PERSON RESPONSIBLE FOR POLICY:	***PAUL MILLS***
APPROVED:	***MICHELLE HARVEY***
SIGNED:	***PAUL MILLS***
TO BE REVIEWED:	***SEPTEMBER 2027***

UKPRN: 10101682 | Legal Address: Thistledown Barn, 204 Holcot Lane, Sywell NN6 0BG

SNAP

Safeguarding and Child Protection Policy

Part 1 – Policy Statement, Responsibilities and Safe Practice

Policy Statement

SNAP is committed to safeguarding and promoting the welfare of all children and young people. We provide a safe, welcoming and inclusive environment where every child is respected, valued and supported to achieve their full potential.

Safeguarding is everyone's responsibility. We recognise that abuse can occur within the home, the community, online or within organisations, and that children may be harmed by adults or by other children. We maintain an attitude of **"it could happen here"** and always act in the best interests of every child.

This policy has been developed in line with current statutory guidance, including:

- Keeping Children Safe in Education (2026)
- Working Together to Safeguard Children (2026)
- West Northamptonshire **Right Help, Right Time** Guidance
- Guidance issued by Northamptonshire Children's Trust

This policy should be read alongside SNAP's:

- Code of Conduct
- Behaviour Policy
- Anti-Bullying Policy
- Online Safety Policy
- Health and Safety Policy
- Complaints Procedure

1. Purpose of this Policy

This policy aims to:

- Safeguard and promote the welfare of all children attending SNAP.
- Ensure every member of staff and volunteer understands their safeguarding responsibilities.
- Provide clear procedures for recognising, reporting and responding to safeguarding concerns.
- Protect children from abuse, neglect, exploitation and harm.
- Promote a culture where safeguarding concerns are reported immediately and acted upon appropriately.

2. About SNAP

SNAP provides supplementary education for children and young people, supporting educational achievement, personal development, social skills and emotional wellbeing. We also provide opportunities for learners to achieve accredited qualifications.

Our provision operates:

Monday to Friday

9:30am – 2:00pm

Children attend for up to three days each week.

Venue

SNAP

Princes Walk

Northampton

NN1 2EL

The provision is delivered by seven members of paid staff and one volunteer.

Safeguarding underpins every aspect of our work and is central to all decisions involving children.

3. Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

All adults working or volunteering at SNAP must:

- Put children's welfare first.
- Maintain professional boundaries.
- Be alert to signs and indicators of abuse or neglect.
- Report safeguarding concerns immediately.
- Record concerns accurately and objectively.
- Follow this policy and the Staff Code of Conduct.
- Never promise confidentiality to a child.

4. Safeguarding Team

Role	Name	Contact Details
Centre Manager & Designated Safeguarding Lead (DSL)	**Paul Mills**	**Email:** paul@s-n-a-p.co.uk**Telephone:** _____
Deputy Designated Safeguarding Lead	**To Be Appointed**	**Email:** _____**Telephone:** _____

The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection within SNAP.

The Deputy Designated Safeguarding Lead will undertake these responsibilities whenever the DSL is unavailable.

5. Safeguarding Training

All staff and volunteers receive safeguarding training before working with children and complete refresher training annually.

Training includes:

- recognising signs of abuse and neglect
- child-on-child abuse
- online safety
- mental health awareness
- safeguarding children with SEND
- professional boundaries
- responding to disclosures
- making referrals
- safer working practice
- whistleblowing procedures

All staff complete safeguarding training each September and read the Staff Code of Conduct annually.

The Designated Safeguarding Lead completes advanced safeguarding training every two years and attends relevant safeguarding updates.

6. Children with Special Educational Needs and Disabilities (SEND)

SNAP recognises that children with SEND may face additional safeguarding risks.

These may include:

- communication difficulties
- social isolation
- increased vulnerability to bullying or exploitation
- assumptions that indicators of abuse relate to a child's disability
- difficulties recognising unsafe relationships or online risks

Staff receive specific safeguarding training to recognise these additional vulnerabilities and ensure children with SEND receive appropriate support and protection.

7. Keeping Children Safe

Children's safety is considered in every activity delivered by SNAP.

We maintain a safe environment through:

- written risk assessments for all activities
- appropriate staff-to-child ratios
- safer recruitment practices

- effective supervision
- health and safety procedures
- first aid arrangements
- secure arrival and collection procedures
- positive behaviour management
- anti-bullying procedures
- safeguarding risk assessments for educational visits

Where activities are delivered by external providers, their safeguarding arrangements and risk assessments are reviewed before children participate.

8. Online Safety

SNAP recognises that technology presents both opportunities and risks.

Children are supported to use technology safely and responsibly.

To protect children:

- internet use is supervised
- children are not given unsupervised online access while in our care
- appropriate filtering and monitoring systems are used where available
- staff actively promote safe online behaviour
- concerns relating to online abuse or exploitation are managed through safeguarding procedures

Any online safety concern is treated as a safeguarding concern.

9. Mobile Phones and Images

Staff and volunteers must never:

- use personal phones to photograph or film children
- communicate with children through personal social media accounts
- share images of children without appropriate consent

Parents and carers complete annual consent forms covering photography, publicity and CCTV where applicable.

Where photographs are used on websites, social media or promotional materials, children's identities will be protected in accordance with parental consent and SNAP's data protection procedures.

10. Visitors

All visitors, speakers and external professionals are expected to uphold SNAP's safeguarding standards.

Visitors will:

- sign in and out
- remain supervised while children are present
- receive safeguarding information where appropriate
- never be left alone with children

Where SNAP operates from a school or partner venue, the host organisation will be informed of planned visitors where required.

11. Educational Visits

Educational visits are carefully planned to ensure children's safety.

Before any visit, SNAP will:

- complete written risk assessments
- obtain parental consent
- ensure suitable staffing ratios
- carry emergency contact information
- ensure accompanying adults have completed appropriate safer recruitment checks
- confirm that activities are suitable for the age, abilities and needs of participating children

Parents and carers will receive full information before any off-site or residential activity.

SNAP

Safeguarding and Child Protection Policy

Part 2 – Reporting Concerns, Referrals, Recruitment and Safeguarding Procedures

12. Concerns About Children

SNAP is committed to ensuring that all safeguarding concerns are identified, reported and acted upon promptly.

Any member of staff, volunteer, parent/carer or member of the public who has a concern about a child's welfare must report it immediately to the **Designated Safeguarding Lead (DSL)**.

Where the DSL is unavailable, concerns must be reported to the **Deputy Designated Safeguarding Lead**.

Safeguarding concerns must never be ignored, delayed or managed informally.

Staff and volunteers must remain alert to signs that a child may be experiencing:

- abuse
- neglect
- exploitation
- emotional distress
- online harm
- child-on-child abuse
- mental health difficulties
- domestic abuse or other family-related concerns

Concerns that must be reported include:

- unexplained injuries or injuries inconsistent with normal activity
- changes in behaviour, mood or presentation
- concerning language, drawings, stories or comments
- significant changes in attendance or engagement
- concerns regarding bullying or child-on-child abuse
- concerns about an adult who may pose a risk to children
- any disclosure of abuse or neglect

13. Responding to a Child Disclosure

If a child tells a member of staff or volunteer that they have experienced abuse or harm, the adult receiving the disclosure must respond calmly and appropriately.

Staff and volunteers should:

- listen carefully and allow the child to speak freely
- take the child seriously
- reassure the child that they have done the right thing by telling someone
- explain that information must be shared with people who can help keep them safe
- remain calm and supportive
- record the child's words as accurately as possible
- report the concern immediately to the DSL

Staff and volunteers must not:

- promise to keep information secret
- ask leading questions

- investigate the concern themselves
- make assumptions or judgements
- confront the alleged person responsible

The priority is always the child's safety and wellbeing.

14. Recording Safeguarding Concerns

All safeguarding concerns, discussions, decisions and actions must be recorded accurately and securely.

Records must include:

- a clear description of the concern
- the date, time and location of the concern or disclosure
- the child's own words wherever possible
- observations of behaviour or presentation
- actions taken
- decisions made and reasons for those decisions
- details of any referrals or advice received

Records must be:

- factual
- objective
- dated
- securely stored

Staff and volunteers must pass safeguarding records to the DSL promptly and must not retain personal copies.

SNAP safeguarding records will be maintained securely and accessed only by those who need the information to safeguard children.

15. Referrals to External Agencies

Where there are concerns that a child may be suffering, or may be likely to suffer, significant harm, the DSL will consider whether a referral is required.

The DSL may refer concerns to:

- Northamptonshire Children's Trust Multi-Agency Safeguarding Hub (MASH)
- the police where a crime may have been committed
- the Channel programme where there are concerns regarding radicalisation

Although anyone can make a safeguarding referral, staff should discuss concerns with the DSL wherever possible.

Where a referral is made:

- details will be recorded securely
- decisions and actions will be documented
- appropriate follow-up will take place
- escalation procedures will be used where concerns remain unresolved

16. Safeguarding Contact Information

Multi-Agency Safeguarding Hub (MASH)

Telephone:

0300 126 7000 (Option 1)

Out of Hours Children's Social Care

Telephone:

0300 126 7000

Police

Emergency:

999

Non-emergency:

101

NSPCC Helpline

Telephone:

0808 800 5000

Online Sexual Abuse Reporting

CEOP Safety Centre:

https://www.ceop.police.uk/safety-centre/

17. Safer Recruitment of Staff and Volunteers

SNAP is committed to safer recruitment practices to ensure that unsuitable individuals are prevented from working with children.

SNAP will:

- complete appropriate recruitment checks before employment or volunteering begins
- verify identity
- complete appropriate DBS checks
- obtain references where required
- check qualifications and experience where relevant
- ensure safeguarding responsibilities are understood
- provide safeguarding induction
- monitor staff and volunteer suitability

All staff and volunteers must:

- follow the Staff Code of Conduct
- maintain professional boundaries
- report concerns about colleagues or other adults working with children

18. Allegations Against Adults

SNAP takes all concerns about adults working with children seriously.

Any allegation or concern that an adult working or volunteering at SNAP:

- has harmed a child
- may have harmed a child
- has committed a criminal offence against a child
- has behaved in a way that suggests they may not be suitable to work with children

must be reported immediately to the **Designated Safeguarding Lead (DSL)**.

Where required, SNAP will refer concerns to:

- the Local Authority Designated Officer (LADO)
- Children's Social Care
- the police

The DSL will ensure that concerns are managed in accordance with safeguarding procedures.

19. Low-Level Concerns About Adults

SNAP recognises that low-level concerns can provide important safeguarding information.

A low-level concern is any behaviour that causes concern or a sense of unease about an adult's conduct, even where it does not meet the threshold for an allegation.

Examples may include:

- being overly familiar with children
- inappropriate conversations or language
- favouritism
- inappropriate use of personal devices
- unnecessary one-to-one contact
- behaviour inconsistent with the Staff Code of Conduct

All low-level concerns must be reported to the **Designated Safeguarding Lead (DSL)**.

Concerns will be recorded, reviewed and managed appropriately.

20. Whistleblowing and Safeguarding Concerns

SNAP encourages staff and volunteers to raise concerns where they believe safeguarding practice may not be effective.

Concerns should be reported to:

- the Designated Safeguarding Lead (DSL)
- the appropriate safeguarding authority where required

Staff may also contact the NSPCC Whistleblowing Advice Line:

Telephone:

0800 028 0285

SNAP will ensure that concerns raised appropriately are taken seriously and investigated.

21. Confidentiality and Information Sharing

Information sharing is essential to protecting children.

SNAP will share safeguarding information where there is a lawful reason to do so and where sharing information is necessary to protect a child or promote their welfare.

Data protection legislation does not prevent information sharing for safeguarding purposes.

SNAP follows:

- Data Protection Act 2018
- UK GDPR requirements
- safeguarding information-sharing guidance

Information may be shared with:

- parents/carers where appropriate
- schools and partner organisations
- children's social care
- police
- other safeguarding agencies

Information will only be shared with those who need it to safeguard children.

22. Equality and Inclusion

SNAP is committed to equality, inclusion and anti-discriminatory practice.

Every child has the right to protection from harm regardless of:

- age
- disability
- gender
- race
- religion or belief
- culture
- family circumstances
- sexual orientation
- additional needs

SNAP recognises that some children may face additional barriers when seeking help or reporting concerns.

We ensure that:

- children's individual needs are considered
- reasonable adjustments are made
- children are listened to and supported
- all safeguarding concerns are treated seriously

23. Policy Review

This policy will be reviewed annually to ensure it remains effective and reflects current safeguarding guidance.

The review will consider:

- changes to legislation
- safeguarding updates
- lessons learned from incidents
- feedback from staff and partner organisations
- changes to SNAP's provision

All staff and volunteers will be informed of significant changes and will be expected to read and understand the updated policy.