



Child Protection & Safeguarding Policy

Jigsaw AP is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Jigsaw AP will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. **Jigsaw AP's** child protection procedures comply with all relevant legislation and with guidance issued by BCSSP and IFD.

There is a Designated Safeguarding Lead available at all times while **Jigsaw AP** is in session. The DSL coordinates child protection issues and liaises with external agencies (eg Home school, Social Care and Ofsted).

Jigsaw AP's designated DSL is Kant Mann. The Deputy DSL's are Mark Gunning and Barry Maggs.

Contact details: Kant Mann (07970) 122923, Mark Gunning (07812) 991148, Barry Maggs (07973) 767493

Jigsaw AP will carry out its duty to safeguard young people which is:

- protecting children from maltreatment
- preventing impairment of children's mental and/or physical health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully
- educating children to enable them to live safely now and in the future
- taking action to ensure the above aims are made and escalating concerns if the Trust perceives other parties are not fulfilling their statutory obligations.

Safeguarding knowledge, understanding and training – All **Jigsaw AP** directors, staff and associates will have knowledge of Child Protection and Safeguarding. We will work on the following policy documents to support the protection of young people who are at risk of significant harm.

- Working together to safeguard children (Updated DfE 2026)
https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf
- What to do if you're worried a child is being abused (DfE 2015)
<https://www.gov.uk/report-child-abuse>
- The South West Safeguarding Children Board child protection procedures
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Keeping children safe in education (DfE) Updated September 2026
https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026_.pdf
- Mental Health and Behaviour in Schools
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>





- Teaching online safety in schools
<https://www.gov.uk/government/publications/teaching-online-safety-in-school>

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- persistent mental health issues (e.g., self-harm, suicidal ideation, and withdrawal), which must be treated as potential safeguarding concerns rather than solely 'wellbeing' issues and reported to the DSL
- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out





- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff or associate suspects abuse, they will record the matter straightaway using Learntrek. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Jigsaw AP is obliged to and the incident will be logged accordingly.

Child-on-child abuse

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.
- Child-on-child abuse includes "hazing" and initiation-type rituals.

If child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs.

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material.

If a member of staff or associate suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on Learntrek, and refer the matter to the DSL. All staff associates will hold in date (every two years) Prevent training.





Dealing with Disclosures

If a young person discloses to an associate that they are being abused, the associate should:

- listen to what is said without displaying shock or disbelief and accept what the young person is saying
- allow the young person to talk freely
- reassure the young person but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to the relevant Children's Services
- reassure the young person that what has happened is not their fault and that they were right to tell someone
- not ask direct questions but allow the child to tell their story
- not criticise the alleged perpetrator
- explain what will happen next and who has to be told
- make a formal record on Learntrek and pass this on to the designated safeguarding lead.

Referral to Children's Social Care

Where possible, a decision to refer a pupil to Children's Services should be made by the designated safeguarding lead or their deputy following a discussion with the associate who has raised concerns. However, this should not delay any referral, and any associate may make a referral if this is necessary, but associates should discuss the matter with a member of the senior management team and take advice from the Duty social worker. The designated safeguarding lead should be informed as soon as possible.

Where there is any doubt about whether the concerns raised meet the threshold for a child protection referral, the designated safeguarding lead may discuss the case on a "no names" basis with a social worker from the Triage Team or the Link Worker assigned to the school to obtain advice on how to proceed.

Parental consent must be sought prior to the request for service being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.

Monitoring

Where a young person has a child protection plan in place and the LA/school/college has been asked to monitor their attendance and welfare as part of this plan

- Monitoring will be carried out by the designated safeguarding lead and this will be shared in preparation for the conference or with the social worker if needed separately to the conference
- The completed monitoring information will be kept on the young person's separate child protection file (that should be separate from the school record) and copies made available to all conferences and core group meetings





- The designated safeguarding lead will notify the allocated social worker if the child is removed from the school roll, excluded for any period of time or goes missing and will report to other Council staff as required.

Logging a concern

Child protection records relating to our young people are highly confidential and will be stored on our LearnTrek portal and in a secure spreadsheet. These records will be securely held.

The designated safeguarding lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on our LearnTrek portal as soon as possible after the event. The record includes:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened including concerns. (If recording a disclosure, you must use the child's own words)
- what actions were taken
- how the decisions were made
- who was notified of the concerns
- name, signature and job title of the person making the record.

The record will be seen by **Jigsaw AP's** DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact:

- **Samantha Jones: 01225 396364 or The Children and Families Assessment and Intervention Team: 01225 396312 or 01225 396313 (Banes) 0300 456 0108 (Wilts)**
- **For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.**

Allegations against staff & associates

If anyone makes an allegation against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and **Jigsaw AP** will act upon their advice. Any referrals/reports to the LADO will be followed up via email ONLY.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation





- If appropriate, **Jigsaw AP** will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

Jigsaw AP promotes awareness of child abuse and the risk of radicalisation through its staff training.

Jigsaw AP ensures that:

- the designated safeguarding lead has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff, regardless of role, must read and understand Part One of KCSIE 2026
- all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding incident recording procedures
- **Jigsaw AP's** procedures are in line with the guidance in 'Working Together to Safeguard Children (2023)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'
- All staff will have knowledge of **Jigsaw AP's** staff code of conduct policy

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only **Jigsaw AP** cameras will be used to take photographs of children at **Jigsaw AP**, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at **Jigsaw AP**.

Online safety and AI

- Definitions of nude/semi-nude images explicitly include "deepfakes" (AI-generated or manipulated images/video).
- Jigsaw AP is a "mobile phone-free environment" by default.
- Staff must remain aware of the "Four C's" of online risk: Content, Contact, Conduct, and Commerce, with a specific focus on potential AI threats.

Gender questioning

Jigsaw AP maintains a structured, cautious approach to social transition requests. No informal or ad-hoc adjustments to names, pronouns, or facilities (toilets/changing rooms) may be made by individual staff. All requests must follow the documented assessment process involving parental engagement.





JIGSAW AP

Raising a concern with a school or local authority

Working collaboratively with our educational partners to ensure the safety of all young people is central to our mission. Maintaining clear and consistent communication among colleagues is essential for upholding established policies and procedures. When a safeguarding concern arises, the designated representative from the young person's home school or local authority will be notified at an appropriate time.

Our dedication to safeguarding encompasses comprehensive support for staff and families throughout the process, ensuring timely and suitable responses to concerns. Beyond informing the relevant home school or local authority lead, we actively promote open dialogue and collaboration with all pertinent agencies to ensure swift and effective action. If additional guidance or intervention becomes necessary, we are prepared to coordinate with social care services, designated officers, or the local safeguarding partnership, consistently prioritising the wellbeing and safety of the young person concerned.

BANES contacts

- Social Care: **01225 396111**
- Social Care out of hours contact: **01225 477929**
- LADO (Local Authority Designated Officer): **Victoria Harlin 01225 396810/07530263372**
- **Referral form - <https://www.bathnes.gov.uk/make-referral-childrens-services>**

- Local Safeguarding Children Partnership has been replaced as children and adult services have been brought together

B&NES Community Safety and Safeguarding Partnership (BCSSP) [Safeguarding children | BCSSP \(bathnes.gov.uk\)](#)

Name: Dami Howard or Lesley Hutchinson

Contact Details: Dami_howard@bathnes.gov.uk or Lesley_Hutchinson@bathnes.gov.uk

- Local Authority Prevent Co-ordinator: **Samantha Jones: Samantha_jones@bathnes.gov.uk or 01225 396312**
- Police: 101 (non-emergency) or 999 (emergency)
- Anti-terrorist hotline: 0800 789 321
- NSPCC: 0808 800 500
- Ofsted: 0300 123 1231

WILTS Contacts

Should there be substantial safeguarding concerns regarding an individual working or volunteering with children in Wiltshire, please seek guidance from the Local Authority Designated Officer (LADO) via LADO@wiltshire.gov.uk. Referral documentation and additional particulars are accessible through the [Contact children's services](#) portal.

If it is suspected that a young person faces significant harm or has sustained an injury, contact the Integrated Front Door (IFD) on **0300 4560108** (Mon-Thu 8.45am-5pm; Fri 8.45am-4pm). For out of hours assistance, call **0300 456 0100**.

In instances of immediate peril, dial **999** to reach emergency services or the police.

For non-urgent matters, communication may be directed to Integratedfrontdoor@wiltshire.gov.uk





Professional resources

Submission Form: [JFD Referral Form](#)

[Early Support Assessment](#)

Other useful contacts

- Police: 101 (non-emergency) or 999 (emergency)
- Anti-terrorist hotline: 0800 789 321
- NSPCC: 0808 800 500
- Ofsted: 0300 123 1231

This policy was adopted by: **Jigsaw AP**

Updated KM Aug 2026 per KCSIE 2026

To be reviewed January 2027.

