Attendance, absence and missing-from-provision safeguarding

- Attendance and absence arrangements must be agreed with the placing school, local authority or commissioner before the learner starts.
- Same-day absence, unexplained absence, non-arrival, early departure, repeated cancellation, patterns of non-attendance or concerns that a learner may be missing from education must be treated as potential safeguarding information.
- EmpowerEd North will notify the agreed placing school/commissioner route promptly in line with the Attendance and Absence Policy and will escalate where risk is present or where contact cannot be made.
- Attendance information will be recorded accurately and shared through agreed routes.

Learners aged 18 or over: adult safeguarding, consent and capacity

- Where a learner is aged 18 or over, EmpowerEd North will consider whether adult safeguarding duties, consent, mental capacity, care and support needs, advocacy, best interests or local authority adult safeguarding referral routes apply.
- Safeguarding concerns involving a learner aged 18 or over must still be recorded and escalated promptly. Where there is uncertainty, a DSL will seek advice from the relevant local authority adult safeguarding route and/or children's safeguarding route if transitional arrangements apply.
- The DSL will record the rationale for decisions about consent, information sharing, capacity, family involvement, commissioner involvement and referral routes.
- Where an 18+ learner is placed through an EHCP, social care arrangement or education provider, EmpowerEd North will agree safeguarding and information-sharing arrangements with the placing body before the learner starts.

Information sharing

- Information sharing will be timely, proportionate and necessary, with safeguarding taking priority over consent where a child or young person may be at risk.
- EmpowerEd North will share relevant concerns with the placing school DSL, local authority, safeguarding partners, parents/carers or relevant professionals where appropriate and safe to do so.
- Parents/carers will normally be informed about safeguarding concerns unless doing so may place the learner or another person at increased risk, compromise a police or social care investigation, or be contrary to safeguarding advice.
- Records and communications must be shared securely and only with people who need the information to safeguard the learner or discharge their role.

Allegations, low-level concerns and adult conduct

- Allegations against staff, volunteers, contractors, visitors or leaders will be managed through the Managing Allegations and Low-Level Concerns Policy and the relevant local LADO/allegations route.
- Any allegation that an adult may have harmed a child, may have committed a criminal offence against or related to a child, may pose a risk of harm to children, or has behaved in a way that indicates they may not be suitable to work with children must be referred through the local allegations route without delay and normally within one working day.
- Low-level concerns about adult behaviour must be recorded in writing and reviewed so that patterns can be identified early.
- Concerns about professional boundaries, personal devices, social media, physical contact, language, favouritism, lone working, transport, personal care, restraint or confidentiality must be reported and recorded.
- Where the concern is about one DSL or a Founder/Director, staff must use the alternative DSL, or if not available, then use the safeguarding/LADO route. They must not rely on the person who is the subject of the concern to manage it.

Safer recruitment and Single Central Record

EmpowerEd North will not allow staff, volunteers, self-employed workers, agency workers or contractors to work unsupervised with learners until safer recruitment checks have been completed, recorded and reviewed. This section summarises core requirements and is supported by the separate Safer Recruitment Policy and Single Central Record Template.

- Job descriptions, adverts and role information will make safeguarding responsibilities clear.
- Application forms will request full employment history and explanation of gaps, unexplained changes and repeated short appointments.
- Shortlisting will include consideration of safeguarding information. Proportionate online checks may be completed for shortlisted candidates where relevant and must be handled fairly, consistently and transparently.
- Interviews will include safeguarding questions and exploration of employment history, suitability, attitudes to professional boundaries and work with vulnerable learners.
- Offers will be conditional until all required checks have been completed and assessed as satisfactory.
- Identity checks and right-to-work checks will be completed before appointment or engagement.
- Enhanced DBS checks will be obtained where the role is eligible, with barred list checks completed where legally required for regulated activity.
- The DBS Update Service may only be used where EmpowerEd North has consent, has seen the original certificate, has confirmed identity, and has confirmed that the check is for the same workforce, level and barred list status where relevant.
- At least two appropriate references will be sought where practicable, including the most recent relevant employer, with safeguarding questions included. References should normally be obtained from a senior person and verified where necessary.
- Qualifications, professional status, overseas checks and prohibition/section 128 checks will be considered where relevant to the role and legal entitlement.
- Agency, supply, self-employed or contractor arrangements must include written assurance of checks completed and suitability to work with children/young people before work begins. Identity must be checked on arrival.
- Contractors and visitors will be risk assessed according to role, frequency, access to learners and supervision. Unsupervised access will not be permitted without appropriate checks and recorded assurance.
- Volunteers will be risk assessed, supervised unless safe and lawful arrangements say otherwise, and checked according to role, frequency, supervision and regulated activity status.
- Visitors will be signed in, identified, supervised unless agreed otherwise, and made aware of safeguarding expectations.
- If exceptional circumstances arise where any adult begins work before all checks are complete, this must be lawful, exceptional, risk assessed, authorised by a DSL and a Founder/Director, recorded on the Single Central Record, supervised and reviewed daily until checks are complete. This should not be used for regulated activity unless legally permissible.
- All required checks, dates and evidence will be recorded on the Single Central Record before the person starts relevant work.

Record keeping and chronology

- Safeguarding records must be factual, dated, timed, signed or attributable to the person making the record, and stored securely with restricted access.
- Records must distinguish between fact, observation, professional judgement and information reported by someone else.
- Records must include what was seen/heard, the learner's words or communication where possible, immediate actions, who was informed, decisions made, rationale and follow-up actions.
- Safeguarding records will be stored separately from general learner records and shared securely on a need-to-know basis.

- Where concerns repeat, escalate, involve several agencies, relate to attendance/absence patterns, or show a change in presentation, the DSL will maintain a safeguarding chronology so that patterns can be identified and reviewed.
- Records relating to allegations, low-level concerns, child-on-child abuse, RPI/physical intervention, online safety, attendance safeguarding concerns and medical/first aid concerns must be cross-referenced where relevant.
- Safeguarding records will be retained, transferred or shared in line with the Data Protection Policy, Data Retention Schedule, safeguarding guidance and commissioner/placing school arrangements. Child protection records should normally be retained at least until the learner reaches 25, unless a longer period is required by law, commissioner arrangement, investigation or advice.

Training, induction and safeguarding updates

- Staff will receive safeguarding induction before working unsupervised with learners.
- All staff will receive training proportionate to role, risk, learner need and commissioning arrangements.
- Training will include SEND-specific safeguarding, disclosures, recording, escalation, online safety, child-on-child abuse, safer working practice, allegations/low-level concerns, Prevent, information sharing, local safeguarding routes and the behaviour/safeguarding interface.
- The DSL has completed DSL-level safeguarding training. DSL-level training should be refreshed at least every two years, with knowledge and skills updated at least annually through safeguarding updates, local authority briefings, safeguarding partnership updates or equivalent professional learning.
- Refresher training will be completed at least annually for key safeguarding and operational expectations, or sooner where guidance, local procedures, learner risk or operational arrangements change.
- Safeguarding updates will be recorded on the training matrix.

Monitoring, audit and review

- This policy will be reviewed annually and sooner where risk, law, guidance or operational arrangements change.
- An early review must take place after any serious safeguarding incident, allegation, low-level concern pattern, complaint involving safeguarding, LADO referral, child-on-child abuse incident requiring significant action, significant data/information-sharing concern, serious accident/incident with safeguarding implications, or significant operational change such as a new venue, new local authority area, new staffing model, home/community delivery model or change in registration/commissioning arrangements.
- Safeguarding practice will be monitored through review of concerns, chronologies, incident records, attendance/absence information, RPI/physical intervention records, complaints, staff supervision, learner voice, parent/carers feedback and commissioner feedback.

Linked policies and templates

- Managing Allegations and Low-Level Concerns Policy
- Whistleblowing Policy
- Online Safety Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- Staff Mobile Phone, Devices, Images and Social Media Policy
- Behaviour Support Policy
- Attendance and Absence Policy

- Anti-Bullying Policy
- Risk Assessment Policy
- Lone Working Policy
- Educational Visits and Community Learning Policy
- First Aid Policy
- Health and Safety Policy
- Supporting Learners with Medical Needs Policy
- Data Protection Policy and Privacy Notice
- Data Retention Schedule
- Single Central Record Template
- Safeguarding Concern Form
- Body Map Template
- Low-Level Concern Form
- Allegation Reporting Checklist
- Incident Report Form
- Attendance and Absence Record
- Safeguarding Chronology Template
- Local Safeguarding Contact Sheet
- LADO and Allegations Route Sheet

Appendix A: pre-start safeguarding sign-off checklist

Item	Required evidence
DSL named and trained	Name, contact details, DSL-level training date/certificate
Local children's safeguarding routes confirmed	Front door/MASH and threshold guidance for each relevant LA
Out-of-hours safeguarding routes confirmed	Emergency duty team/out-of-hours numbers for each relevant LA
LADO/allegations routes confirmed	LADO contact route and referral process for each relevant LA
Adult safeguarding routes confirmed	Adult safeguarding route for learners aged 18+ or transitional cases
Prevent/Channel route confirmed	Local Prevent advice/referral route or police Prevent route
Commissioner/placing school routes agreed	Safeguarding, attendance, absence, incident and emergency contacts recorded
Safeguarding forms ready	Concern form, chronology, body map, incident/allegation forms accessible to staff
Staff induction complete	Signed induction record and policy read receipt
Single Central Record complete	Required checks completed and reviewed before work begins

Appendix B: local safeguarding and LADO contact sheet – recorded in the relevant operational record prior to first learner.

Gateshead

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

Newcastle upon Tyne

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

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North Tyneside

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

South Tyneside

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

Sunderland

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

County Durham

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record

LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

Northumberland

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

Other placing/home authority if different

Route	Confirmed contact / process
Children's safeguarding front door / MASH	Recorded in the relevant operational record
Emergency duty team / out-of-hours safeguarding	Recorded in the relevant operational record
LADO / allegations against adults route	Recorded in the relevant operational record
Adult safeguarding route, where relevant	Recorded in the relevant operational record
Prevent / Channel advice or referral route	Recorded in the relevant operational record
Local threshold document / safeguarding partnership procedures checked	Recorded in the relevant operational record
Date checked and by whom	Recorded in the relevant operational record

Appendix C: policy adoption sign-off

Requirement	Confirmation
All operational arrangements have been completed	Yes
Policy has been checked against current national guidance and local safeguarding procedures	Yes
All staff have read and understood the policy before working with learners	Yes
Single Central Record and safer recruitment checks are complete for all relevant adults	Yes
Approved by	EmpowerEd North Founder/Director

Date approved	17 May 2026
Next review date	May 2027