THINK FAST ACADEMY

Staff Safeguarding & Child Protection

Induction Booklet (2026)

1. Safeguarding is Everyone's Responsibility

At Think FAST Academy, safeguarding and promoting the welfare of children is our highest priority.

All staff must:

- Read and understand **Part 1 and Annex A of KCSIE 2025**
- Know who the Designated Safeguarding Lead (DSL) is
- Recognise signs of abuse
- Report concerns immediately
- Maintain professional curiosity
- Never assume someone else will report

If a child is in immediate danger:
Call 999

2. Key Safeguarding Contacts

Designated Safeguarding Lead (DSL):
Gemma Murray (Level 3 trained)

Deputy DSL:
Elizabeth Dickenson (Level 3 trained)

Programme Manager:
Martin Murray (Level 2 trained)

Out of hours DSL contact:
07871 635930

If your concern involves the DSL, report to the Head of Centre or contact the Local Authority Designated Officer (LADO).

3. What is Safeguarding?

Safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Taking action to enable the best outcomes

Safeguarding includes:

- Child-on-child abuse
- Online safety
- Serious violence
- Mental health concerns
- Radicalisation (Prevent Duty)
- Children missing education
- Criminal and sexual exploitation
- Low-level concerns about staff

4. Types of Abuse

Physical Abuse

Deliberately causing physical harm.

Signs:

- Unexplained injuries
- Repeated bruising
- Flinching or fear

Emotional Abuse

Persistent emotional maltreatment.

Signs:

- Low self-esteem
- Withdrawal
- Extremes of behaviour

Sexual Abuse

Involving a child in sexual activity (contact or non-contact, including online).

Signs:

- Age-inappropriate sexual behaviour
- Fear of specific individuals
- Sudden behavioural changes

Neglect

Persistent failure to meet basic needs.

Signs:

- Poor hygiene
- Malnutrition
- Lack of supervision
- Frequent absence

5. Additional Safeguarding Risks (KCSIE 2025)

Be alert to:

- Child-on-child abuse (including sexual harassment and violence)
- County Lines and criminal exploitation
- Online grooming and sextortion
- Sharing of nudes/semi-nudes
- Domestic abuse exposure
- Serious youth violence
- FGM (mandatory reporting duty applies)
- Radicalisation and extremism
- Self-harm and suicidal ideation

Children with SEND, mental health needs, or those looked after are more vulnerable.

6. What To Do If You Have a Concern

DO:

- Listen calmly
- Take disclosures seriously
- Reassure the child
- Record facts accurately
- Report immediately to the DSL

DO NOT:

- Promise confidentiality
- Ask leading questions
- Investigate yourself
- Delay reporting

Record concerns in the **Incident Report Book**.

All concerns must be reported the same day.

7. If a Child Discloses Abuse

Use the 5 Rs:

1. **Receive** – Listen carefully.
2. **Reassure** – Tell them they did the right thing.
3. **Respond** – Do not investigate.
4. **Record** – Write factual notes immediately.
5. **Report** – Inform the DSL without delay.

8. Child-on-Child Abuse

This can include:

- Sexual harassment
- Sexual violence
- Bullying (including online)
- Physical abuse
- Initiation/hazing behaviour

All incidents must be reported.
Never dismiss behaviour as “banter.”

9. Online Safety

We:

- Implement filtering and monitoring systems
- Store mobile phones securely during sessions
- Educate pupils about online risks

Report:

- Inappropriate messages
- Grooming concerns
- Sexting incidents
- Radicalisation risks online

10. Prevent Duty

Staff must identify children at risk of radicalisation.

Signs may include:

- Extreme ideological views
- Isolation
- Accessing extremist material

Report to the DSL.
Channel referrals will be made if appropriate.

11. Mental Health

Mental health issues can indicate safeguarding risks.

Report:

- Self-harm
- Suicidal comments
- Significant behavioural changes
- Persistent low mood

If urgent risk is identified, escalate immediately.

12. Allegations Against Staff

Report immediately to:

- DSL or Head of Centre
- LADO (if required)

Includes:

- Harm or risk of harm to a child
- Criminal behaviour
- Behaviour that may pose safeguarding risk
- Low-level concerns

Never investigate yourself.

13. Confidentiality

- Share information on a **need-to-know basis**
- Safeguarding overrides confidentiality
- Record everything factually
- Do not discuss concerns outside safeguarding channels

14. Whistleblowing

If you feel concerns are not being addressed internally:

- Use the Think FAST Whistleblowing Policy
- Contact NSPCC Whistleblowing Helpline:
  0800 028 0285

15. Professional Conduct

All staff must:

- Follow the Staff Code of Conduct
- Maintain professional boundaries
- Avoid one-to-one unsupervised situations where possible
- Record low-level concerns
- Promote equality and challenge discriminatory behaviour

16. Early Help

Not all concerns require statutory intervention.

Early help may include:

- Mental health referrals
- Support services
- Multi-agency meetings

Speak to the DSL for guidance.

Final Reminder

If in doubt — report.

It is better to report a concern that turns out to be nothing than to ignore something that puts a child at risk.

Safeguarding is everyone’s responsibility.