

Legacy Youth Academy – Safeguarding & Child Protection Policy

Policy Title: Safeguarding & Child Protection Policy

Date Approved: 28th July 2025

Review Date: 28th July 2026

Policy Owner: Designated Safeguarding Lead (DSL), Legacy Youth Academy

1. Policy Statement

Legacy Youth Academy is committed to safeguarding and promoting the welfare of all children and young people. We believe that all learners, regardless of background, should feel safe, supported, and respected at all times. We take a zero-tolerance

approach to abuse, neglect, and exploitation.

This policy is underpinned by statutory guidance, including:

Keeping Children Safe in Education (2024)

Working Together to Safeguard Children (2018, updated 2023)

Local procedures from the Wakefield Safeguarding Children Partnership (WSCP)

2. Key Contacts

Designated Safeguarding Lead (DSL):

[Insert Name]

Deputy DSL: [Insert Name]

Safeguarding Director/Trustee Lead:
[Insert Name]

Wakefield MASH (Multi-Agency
Safeguarding Hub):

Phone: 0345 8 503 503

Email: social_care_direct@wakefield.gov.uk

LADO (Allegations against staff):
lado.referrals@wakefield.gov.uk

3. Aims

To ensure all staff understand their responsibilities in safeguarding and protecting young people.

To provide clear procedures for identifying, reporting, and responding to concerns.

To work in partnership with pupils, families, and external agencies including Wakefield MASH, Police, CAMHS, and social care.

To create an open, safe culture where children feel listened to and respected.

4. Responsibilities

All Staff and Volunteers

Must complete annual safeguarding training.

Must read Part 1 (or Annex A, where applicable) of Keeping Children Safe in Education.

Must report any safeguarding concern immediately to the DSL (or Deputy DSL if unavailable).

Must never promise confidentiality to a child making a disclosure.

Designated Safeguarding Lead (DSL)

Leads safeguarding policy and procedure across the Academy.

Ensures concerns are recorded, investigated, and referred where necessary.

Liaises with Wakefield MASH, Police, and other agencies.

Supports staff with training and case management.

Maintains confidential safeguarding records securely.

Directors and Trustees

Hold overall responsibility for safeguarding compliance.

Ensure regular review and audit of safeguarding practice.

Appoint a Safeguarding Governor or Director to oversee this area.

5. Safeguarding Concerns

Staff must be alert to the signs of:

Physical, emotional, or sexual abuse

Neglect or lack of supervision

Peer-on-peer abuse (e.g., bullying, sexual violence or harassment)

Criminal or sexual exploitation (CCE/CSE)

Domestic abuse

Self-harm, suicidal ideation, or mental health issues

Radicalisation or extremist views (Prevent Duty)

All concerns must be reported immediately to the DSL using the Academy's safeguarding referral form or system.

6. Child in Need / Child Protection

If a pupil is at risk of significant harm, the DSL will make an urgent referral to

Wakefield MASH.

Where concerns fall short of this threshold, the DSL will initiate early help or Team Around the Child (TAC) processes in collaboration with families and services.

All actions and outcomes will be recorded securely.

7. Allegations Against Staff

Allegations that meet the threshold of:

Harm or risk of harm to a child

Criminal offence against or involving a

child

Behaviour indicating unsuitability to work with children

...will be referred to the Local Authority Designated Officer (LADO) within 1 working day. The staff member may be suspended pending investigation.

8. Safer Recruitment

Legacy Youth Academy follows Safer Recruitment procedures:

Enhanced DBS checks for all staff and volunteers

At least one trained panel member during recruitment

Rigorous reference checks and safeguarding declarations

Ongoing suitability checks during employment

9. Staff Training

Annual whole-school safeguarding training

DSL and Deputy DSL attend full DSL training every two years

Staff receive Prevent Duty awareness and online safety training

New staff complete safeguarding induction before working with pupils

10. Record Keeping and Confidentiality

All safeguarding concerns are recorded securely and confidentially.

Access is restricted to the DSL team and safeguarding leadership.

Pupils and families have the right to information except where this may place a child at risk.

11. Monitoring and Review

This policy is reviewed annually by the DSL and Directors. A safeguarding audit is completed termly to evaluate effectiveness and ensure compliance with Wakefield procedures.

Signed:

Head of Centre – Legacy Youth Academy

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