

Iprovefit Safeguarding & Child Protection Policy



Purpose: To inform staff and volunteers at Iprovefit of their responsibilities when working with children, young children, and young adults.

Approved by: Iprovefit

Responsibility for update: Directors and Business Development Manager (BDM)

Applies to: All staff and volunteers who work with members of the public

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Introduction & Amendments to note to the policy -

- The most valuable assets are the people who work in our organisation, whether paid staff or volunteers. Abuse and neglect can be extremely harmful to the children and young people we support, so we have these procedures and policies in place
- We will consistently prioritise early intervention, protection from harm (both online and offline), and the promotion of the best outcomes for all the young people we mentor, in line with “Working Together to Safeguard Children”
- Some children and young people may require specific support, for example, if they have a disability or are facing complex circumstances, such as caring for a parent or sibling. Some may have experienced previous traumatic events that have impacted their self-confidence and self-worth. The welfare of each young person remains the highest priority
- Everyone—regardless of age, culture, disability, gender, language, ethnicity, socio-economic background, religious belief, or sexual identity—has an equal right to protection and safeguarding
- All staff have completed, as a minimum, Level 2 Safeguarding training, ensuring they can identify signs of abuse, neglect, and risk in line with statutory guidance. In addition, seven members of the team have completed Designated Safeguarding Lead (DSL) training. Staff are also trained in the PREVENT duty, which supports the early

identification and prevention of radicalisation and extremism, in accordance with government guidance. Furthermore, all staff have undertaken the Level 3 FAA Award in Supervising First Aid for Mental Health, enhancing their capacity to recognise and respond to mental health concerns

- Staff have undertaken training in trauma-informed practice, equipping them with the knowledge and skills to recognise, understand, and respond appropriately to the impact of trauma on children and young people
- Six members of the team completed Team Teach De-escalation Training in 2023, equipping them with accredited strategies to manage challenging behaviour safely and appropriately, with a focus on de-escalation and positive behaviour support. More staff members will be training in October 2025
- Safeguarding and promoting the welfare of children is everyone's responsibility. All staff are required to report any concerns regarding abuse or welfare to the Directors and the Business Development Manager, who also acts as the Designated Safeguarding Lead (DSL), following the organisation's 'Reporting a Concern' procedure. Where appropriate, concerns will be escalated to statutory services via Contact Swindon (The Integrated Front Door) at contactswindon@swindon.gov.uk. This may lead to a joint investigation involving Children's Social Care and/or the Police, in line with local safeguarding partnership protocols or LADO
- All incidents of alleged poor practice, misconduct, and abuse will be taken seriously and responded to swiftly and appropriately within Iprovefit
- All personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal information is securely stored in a password-protected digital system with restricted access. Data is retained only for as long as necessary and is either securely archived or permanently deleted upon the conclusion of the individual's involvement with the organisation.
- **Operation Encompass**
Iprovefit participates in Operation Encompass, ensuring that the Designated Safeguarding Lead is informed, before the start of the next school day, of any domestic abuse incidents involving children. This enables timely support and early intervention. All staff are made aware of the scheme and its importance during safeguarding training.

Definition of Safeguarding and Promoting the Welfare of Children. For the purposes of this policy, safeguarding and promoting the welfare of children is defined as:

- Providing early help and support to meet the needs of children as soon as problems emerge.

- Protecting children from maltreatment, including harm that occurs inside or outside the home, and online.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in safe and nurturing environments, consistent with the provision of effective care.
- Taking timely and proportionate action to ensure all children have the best possible outcomes.

Following KCSIE 2025, the following updates and clarifications also apply:

- *Safeguarding now explicitly includes the prevention of abuse, neglect, and exploitation*
- *Children who witness domestic abuse are now clearly recognised as victims of harm.*
- *The term 'deliberately missing education' is now replaced by 'unexplained and/or persistent absences from education'*
- *Designated Safeguarding Leads (DSLs) must record concerns, discussions, decisions, and the rationale behind all safeguarding actions taken*
- *All staff are trained and informed on their responsibilities regarding the organisation's filtering and monitoring systems, to help protect children from online risks*
- *Where appropriate and requested, attendance is reported to the nominated safeguarding contact within each partner education setting*
- *Absences are reported to the home school DSL within 20 minutes, or sooner if required, in line with safeguarding protocols.*
- *Gender-Questioning Children - Iprovement acknowledges and follows the newly published statutory guidance on gender-questioning children. All staff are expected to understand and apply this guidance, ensuring that safeguarding responses prioritise the best interests, well-being, and rights of all children and young people. This replaces all earlier interim or draft arrangements.*

Protecting Children and Young People

Measures are in place to protect children and young people who are identified as being at possible risk of abuse and neglect. **Children include everyone under the age of 18.**

Iprovement is committed to fostering a robust safeguarding culture across all areas of our work. We ensure that effective arrangements are in place to:

- **Act in the best interests of all children, young people, and young adults** to protect them from harm, both online and offline, including during remote mentoring sessions or periods of self-isolation
- **Identify those who may require early help**, or who are at risk of, or have experienced, harm. This includes—but is not limited to—neglect, abuse (including peer-on-peer abuse), grooming, and all forms of exploitation
- **Ensure timely and appropriate referrals** to safeguarding partners and professionals with the expertise to provide support and intervention
- **Manage safe recruitment practices** and respond to allegations or concerns about adults who may pose a risk to children or vulnerable young people

- **Comply with national filtering and monitoring standards**, mirroring expectations set for schools when young people access our IT systems
- **Adhere to the Department for Education's Code of Practice** for keeping children safe in out-of-school settings, ensuring that all safeguarding measures meet or exceed statutory guidance.

Dealing with Abuse and Allegations:

Iprovefit is committed to responding swiftly and appropriately to any concerns, disclosures, or allegations of abuse. To ensure robust and transparent safeguarding practices, we:

1. **Maintain a standalone Safeguarding and Child Protection Policy**, which outlines our principles, responsibilities, and procedures for keeping children and young people safe
2. **Ensure this policy is formally approved and signed** by the most senior leader within the organisation, evidencing leadership accountability for safeguarding
3. **Have a clearly defined procedure** for responding to situations where a child, young person, or young adult may be at risk of abuse or neglect. This includes the use of a structured *Welfare Concern Form* for staff to record and escalate concerns
4. **Have a dedicated procedure for managing allegations against adults** working within or on behalf of the organisation, in line with statutory guidance and local authority protocols – using the LADO protocols in line with Swindon Safeguarding Partnership.
5. **Have a procedure in place for addressing allegations or safeguarding concerns involving young people** within the organisation, ensuring a proportionate and child-centred response.

Safeguarding and Child Protection Leads

Iprovefit's nominated Designated Safeguarding Leads (DSLs) for children and young people are:

- **Jerel Ifil** – Director & Mentor
- **Claire Purnell** – Business Development Manager
- **Danny Greenfield** – Deputy Designated Safeguarding Lead & Director

Full contact details are provided in the safeguarding procedures flowchart below. We also have several other staff members who are DSL trained to ensure that at all times at HQ, a DSL is present.

All three safeguarding leads share joint responsibility for ensuring that safeguarding and child protection practices are embedded across the organisation. As Iprovefit is not a registered charity, we are not required to appoint a lead trustee for safeguarding.

This policy is supported by a standalone **Designated Safeguarding Lead Statement**, which outlines the roles, responsibilities, and expectations of our safeguarding leadership team

Additional Procedures and Codes of Behaviour

To further strengthen our safeguarding culture, Iprovefit has developed a suite of complementary policies and procedures that support this Safeguarding and Child Protection Policy. These include (& many others):

- **Code of Conduct:** A written behaviour code for all staff, volunteers, and associates, issued upon request and covered in all new staff inductions. This code is revisited during formal staff reviews held three times a year
- **Whistleblowing Policy:** Clear guidance on how to raise concerns about unsafe, unethical, or harmful practices within the organisation, ensuring protection for those who speak up
- **Safer Recruitment Policy:** Outlines our approach to safe hiring, including vetting checks, references, and risk assessment for all roles involving children and young people
- **Induction, Training, and Supervision Statement:** Ensures all staff receive appropriate safeguarding training, supervision, and ongoing development in line with their role and responsibilities
- **Missing or Running Away Policy:** Procedures to follow if a child or young person goes missing, including immediate escalation and communication with appropriate agencies
- **Lone Working Policy:** Sets out expectations and risk mitigation measures for staff working alone with young people or in isolated environments
- **Online Safety Policy:** Addresses the safe use of digital technology, including social media, remote mentoring, and internal IT systems, to protect both staff and young people.

These policies are available upon request and are regularly reviewed to ensure compliance with current statutory guidance and best practice.

Informing, Listening to, and Supporting Staff, Children, Families, and Professionals

At Iprovefit, we are committed to creating a transparent, inclusive, and supportive safeguarding culture for all staff, volunteers, children, young people, families, and professionals. We ensure:

- **Clear communication:** Information about how we safeguard and protect children and young people is readily accessible via email, our website, and social media channels
- **Active listening:** We regularly gather feedback from children and young people throughout the mentoring process, including via weekly review forms, to ensure their voices inform our practice
- **Engagement with parents and professionals:** We actively seek feedback from parents/carers and referring professionals during our work to maintain an open, collaborative approach
- **Continuous improvement:** We audit our safeguarding and child protection arrangements throughout the year to evaluate effectiveness and compliance
- **Ongoing training and support:** Staff and volunteers receive regular training, guidance, and supervision to ensure they remain competent and confident in fulfilling their safeguarding responsibilities
- **A safe and open culture:** We strive to maintain an environment where everyone feels safe, heard, and empowered to raise concerns about the welfare of a child or young person without fear of judgement or reprisal.

Abuse – Identifying Concerns, Responding to Disclosures, and Reporting

All staff and volunteers at Iprovefit receive safeguarding training and are expected to demonstrate a clear understanding of how to identify, respond to, and report concerns related to the abuse or neglect of the children and young people we support.

Definition of Abuse

At Iprovefit, abuse is defined as:

Any behaviour—whether deliberate or unintentional—that causes harm, endangers life, or infringes upon an individual's rights.

This includes all forms of abuse occurring both within and outside the home, including online environments.

Child Protection and Safeguarding

Child protection is a specific element of safeguarding and refers to the actions taken to protect children who are suffering, or are at risk of suffering, significant harm. Safeguarding is broader and includes:

- Preventing impairment of children's mental and physical health or development
- Ensuring safe and effective care environments

- Taking proactive steps to achieve the best outcomes for all children and young people.

Effective safeguarding at Iprovefit also means understanding and being sensitive to contextual factors such as economic hardship, cultural background, and social disadvantage, which may impact a child's vulnerability or ability to disclose harm.

Recognising Categories of Abuse

Staff are trained to recognise the categories of abuse outlined in:

- **Working Together to Safeguard Children (2023)** – Statutory Guidance
publishing.service.gov.uk
- **Keeping Children Safe in Education (KCSIE 2025)** – Statutory Guidance for Schools and Educational Settings
[gov.uk](https://www.gov.uk)

These categories include (but are not limited to):

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse and exploitation**
- **Neglect**
- **Child criminal exploitation (CCE)**
- **Child sexual exploitation (CSE)**
- **Online abuse**
- **Domestic abuse**
- **Radicalisation and extremism - Updated Definition of Extremism (March 2024)**
KCSIE 2025 has now adopted the revised definition of *extremism* as updated by the UK Government in March 2024. Extremism is now defined as the promotion or advancement of an ideology based on violence, hatred, or intolerance. All Iprovefit staff will be trained to understand and respond to these changes as part of our PREVENT duty obligations.

Our Duty to Respond

All staff are responsible for:

- Remaining vigilant to signs and indicators of harm
- Responding appropriately and sensitively to any disclosures
- Reporting concerns immediately in accordance with Iprovefit's safeguarding procedures

We provide ongoing refresher training and supervision to ensure all team members remain confident and competent in fulfilling their safeguarding responsibilities.

Under 18 is as follows -

Types of Abuse – Overview

- **Physical Abuse**

Deliberate physical harm to a child, including hitting, shaking, burning, poisoning, or fabricating symptoms of illness

- **Emotional Abuse**

Persistent emotional maltreatment that causes severe and long-term effects on a child's emotional development. This may include verbal abuse, humiliation, isolation, or intimidation

- **Sexual Abuse and Exploitation**

Forcing or enticing a child to take part in sexual activities, including non-contact acts. Exploitation may involve coercion, grooming, or the exchange of sex for money, goods, or status

- **Neglect**

The persistent failure to meet a child's basic physical, emotional, educational, or medical needs, which is likely to result in serious harm

- **Child Criminal Exploitation (CCE)**

When children are manipulated, coerced, or forced to take part in criminal activity, including county lines drug trafficking, often involving threat, debt, or violence

- **Child Sexual Exploitation (CSE)**

A form of sexual abuse where children are exploited for sexual purposes, often through coercion, manipulation, or control. This can happen in person or online

- **Online Abuse**

Any type of abuse that occurs through digital technology, including grooming, exploitation, coercive control, and exposure to harmful content or contact

- **Domestic Abuse**

Any incident of controlling, coercive, threatening, or violent behaviour between family members or intimate partners. Children who witness domestic abuse are recognised as victims in their own right

- **Radicalisation and Extremism**

The process by which a child or young person is groomed to adopt extreme political, religious, or ideological views, potentially leading to terrorism or violence.

Over-18s – Categories of Abuse (as per Care Act 2014 and Health and Care Act 2022)

Ipovefit recognises the following ten statutory categories of abuse affecting adults at risk. These can occur in isolation or together and may involve patterns of exploitation or coercion:

- **Physical Abuse:**

Includes hitting, slapping, pushing, misuse of medication, inappropriate restraint, and the imposition of sanctions

- **Domestic Abuse:**

Encompasses psychological, physical, sexual, financial, or emotional abuse between intimate partners or family members, including so-called 'honour-based' violence

- **Sexual Abuse:**
Involves rape, sexual assault, harassment, inappropriate touching, indecent exposure, and non-consensual sexual acts
- **Psychological Abuse:**
Includes emotional harm through threats, intimidation, humiliation, harassment, verbal abuse, isolation, and coercive control
- **Financial or Material Abuse:**
Covers theft, fraud, misuse of property or benefits, internet scams, and financial exploitation
- **Modern Slavery:**
Involves human trafficking, forced labour, domestic servitude, coercion, and degrading treatment
- **Discriminatory Abuse:**
Abuse based on race, gender, age, disability, religion, or sexual orientation, including hate crime, slurs, and harassment
- **Organisational Abuse:**
Poor care or neglect within settings such as residential homes or supported housing due to systemic failures in policy, training, or supervision
- **Neglect and Acts of Omission:**
Failure to meet basic physical, medical, emotional, or social needs, including withholding medication, food, or personal care
- **Self-Neglect:**
A person's inability or unwillingness to care for themselves, including poor hygiene, hoarding, or refusing support, is assessed case by case based on risk and capacity.

Note:

Iprovement acknowledges that abuse can take many forms and is not restricted to these categories. Every case is considered in its full context. A key theme across all categories is **exploitation**, and staff are trained to record concerns clearly and share information appropriately to ensure a robust, multi-agency safeguarding response and continuity of care.

Identifying and Reporting Welfare Concerns

All Iprovement staff are aware of the following procedures to adhere to with any welfare, safeguarding, or child protection concerns. Should any team member have a welfare concern or a disclosure made to them at any time, they will complete a welfare concern form – See Appendix A. This is notified immediately to a DSL and completed promptly so they can respond to and act accordingly.

Every staff member will follow the procedure below as advised by the Directors and DSL lead.

Identifying Concerns - What to do if an individual discloses abuse or harm

Member of staff has concerns about a child's welfare - Be alert to signs of abuse and question unusual behaviours – complete a welfare concern form – send and notify a DSL/School/Professional (if relevant).

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser.

Discuss concerns with one Designated Safeguarding Leads – Jerel Ifil (079476419700); Danny Greenfield (07508651253); Claire Purnell (07385380949)

- The DSL(s) will consider further actions required, including consultation with Children's Social Care. Concerns and discussion, decisions and reasons for decision should be recorded in writing using black ink
- In exceptional circumstances or the absence of a safeguarding lead or members of the safeguarding team, the individual may contact social care directly.

Still have concerns: Refer to Social Care

No longer has safeguarding concerns

Additional / unmet needs

Key Safeguarding Contacts – Swindon (Children & Adults)

Children's Social Care (Swindon Borough Council)

- Contact Swindon (MASH – Multi-Agency Safeguarding Hub):
☎ 01793 464646
✉ contactswindon@swindon.gov.uk
📎 Referral Form – Request for Help and Support
- Emergency Duty Service (Out of Hours):
☎ 01793 436699
- Swindon Children's Safeguarding:
📎 Swindon Safeguarding Partnership – Children
- Child Abuse Investigation Team (Police):
☎ 101 (non-emergency) or 999 (emergency).

Adult Social Care (Swindon Borough Council)

- To report safeguarding concerns:
☎ 01793 463555
✉ adultsafeguarding@swindon.gov.uk
📎 Adult Social Care and Support – Swindon Borough Council
- Emergency Duty Service (Out of Hours):
☎ 01793 436699
- Swindon Adult Safeguarding:
📎 [Swindon Safeguarding Partnership – Adults](#)

Use an **Early Help Conversation and Plan (EHC&P)** approach, with team meetings held through **Team Around the Family (TAF)** or **Team Around the Child (TAC)** meetings.

Iprovefit Safeguarding Team & DSO's:

Jerel Ifil (079476419700) – Iprovefit Director.

Jerel@iprovefit.com

Danny Greenfield (07508651253) - Iprovefit Director – Danny@iprovefit.com

Claire Purnell (07385380949) – Iprovefit Business Development Manager – Claire@iprovefit.com

LADO@swindon.gov.uk (01793) 463854
Allegations Management Team against staff -
[Allegations against staff - Swindon Safeguarding Partnership](#)

Key Safeguarding Contacts – Wiltshire (Children & Adults) – Wiltshire Safeguarding Vulnerable People Partnership (SVPP)

- Website (Home): 📎 [Wiltshire Safeguarding Vulnerable People Partnership \(SVPP\) – Home](#)
- Reporting a Concern (Children or Adults): 📎 How to Report a Concern – SVPP

To Report a Safeguarding Concern – Wiltshire Council

- Children's Social Care (MASH):
☎ 0300 456 0108 (Monday to Friday, 8:45am–5:00pm)
✉ mash@wiltshire.gov.uk
- Adult Social Care (Advice and Contact Team):
☎ 0300 456 0111 ✉ adultcare@wiltshire.gov.uk
- Emergency Duty Service (Out of Hours): ☎ 0300 456 0100 (Evenings, weekends, and public holidays)

Safeguarding Flowchart procedure above and to follow the Local Authorities Safeguarding Advisory Board's procedures. Safeguarding Concerns will be shared with Parents/Carers where appropriate in conjunction with the home school or any other professional involved with the individual.

Sharing Safeguarding Concerns with the Home School -

- All safeguarding concerns are promptly forwarded to the **Designated Safeguarding Lead (DSL)** of the child's main education provider or the commissioning organisation. Where concerns are immediate or significant, this is escalated via a **phone call or meeting without delay**
- Any concern relating to the safety or welfare of a child is acted upon immediately. Iprovement will report the concern to the relevant DSL, who will assess the need for a referral to Children's Social Care
- Where there is a belief that a child is suffering or likely to suffer significant harm, Iprovement will ensure that a referral is made without delay to the Local Authority's Children's Social Care, and to the police where appropriate, in line with statutory safeguarding procedures
- All absences are reported as soon as possible to the home school's DSL contact, particularly where patterns of unexplained or persistent absence may indicate a safeguarding concern. DSLs rely on mentors' attendance and accurate reporting.

Key Documents That Inform Our Safeguarding Practice and Culture

While Iprovement is not a registered educational establishment, we are committed to operating to the highest safeguarding standards. Our safeguarding culture, procedures, and staff training are shaped by national guidance and good practice frameworks. We work closely in line with the principles set out in the following key documents:

- **Working Together to Safeguard Children (2023)** – Statutory guidance on multi-agency working to safeguard and promote the welfare of children:

Working Together to Safeguard Children – GOV.UK

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

- **Keeping Children Safe in Education (KCSIE) – 2025** – Statutory guidance for schools and colleges on safeguarding children:

[Keeping Children Safe in Education – GOV.UK](#)

- **KCSIE 2025: Part One (for all staff)** – All Iprovement staff are required to read, understand, and sign Part One as part of their safeguarding induction:

[KCSIE 2025: Part One – GOV.UK](#)

- **Children's Wellbeing and Schools Bill – March 2025**

https://assets.publishing.service.gov.uk/media/67dd2b17a18f580c277f7887/CWS_Bill_Policy_Summary_notes_as_amended_in_the_House_of_Commons.pdf

- **Standards for Safeguarding and Protecting Children in Sport** – Developed by the NSPCC’s Child Protection in Sport Unit (CPSU), this framework guides our safeguarding work in community and sports-based settings:
CPSU Safeguarding Standards – NSPCC <https://thecpsu.org.uk/resource-library/2022/standards-for-safeguarding-and-protecting-children-in-sport/>

Helping Children Disclose Abuse – Iprovefit’s Approach

- All Iprovefit staff are trained to maintain a “**it could happen here**” mindset concerning safeguarding and child protection. We take every report or concern seriously—whether it arises in a face-to-face mentoring session, during online engagement, or through indirect signs of harm.
- Iprovefit is committed to fostering an environment where children and young people feel safe, supported, and empowered to disclose abuse. We adopt a zero-tolerance approach to all forms of unacceptable behaviour, including verbal, physical, emotional, or online abuse. Any concerns or disclosures are immediately reported to Iprovefit’s Designated Safeguarding Lead (DSL) and shared with the relevant DSL at the young person’s main education setting.
- We also recognise that additional barriers may exist for certain groups of children when disclosing or showing signs of abuse, and we actively work to identify and address these barriers:

Children with Special Educational Needs and/or Disabilities (SEND):

May face communication difficulties and may not outwardly display signs of abuse. They are also more vulnerable to bullying, discrimination, and targeted behaviour.

LGBTQ+ Children and Young People:

May be more likely to experience bullying, isolation, or abuse from peers. Children perceived to be LGBTQ+—whether they identify as such or not—may also be targeted and are equally vulnerable.

- In all mentoring sessions, Iprovefit staff provide age-appropriate encouragement, support, and guidance to help children and young adults feel safe enough to share their concerns. If a child makes a disclosure, staff respond with calm reassurance and without judgement
- All concerns, however minor they may appear, are formally recorded using our internal Welfare Concern Form (see Appendix A) and escalated appropriately.

Going Missing / Running Away Policy

Iprovefit has a standalone **Missing and Running Away Policy (2025)**, supported by a clear **Missing Procedure Flowchart (2025)**. These documents outline the procedures to follow when a child or young person is absent without explanation or is believed to have run away.

All staff are trained on these procedures and are expected to **know, follow, and adhere** to them consistently. The policy and flowchart are **reviewed annually**, or sooner if there are changes in statutory guidance or identified practice issues.

In line with **KCSIE 2025**, Iprovefit recognises that **unexplained or persistent absences** may be indicators of abuse, neglect, or exploitation (including criminal or sexual exploitation), and such incidents are always treated as potential safeguarding concerns. Any missing incident will be escalated to the DSL immediately and shared with

the relevant DSL at the young person's education provider, and—where appropriate—reported to the police or local authority.

The Importance of Contextual Safeguarding at Iprovefit

At Iprovefit, we adopt a contextual safeguarding approach throughout our mentoring practice. This enables us to recognise, understand, and respond to the risks young people face beyond their immediate family environment.

We acknowledge that the relationships and environments in which young people spend time—such as schools, peer groups, local neighbourhoods, and online spaces—can all pose potential safeguarding risks, including violence, abuse, exploitation, and coercive behaviour.

Contextual safeguarding recognises that:

- Young people's experiences of harm may occur in multiple, interconnected environments.
- These risks can often stem from peer associations, community violence, or online influences, rather than solely from within the home.
- Effective safeguarding requires professionals to assess and intervene holistically, not just with individuals and families but with the wider contexts in which harm occurs.

At Iprovefit, we operate in communities where there are elevated risks, including:

- **Gang-related violence and knife crime**
- **Peer-on-peer abuse**
- **Child sexual exploitation**
- **County lines and criminal exploitation**

We understand the importance of being alert to these issues and work closely in a multi-agency partnership with local authorities, police, social care teams, schools, and other professionals. By sharing intelligence and supporting joined-up action, we help to reduce harm and play an active role in keeping children and young people safe within their broader social worlds.

Running Safe Activities and Events at Iprovefit

Staff Responsibility and Duty of Care

At Iprovefit, all staff and volunteers are responsible for ensuring that every activity, session, and event is delivered safely, with safeguarding at the core of our practice. This includes promoting the well-being and educational achievement of all children, including those who are looked after or have left care.

We operate on the principle that safeguarding is everyone's responsibility. All individuals working with or around children and young people during our activities have a legal and moral duty to report any welfare or safeguarding concerns immediately.

In line with KCSIE 2025, staff must adopt a child-centred approach at all times. This means acting in the best interests of the child, being alert to signs of risk or harm, and taking proactive steps to create a safe, inclusive environment, both physically and emotionally.

Safe Environments and Incident Response

Iprovefit has a legal duty to ensure that the physical environment is safe and suitable for all children and young people attending our mentoring sessions, events, or activities. All locations are subject to appropriate risk assessments and are supervised in accordance with our safeguarding and health & safety policies.

Shared Responsibility During Events

All staff and volunteers are expected to take shared responsibility for the safety and welfare of participants during any Iprovefit-led event or activity, regardless of their role or seniority.

In the event of a child being absent during an activity or event, absence will be reported to the home school's Designated Safeguarding Lead (DSL) within 20 minutes, or sooner if required, in line with our attendance and safeguarding procedures.

All Iprovefit staff and volunteers are aware of and follow Iprovefit's Team Code of Conduct and Good Practice Policy within the staff's Behaviour Policy.

Managerial Responsibility for Activities, Mentoring & Events

The individual responsible for directing or organising any Iprovefit activity, mentoring session, or event holds overall managerial responsibility for ensuring it is delivered safely and in line with safeguarding expectations. They are required to:

- Plan and deliver activities in accordance with national safeguarding guidance, including:
 - [Working Together to Safeguard Children \(2023\)](#)
 - [Keeping Children Safe in Education \(2025\)](#)
 - [Swindon Safeguarding Partnership](#)
 - DfE Guidance for Out-of-School Settings
- Ensure all staff and volunteers have appropriate DBS checks in place before engaging with young people. Disclosure and Barring Service (DBS) – GOV.UK
- Clearly communicate safeguarding roles, first aid arrangements, and reporting procedures to everyone involved
- Provide appropriate induction, safeguarding training, and supervision for all staff and volunteers
- Notify the Designated Safeguarding Lead (DSL) of the activity and complete any required safeguarding documentation
- Conduct a health & safety risk assessment for each event or session. New or changed venues require updated risk assessments
- Carry out individual risk assessments where needed to support vulnerable or high-risk young people
- Ensure staff are first aid trained, familiar with fire safety and evacuation procedures, and have access to emergency contact details and medical information for each young person (see Consent Form – Appendix B)
- Share DSL and LADO contact details with parents/carers where appropriate
- Guarantee that all young people have access to sanitary facilities and drinking water during the event
- Promote and follow Iprovefit's Whistleblowing Policy and Complaints Procedure at all times.

Child-on-Child Abuse (Peer-on-Peer Abuse)

At Iprovefit, all staff and volunteers receive safeguarding training that includes identifying, responding to, and reporting child-on-child abuse—also known as peer-on-peer abuse. This is recognised as a serious safeguarding issue in line with [Keeping Children Safe in Education \(KCSIE\) 2025](#).

Iprovefit's safeguarding framework incorporates the RSHE guidance (DfE 2025), ensuring that mentoring content around healthy relationships, consent, and online safety aligns with national expectations.

All staff are required to:

- Read Part One of KCSIE and understand the forms that child-on-child abuse can take
- Recognise that such abuse can happen in person or online, during sessions, or outside structured activities
- Respond immediately and appropriately to any concerns using Iprovefit's safeguarding procedures

Forms of child-on-child abuse include (but are not limited to):

- Abuse in intimate peer relationships
- Bullying (including cyberbullying)
- Physical violence (e.g. hitting, kicking, biting, hair-pulling)
- Sexual violence (e.g. rape, assault, coercion)
- Sexual harassment (verbal, physical, or online)
- Sharing of indecent images ("sexting")
- Initiation/hazing rituals involving humiliation or abuse
- Upskirting (taking photos under clothing without consent)
- Criminal and sexual exploitation (CCE and CSE).

We pay particular attention to:

- Children with SEND, who may face communication barriers or be disproportionately affected
- Young people at risk of radicalisation, extremism, or poor mental health
- Promoting well-being and resilience through consistent, trauma-informed mentoring

All safeguarding concerns—including child-on-child abuse—must be reported immediately using Iprovefit's Welfare Concern Form and passed to the Designated Safeguarding Lead (DSL) without delay.

Safeguarding awareness is refreshed through induction, annual training, monthly briefings, and weekly safeguarding updates during term time.

Preventing and Responding to Bullying and Online Safety

At Iprovefit, we take a proactive and informed approach to online safety and anti-bullying, recognising the significant role technology plays in many safeguarding concerns, such as peer-on-peer abuse, child criminal or sexual exploitation, radicalisation, and online grooming.

We have a dedicated Online Safety and Anti-Bullying Policy Statement, which underpins our work in mentoring and supporting young people both in person and online.

Iprovefit's safeguarding framework incorporates the RSHE guidance (DfE 2025), ensuring that mentoring content around healthy relationships, consent, and online safety aligns with national expectations.

Key Online Safety Expectations and Safeguarding Standards (KCSIE 2025)

- The 2025 KCSIE guidance highlights online risks such as misinformation, disinformation, and conspiracy theories, which must be addressed in online safety education and staff training
- All online safety protocols now include awareness of generative AI tools. We refer to the DfE's guidance on AI safety to support responsible use and risk mitigation

- Where pupils are placed in alternative provision, their home school retains safeguarding responsibility. Written confirmation from providers, including subcontractor details, must be obtained and reviewed regularly
- From September 2024, the Virtual School Head (VSH) role extends to include non-statutory oversight of children in kinship care
- Attendance concerns are managed in accordance with the DfE's statutory guidance: Working together to improve school attendance.

Iprovefit's Online Safety Approach

- No child under 13 years of age will access the internet unsupervised during any Iprovefit session
- We operate with robust filtering and monitoring systems, and our staff are trained to recognise and respond to online risks promptly
- We use the 360safe Online Safety Self-Review Tool to evaluate and strengthen our digital safeguarding practices - <https://360safe.org.uk>

The Three Key Areas of Online Risk

During mentoring sessions, Iprovefit staff remain alert to the following categories of online risk:

1. Content: Exposure to illegal, harmful, or age-inappropriate material
e.g. pornography, violent content, extremist propaganda, or drug/gang glorification
2. Contact: Harmful interactions with others online
e.g. online grooming, coercion, or impersonation by adults posing as peers
3. Conduct: Harmful personal behaviour online
e.g. cyberbullying, sexting, or sharing explicit images

Supporting Young People

Through our sessions, we engage in supportive, age-appropriate conversations about online behaviour, digital safety, and bullying. We aim to empower young people to make safe choices and seek help when needed.

All concerns raised during sessions are recorded and escalated through Iprovefit's safeguarding procedures, ensuring a swift and effective response.

Safer Recruitment of Staff and Volunteers

Iprovefit follows a structured, transparent recruitment process that includes the following safeguards:

- A written Safer Recruitment and Induction Policy
- A policy on the recruitment of ex-offenders, in line with DBS guidance

- Clear role descriptions and person specifications for all positions
- Advertisements that include a safeguarding statement and commitment to child protection
- Candidate information packs detailing the role and safeguarding responsibilities
- Use of a standard application form via our recruitment provider
- A separate self-disclosure form for criminal convictions and safeguarding concerns
- Shortlisting carried out by at least two staff members
- Face-to-face interviews conducted by a panel of two or more
- A consistent and transparent scoring system for shortlisting and interview assessments

Recruitment Checks

Before appointment, the following checks are undertaken:

1. Two references, including one from the most recent employer or volunteering organisation (where applicable)
2. Proof of identity and original qualification certificates
3. Relevant pre-employment checks, including:
 - Right-to-work in the UK
 - Enhanced DBS checks (with barred list checks where applicable)
 - Overseas criminal record checks (if applicable)
 - Sector-specific vetting, where relevant

Induction of Staff and Volunteers

All new staff and volunteers complete a structured induction programme, which includes:

- Mandatory safeguarding and child protection training
- An overview of key policies and procedures, including reporting concerns
- Access to the Designated Safeguarding Lead (DSL) for support and clarification
- A three-month probationary period, with formal review before confirmation of the confirmed appointment or their role.

Ongoing Supervision and Support

Iprovement ensures all staff and volunteers receive:

- Regular supervision meetings to reflect on practice and well-being

- Annual appraisals, goal setting, and professional development planning
- Opportunities to contribute feedback and inform organisational improvement

We actively seek input from children, young people, and families to inform our performance and development. Where appropriate, we also involve young people in the recruitment and selection process, ensuring the process is well-planned, inclusive, and supported for all participants.

Consent

A consent form is included in Appendix B and is provided to every new organisation/professional/parent/carer that refers a young person to us. The form can be completed either by the professional before the mentoring begins or by the mentor during the initial visits with the parent/carer and child. The consent form includes a request for permission to use the young person's photographs and share their images.

Information Sharing, Recording & Storing – Iprovefit

Information Sharing -

Iprovefit is committed to maintaining a confidential and trusting relationship with the young people and families we support. However, safeguarding always takes precedence over confidentiality. If a young person is registered with a school or referred by a professional, any concerns relating to their welfare, safeguarding, health, or safety will be shared with the referring agency and/or the school's Designated Safeguarding Lead (DSL).

Iprovefit also follows the DfE's **Information Sharing Advice for Safeguarding Practitioners (May 2024)**, which clarifies how data protection legislation supports – rather than prevents – information sharing where safeguarding concerns are present.

Where necessary:

- Safeguarding disclosures or concerns may be reported directly to police intelligence (via 101 or relevant safeguarding channels) where a risk of harm is identified
- Young people are made aware during mentoring sessions that information they share may be passed on, especially where there are concerns about safety or well-being
- If a young person is already known to the police or has ongoing involvement, Iprovefit has a duty of care to share any relevant safeguarding information with the appropriate authorities

Iprovefit has clear procedures in place to ensure information sharing is:

- Lawful, proportionate, and necessary for the protection of the child or others
- In line with UK GDPR, Data Protection Act 2018, and local safeguarding partnership protocols
- Done with informed consent where appropriate, unless doing so would place a child at further risk

All staff are trained to:

- Recognise when early help or multi-agency intervention is required
- Share information responsibly and effectively with safeguarding partners
- Escalate concerns through appropriate channels where responses are inadequate.

Recording Safeguarding Information

Iprovefit ensures all staff follow clear procedures when recording safeguarding information:

1. All interactions with children, young people, and families are recorded, including observations and disclosures
2. Records must clearly distinguish between fact and opinion
3. Personal information about individuals is kept separate from information about others, except where safeguarding records are linked
4. Every record is dated, signed, and attributable to the person who made it
5. Records are created and maintained in a timely manner, and retained for up to three years, or longer if safeguarding concerns persist

Access to Records

- Young people and families have the right to request access to their records, and Iprovefit provides clear explanations for what is recorded and why
- Access may be limited only where doing so would compromise a safeguarding investigation or place someone at risk.

Storing Records Securely

To ensure confidentiality and data protection, Iprovefit:

- Stores all safeguarding records electronically, using secure, encrypted devices or cloud-based systems
- Protects data with robust security measures, including passwords, restricted access, and encryption
- Does not store physical copies of personal safeguarding records unless strictly necessary.

Recording and Reporting Safeguarding Concerns

Iprovefit follows strict protocols for recording, storing, and reporting concerns regarding the safety and well-being of children and young people.

Recording and Escalating Concerns

Iprovefit will:

1. Record any safeguarding or welfare concerns where a child or young person is suspected to be in need or at risk of harm
2. Store all records securely, placing them in the young person's confidential safeguarding file
3. Confirm in writing any referrals made to statutory services (e.g. Children's Social Care) within 48 hours, in line with local safeguarding protocols.

Retention and Disposal of Records

Iprovefit ensures secure and compliant information management. We will:

1. Retain records for a maximum of 3 years following the end of a young person's involvement with Iprovefit, unless legal or safeguarding needs require a longer period

2. Dispose of personal records securely, using approved methods such as data wiping, cross-cut shredding, or secure digital deletion, to maintain confidentiality and meet data protection obligations.

Staff Training and Expectations for Record-Keeping

Iprovefit will:

1. Ensure all staff are made fully aware of organisational expectations regarding the accurate recording, secure storage, and appropriate sharing of information
2. Provide ongoing training and supervision to support staff in maintaining high standards of record-keeping in line with safeguarding best practice and UK GDPR.

Photography and Image Sharing Policy

Iprovefit recognises the importance of using images responsibly and in line with safeguarding principles. We will:

1. Obtain written parental/carer consent before capturing or using any images or videos of children for promotional, website, or social media use
2. Clearly explain how images will be used, stored, and protected, including how long they will be retained and who will have access
3. Renew image consent annually for children attending Iprovefit for over one year
4. Permit only Iprovefit-owned devices (e.g. work laptops or mobile phones) to be used for professional purposes, including capturing or storing images
5. Ensure that all devices are password-protected and regularly monitored by the Designated Safeguarding Lead (DSL) to prevent unauthorised use or data breaches.

GDPR and the Data Protection Act 2018 – Iprovefit Commitment

As an organisation working with children, families, and professionals, Iprovefit is committed to fulfilling its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We ensure that all personal data is processed lawfully, fairly, and transparently, and that it is handled with the highest standards of confidentiality and care.

Our Data Protection Practices

Iprovefit will:

- Ensure that all personal information is collected and processed only where necessary, and always in line with a lawful basis under the Data Protection Act
- Prevent the unauthorised sharing or misuse of data, especially where it concerns sensitive information about children and young people
- Maintain a strict data retention policy, with a maximum retention period of three years after a young person's involvement ends—unless safeguarding, legal, or regulatory obligations require otherwise
- Store all records on secure, professional Iprovefit devices (laptops, tablets, mobile phones) which are password-protected and encrypted where necessary.

Secure Data Systems and Tools

- Iprovefit uses Microsoft 365 for secure file storage and communication
- All sensitive documents are password-protected or encrypted before sharing
- Safeguarding records are kept in a restricted-access, password-protected digital folder, accessible only by Designated Safeguarding Leads (DSLs) on a strict need-to-know basis.

Training and Staff Guidance

- Staff are signposted to accurate, up-to-date guidance to support data protection compliance:
 - **ICO Guidance on Data Protection for Employers** conducting DBS or criminal records checks: www.ico.org.uk
 - **ICO “Data Sharing Myths Busted”** resource to clarify GDPR misconceptions: Data sharing myths – ICO - <https://ico.org.uk/for-organisations/data-sharing-information-hub/data-sharing-myths-busted/>
 - **Data Protection Act 2018 – Full Legislation:** www.legislation.gov.uk
 - **DfE Toolkit: Data Protection for Schools and Education Settings:** Data Protection Toolkit for Schools- <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

Iprovefit regularly reviews its data protection procedures to ensure compliance with evolving guidance and best practice. All staff receive training and updates to reinforce their responsibilities under data protection law, particularly concerning safeguarding.

Mandatory Reporting: Allegations Against Adults and Children

All Iprovefit staff and volunteers have a legal and professional duty to report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL), in accordance with the procedures outlined in our internal safeguarding flowchart.

The DSL provides advice, guidance, and safeguarding oversight for all staff and acts as the central point of contact for concerns relating to the welfare of children and young people.

Allegations Against Adults Working with Children

Where an allegation is made against a member of staff, volunteer, or any adult working with children, the DSL will:

- Notify the Local Authority Designated Officer (LADO) without delay
- Work in partnership with the LADO to determine the appropriate course of action, including whether the allegation meets the threshold for referral to Children’s Social Care and/or the police
- Record and retain all decisions and actions taken, including rationale, in line with statutory guidance and data protection laws.

The LADO (sometimes referred to as the Designated Officer) is responsible for coordinating responses to allegations against individuals who work with or volunteer with children, ensuring that procedures are fair, consistent, and protective of all involved.

Allegations Made Against a Child or Young Person

If a safeguarding concern or allegation is made about a child or young person (e.g. involving child-on-child abuse), the DSL will:

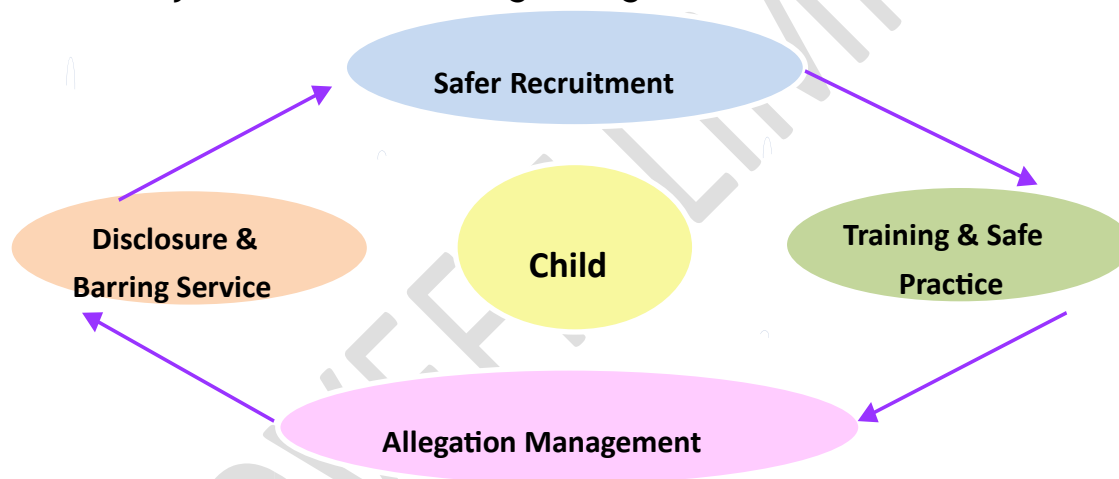
- Assess the nature and seriousness of the allegation
- Take immediate steps to safeguard all children involved, including informing the referring school or agency
- Refer the matter to Children's Social Care if the concern meets the threshold for significant harm or requires early help and support
- Inform the police if a crime may have been committed.

Improvefit follows the principles of mandatory reporting, transparency, and multi-agency collaboration, in line with KCSIE 2025 and local safeguarding procedures.

See below procedures we follow -

Reporting concerns about a colleague/adult who may pose a risk of harm to children, we follow our LADO Procedures.

Effective Cycle of Practice & Safeguarding:



Allegation Management Threshold

Where an adult working with children may have:

- Behaved in a way that has harmed, or may have harmed, a child * • Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

* Where the harm to a child may be at a Child Protection level (Significant Harm).

These thresholds apply to a wider range of concerns and allegations than where a child may be suffering significant harm. Identifying risk of harm is important and can sometimes indicate harmful intentions as well as actions. Seeking advice and guidance through the Allegations Management System adds independence and an objectivity of view. This provides a more consistent and appropriate scrutiny across diverse workforces and contributes to a greater level of Safeguarding.

Examples of Agencies this procedure applies to:

Social Care	Education	Health	Police
Early Years	Youth Services	Voluntary Community Organisations	
Probation	CAFCASS	NSPCC	Foster Carers
Armed Forces	Secure Estates	Faith Groups	YOS

Allegation Management Referrals:

Allegation Management contact details:

Allegation Management Team - (01793) 463854

Allegation Management Email - LADO@swindon.gov.uk

Allegation Management Referral Forms should be emailed securely to LADO@swindon.gov.uk via Outlook Encryption. If you do not have Outlook Encryption, please contact us (details below) to acquire a secure link.

Allegations Against Adults – Iprovefit Protocol

At Iprovefit, if any adult working with children:

- Has behaved in a way that may have harmed a child, or poses a risk of harm,
- May have committed a criminal offence against or related to a child, or
- Exhibits behaviour that suggests they may be unsuitable to work with children—

We will immediately seek advice and guidance via the Allegations Management System.

This system ensures independent, objective, and consistent oversight, supporting robust decision-making across diverse roles and settings, and strengthening our safeguarding practice.

If the concern involves or may result in significant harm (i.e. reaches a Child Protection threshold), the matter will be escalated without delay to the Local Authority Designated Officer (LADO).

LADO Contact – Swindon:

01793 463854

LADO@swindon.gov.uk

Whistleblowing and Complaints

Iprovefit has a clear and effective Whistleblowing and Complaints Policy, which all staff and volunteers are trained to follow. This policy outlines how concerns can be raised confidentially about unsafe, unethical, or unlawful behaviour within the organisation, particularly in relation to the safety or welfare of children.

- The policy is accessible to parents, carers, and professionals on request
- Staff are encouraged to raise concerns without fear of reprisal, in line with public interest disclosure legislation.

For further guidance, see:

Whistleblowing for Employees – GOV.UK - <https://www.gov.uk/whistleblowing>

Lone Working

Iprovefit has a dedicated Lone Working Policy to ensure the safety of staff when working one-to-one with young people. This is supported by a comprehensive risk assessment, which includes safeguarding protocols, communication procedures, and escalation measures.

- All staff must adhere to these procedures during lone-working situations
- Risk assessments are available to parents, carers, or commissioning organisations upon request.

Unforeseen Circumstances and Service Disruption

In the event of unforeseen situations—such as pandemic lockdowns, extreme weather conditions, or other emergencies—Iprovefit may need to modify or temporarily suspend face-to-face services.

In such cases:

- The Designated Safeguarding Lead (DSL) will assess all safeguarding implications before any changes are implemented
- Adjustments to service delivery (e.g. remote mentoring) will be communicated clearly and promptly to parents, carers, referrers, and partner organisations
- All decisions will reflect current government and safeguarding guidance relevant to emergency scenarios.

Policy Access and Review

- The Iprovefit Safeguarding Policy is available to all parents and carers of children receiving mentoring support, upon request.
- This policy is reviewed:
 - Annually, or
 - Following any safeguarding incidents, changes in legislation, or updates to statutory guidance (e.g. KCSIE, Working Together to Safeguard Children), or

- In response to concerns raised internally or externally about safeguarding or welfare practices.

Legislation and Guidance (England)

In England, the Department for Education (DfE) is responsible for national child protection policies, statutory guidance, and legislation that outlines how safeguarding systems should operate across all settings.

At the local level, safeguarding arrangements are led by three statutory safeguarding partners:

- The Local Authority
- The Integrated Care Board (ICB) (*formerly Clinical Commissioning Groups*)
- The Police

These partners are responsible for coordinating multi-agency safeguarding arrangements in each area, including the development and oversight of local policies and procedures.

Iprovefit's Role in Safeguarding

Iprovefit actively works in partnership with statutory agencies and local safeguarding partnerships to:

- Support the identification and protection of children at risk of harm
- Deliver early help and preventative support through our mentoring and intervention programmes
- Promote a multi-agency approach to child protection and well-being

Key Statutory and Advisory Guidance Followed by Iprovefit

- **Working Together to Safeguard Children (2023)**
This statutory guidance sets out how organisations must work together to safeguard and promote the welfare of children. It applies to all professionals, including those in voluntary, private, and faith-based sectors.
Working Together to Safeguard Children – GOV.UK -
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- **Keeping Children Safe in Education (KCSIE 2025)**
This statutory guidance outlines the legal duties and responsibilities of educational and safeguarding providers to protect children. Iprovefit aligns its policies and training with KCSIE even though we are not a registered education provider.
[Keeping Children Safe in Education – GOV.UK](#)
- **What to Do If You're Worried a Child Is Being Abused**
This non-statutory guidance details the appropriate steps to take if a professional suspects a child is being abused or neglected.
What to do if you're worried a child is being abused – GOV.UK -
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

- **Voluntary Code of Practice for Out-of-School Settings**

This guidance provides advice on safeguarding, safer recruitment, and governance for organisations offering extracurricular or non-school-based activities.

DfE Out-of-School Settings Guidance – GOV.UK - <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

References and Resources

- **Inter-Agency Safeguarding Procedures**

Refer to the safeguarding flowchart above for key contact numbers and reporting protocols relevant to your local authority area.

- **NSPCC – Childline (for children and young people)**

0800 1111 (Free, confidential 24/7 support)

www.childline.org.uk

- **NSPCC Helpline (for adults concerned about a child)**

0808 800 5000 (Free, confidential advice from trained child protection professionals)

www.nspcc.org.uk

- **NSPCC Safeguarding Training and Resources**

0116 234 7246

NSPCC Learning – Training and Resources

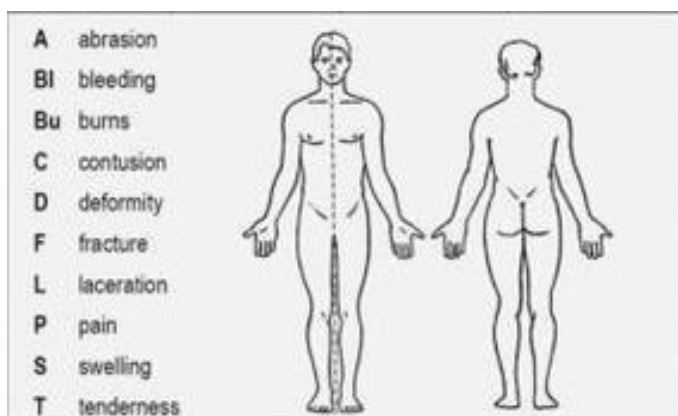
Appendix A – Welfare Concern Form

SAFEGUARDING/WELFARE/INCIDENT CONCERN FORM

Individual name:	Date of birth and current age:
Name and position of person completing form (please print)	
Date of Incident /Concern (dd.mm. yy)	School/Professional Attached:

Incident /Concern (who, what, where, when) – Use bullet points and be precise

Please use this Body Map to highlight or identify the areas of concern if present or describe using the coding below -



**Continue on a separate sheet if necessary*

Any other relevant information (witnesses, immediate action taken – DATES AND TIMES)

Guidance

Please complete this form as soon as you have a safeguarding welfare concern
When completed please pass this form (via email or paper copy) to your DSL (s), who will confirm that they have received it
If necessary, phone your DSL to check they have received this form
If the concerns are about your site DSL, then please inform Jan (*****) immediately
Remember – you must complete this form and pass to your DSL as swiftly as possible within 24 hours max
Be concise and clear

Mentor Signature & Name -

Date form completed (dd.mm. yy)

Designated Safeguarding Lead Rationale/Concerns/Discussions & Decisions

•

DSL Name - Signature -	Date form completed (dd.mm. yy)
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FOR COMPLETION BY DESIGNATED SAFEGUARDING LEAD ONLY:

☐

Full investigation required – CONTACTSWINDON to be notified asap

☐

Monitoring required – update Risk Assessment

Appendix B - Consent Form

Iprovefit Ltd Consent Form

Name of Young Person:

Parent Name Agreeing to Consent Form:

Records Of Information -

The records of information we keep on your child, young person or family is to ensure everyone's safety and or any concerns we may have. At any time, you can request access to the notes we keep on your child/young person or family. Do you consent to this? Yes ☐ No ☐

Travel Consent/Mentor Vehicle -

Do you as the parent or carer consent to your child or young person with their mentor to travel in their own vehicle to and from their mentoring sessions? Risk assessments and insurance is covered and can be seen if requested. Do you consent to this? Yes ☐ No ☐

In all Iprovefit Mentor vehicles as of 1st July 2022 there will be dash cams installed that will record front of the road and also inside the cabin. This is for the safety of the mentor and equally the young person being transported to ensure everyone's protection is maintained.

Iprovefit Ltd will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images or footage is being used inappropriately, please inform us immediately. Footage will be deleted as no longer required.

Do you consent to this? Yes ☐ No ☐

Information Sharing/GDPR – Iprovefit will need to share vital information with the professionals working with your young person with your consent for example Early Help Hub/Police/School.

Do you consent to this information being shared? Yes ☐ No ☐

Parent/Carer Name & Signature – Date

—

Day/Date(s) of mentoring [if it is a regular mentoring session - list the day/s of the week and time it takes place]:

--

Iprovefit, Unit 32A, Ganton Way, Kembrey Park, Swindon, SN2 8ES.

Other locations may be used and noted within Swindon SN POSTCODES for our mentoring locations

Primary Location: Type of activity/what the child or young

person will be doing:

Child or young person's details

Example - Games/Activities/Fitness – Gym Based exercises – Cardiovascular equipment – Treadmill/Rower/Cross trainer/Bike/Dumb Bells/Free weights/ Barbells/Kettle bells/Punch Bag/ Punch Mitts/Medicine Balls/Football/Badminton/Basketball/Tennis/Rock climbing/Trampolining/Cycling/Walking/Running/Interactive Board Games etc...

Name:

Date of birth:

Home address:

Postcode:

Telephone number:

Email:

Parent or carer's details

Name:

Home address:

Postcode:

Telephone number:

Email:

If there is an emergency, please contact (only fill in if different from the person named above): Same as above

☐ **Please tick**

Name:

Home address:

Postcode:

Telephone number:

Email:

Young Person's medical details

GP Surgery:

Address:

Telephone number:

Any extra help we need to provide (for example – SEND/physical difficulties):

--

Is there any medical conditions or allergies? (If yes, please provide details for the condition(s) and any medication needed).

Is there anything else you think we should know?

Information for parents and carers regarding consent:

Iprovefit Ltd aims to provide a safe and enjoyable experience for every child or young person.
To help us do this, please note the following important information

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the activity.

I agree to (please tick):

- ☐ my child taking part in the stated activity
- ☐ Iprovefit Ltd keeping a record of this form for health and safety reasons
- ☐ any medical treatment that my child may need being given in an emergency
- ☐ my child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for publications or marketing publicity

Note: if consent is not given, Iprovefit Ltd will not use any images taken during the activity that contain the child/young person.
I understand that my child needs to follow the behaviour code and any safety rules so that Iprovefit can keep them and other children safe

Print name

Signature

Date

Child or young person - I agree to (please tick):

- ☐ taking part in the activity
- ☐ talk to my mentor if I am not comfortable at any time during the activity so they can help me or arrange for me to do something else
- ☐ Iprovefit keeping a record of this form, so they have the information they need to keep me safe during the activity
- ☐ receiving any emergency medical treatment that I may need
- ☐ being filmed or photographed during the activity. I understand that the photographs or film might be used to tell other people about what Iprovefit Ltd does

Note: If I don't agree to this, Iprovefit Ltd will not use any images of me.

I understand that enjoying the activity, mentoring and being safe means, I need to follow the behaviour code and safety rules.

Print name

Signature

Date

Thank you for your time on this document.

IPROVEFT LIMITED