



JIGSAW AP

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.

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 Mark Gunning. The Deputy CPO is Barry Maggs.

Contact details: 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 to the following policy documents to support the protection of young people who are at risk of significant harm.

- Working together to safeguard children (DfE 2023)
https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf
- What to do if you're worried a child is being abused (DfE 2015) What to do if you're worried a child is being abused - <https://www.gov.uk/report-child-abuse>
- The South West Safeguarding Children Board child protection procedures
<https://www.proceduresonline.com/swcpp/> 10 Updated July 2023
- Keeping children safe in education (DFE) Updated 2025
https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.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:

- 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 straightforwardly using the **Logging a concern** form. 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.

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 a **Logging a concern** form, and refer the matter to the CPO.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form 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. If recording a disclosure, you must use the child's own words





- name, signature and job title of the person making the record.

The record will be given to **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 the relevant contact support detailed below.

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 (eg 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 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 File
- **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** camera 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**.

Key reporting contacts - Wiltshire;

If you have significant safeguarding concerns about someone who is working or volunteering with children and young people within Wiltshire, please contact the Local Authority Designated Officer (LADO) for advice by email LADO@wiltshire.gov.uk(opens new window). The LADO referral form and further details can be found on here; [Contact children's services](#) page.

If you think a child or young person is at risk of significant harm, or is injured, contact the Integrated Front Door (IFD) on 0300 4560108, 8.45am - 5pm, Monday - Thursday and 8.45am - 4pm Friday. Out of Hours 0300 456 0100.

Or if there is immediate danger, phone the police or emergency services on 999.

For less urgent enquiries, email Integratedfrontdoor@wiltshire.gov.uk

Information for professionals

Referral Form: [IFD Referral Form \(Word doc, 117 KB\)](#)(opens new window)

[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	Date: 25.10.23 Signed: M. Gunning, E. Wilmot & B. Maggs
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