

Policy & Procedure

This policy aligns with Keeping Children Safe in Education (KCSIE) 2025 and Working Together to Safeguard Children 2023.

Designated Safeguarding Lead (DSL): Joseph Takyi Mensah
Deputy DSL: Leesha Glenn

REPORTING FLOW:

1. Record concern immediately
2. Report to DSL
3. DSL decides next steps (MASH/LADO)
4. Do NOT investigate
5. Call 999 if immediate danger

Safeguarding children in a Mensah Edusports setting

Mensah Edusport is committed to safeguarding all children and young adults that we come into contact with. Safeguarding the child's welfare is the paramount consideration in every situation. All staff are expected to share this commitment. Safeguarding children is vital for our setting, as part of the legal requirements of our Ofsted registration. Having safeguards in place within our setting not only protects and promotes the welfare of children but also enhances the confidence of staff, volunteers, parents/carers, SMT and the public.

The purpose of this Safeguarding Policy is to create a nurturing, child-centred environment where children can have fun and be safe. So, to ensure their safety, we adopt the following Safeguarding policies and procedures. Making sure that we look at the updated policy of

Procedure

Law and guidance that support this policy

Providers must have and implement a policy and procedures to safeguard children. These should be in line with the guidance and procedures from the site's local safeguarding board and must include an explanation of the action to be taken in the event of an allegation being made against a member of staff and cover the use of mobile phones and cameras in the setting"

We must have regard to the Government's statutory guidance Working Together to Safeguard Children 2018. If we have concerns about children's safety or welfare, we must notify agencies with statutory duties without delay. This means the local children's social care services and, in an emergency, the police.

We must also have due regard for the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty and comes under section 26 of the Counterterrorism and Security Act 2015.

[Working Together to Safeguard Children](#) defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcome.

The Department for Education has reissued '[What to do if you're worried about a child being abused](#)', 2015, in summary and full versions.

- The CEO of Mensah Edusport will be responsible for reviewing this policy at least twice a year (May and September) and whenever changes are required. Changes will be made within a reasonable time frame, but as soon as possible.
- All staff and volunteers are familiar with their local Safeguarding Children Board procedures manual.
- All senior members of staff have registered with the local safeguarding board to receive updates.

The procedure in the event of a safeguarding concern being raised is for the DSL to be made aware & the deputy, where applicable

Policy & Procedure

Safeguarding children in a Mensah Edusports setting

To ensure that staff know how to respond appropriately to allegations or safeguarding issues, and that information and knowledge are fresh and up to date. We have taken into account people's different learning styles to ensure this works for the team at Mensah Edusport. We want all staff to have the confidence to deal with any safeguarding issue, including the recording of it.

Paperwork

- Mensah Edusport has the final responsibility for regularly reviewing our accident book, incident book, and any recorded concerns to monitor or identify possible safeguarding issues, with support from managers/Compliance team.
- Confidentiality is considered when sharing information.
- With the child's parents' permission, we would pass on any safeguarding concerns to the child's new setting or school, where appropriate. This would be done by the Site Manager or the Compliance team.
- We record the statutory information required for each child before their admission, such as name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility, legal contact and who the child normally lives with.
- We remind parents to update any changes to their details by either updating their online profile or calling the Mensah Edusport head office.
- Our policy promotes multi-agency working to safeguard and protect the welfare of children. All staff are trained on how to listen and respond appropriately to a child if they have disclosed information. This includes asking open questions, making eye contact with the

child, not forcing the child to do the same, recording the exact wording of the child, and not interrupting it as the adult.

- Staff are always alert to any issues of concern in the child's life at home or elsewhere, using the key person system, observations, an open-door policy, and the fact that we know the children we work with.
- As a team, we recognise the needs of children from minority ethnic groups and children with SEND (special educational needs and disabilities) and the barriers they may face, especially around communication. We are here to help in any way that we can.
- Mensah Edusport HR team are involved in the recruitment process, having received training on safer recruitment procedures (as outlined below).

Confidentiality

All confidential information about safeguarding concerns or child protection cases is recorded and stored safely in the Mensah Edusport Head Office.

Identifying Signs of Abuse

There is always someone available from the management team to offer opportunities for staff to discuss safeguarding concerns as and when required. The team is also available for parents/carers.

All staff are aware of:

- Signs of possible physical abuse, emotional abuse, neglect and sexual abuse (PENS)
- Signs of possible abuse, neglect or concern about radicalisation
- How to share information and any concerns
- How to respond appropriately
- Unsuitable behaviour displayed by other members of staff, students and volunteers - Clear safeguarding procedures
- How to respond to pre-existing injuries and use the PSA form, including the body map - The protocol for referral if they come across bruising, also bruising in disabled children - The latest safeguarding priorities for:
 - Honour-Based Violence (HBV),
 - Child Sexual Exploitation (CSE)
 - Domestic Abuse
 - Female Genital Mutilation (FGM)
 - Forced Marriage
 - Internet Safety
 - Modern-day slavery, human trafficking and exploitation
 - Prevent (radicalisation and extremism).

It is important to remember that an allegation of child abuse, neglect or radicalisation may lead to a criminal investigation. Any attempt to ask a child a leading question or an attempt to investigate the allegation may jeopardise a police investigation.

Employers have a responsibility to ensure that all staff have access to safeguarding training. All staff must receive induction training to help them understand their roles and responsibilities; this must include information about safeguarding and child protection (EYFS Welfare and safeguarding requirements)

Arrangements must also be in place for the supervision of all staff. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which includes the confidential discussion of sensitive issues”.

Types of abuse

Abuse is defined in law: the Children Act 2004 states that ‘*Abuse should be considered to have happened when someone’s actions have caused a child to suffer significant harm to their health or development*’.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child, or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any one of them to a marked degree.

Physical abuse

Action needs to be taken by staff if there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion, and the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in areas not usual for a child, e.g., the fleshy parts of the arms and legs, back, wrists, ankles, and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with staff. Parents must highlight any injuries that their child has on arrival at nursery. These will be recorded on an incident form and signed by the parents.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should **always** be logged (on an incident form) and discussed with staff. The incident will be discussed with the parent at the earliest opportunity, and they will sign the form. If there are any concerns regarding injury, the Local Authority Safeguarding Board will be notified.

Sexual abuse

Action needs to be taken under this heading if staff have witnessed instances where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language.

This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words

The symptoms may also include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted. They may withdraw from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser, so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing staff must record this in their words and report to the Compliance team (DSL):

Staff will reassure the child and listen without interrupting if the child wishes to talk

- A detailed confidential report will be written
- Again, the local authority designated officer/MASH will be notified.

Emotional abuse (including domestic abuse)

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down consistently, a lack of emotional attachment by a parent, or parents or carers placing inappropriate age- or developmental-based expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse; this may also include shying away from an adult who is abusing them, becoming withdrawn, aggressive, or clingy to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

- The concern should be discussed with the manager/room leader/registered person
- The concern will be discussed with the parent
- Such discussions will be recorded, and the parent will have access to such records
- Again, the local authority safeguarding board/MASH will be notified

Neglect

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at a setting unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or cause

discomfort), or a child with an illness that the parent is not addressing. A child may also be persistently hungry if a parent is withholding food or failing to provide enough for the child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur during pregnancy because of maternal substance abuse.

The concern will be discussed with the parent if appropriate. This discussion will be recorded. Any concerns or queries will be raised with the Local Authority Safeguarding Hub/MASH

Induction process

- All staff and volunteers go through an effective induction process that includes safeguarding procedures, child protection and the Prevent duty via the e-learning modules
- All staff are aware of the need to ensure a culture of safe working practice.
- All staff receive regular supervision that includes support, coaching and training. This is recorded and signed by both the member of staff and the manager. The member of staff can request or take a copy at any time.
- All staff are aware of the Disqualification under the Childcare Act 2006 legislation, including disqualification by association. We ask the following questions at supervision, and staff are reminded of them at each meeting:
 1. *1. Have you been involved with the Police, such as being interviewed, questioned, subject to a court order, bound over, receiving a reprimand, warning, cautioned or convicted before or during your employment at this setting?*
 2. *2. Has anyone who lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006? Has anyone who lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children?*
 3. *3. Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989?*

Child-on-Child Abuse

Mensah Edusport recognises that children can abuse other children (often referred to as child-on-child or peer-on-peer abuse), and that this can happen both inside and outside of our setting, including online. This may include, but is not limited to, bullying (including cyberbullying), physical abuse, emotional abuse, sexual harassment, sexual violence, harmful sexual behaviours, and initiation or hazing-type behaviours. All concerns are taken seriously and will never be dismissed as “banter” or part of growing up. Staff are trained to identify signs of child-on-child abuse and will respond promptly by recording concerns, reporting to the Designated Safeguarding Lead (DSL), and taking appropriate action in line with safeguarding procedures. We promote a culture of respect, inclusion and zero tolerance for abuse, ensuring all children feel safe to speak up and are supported appropriately.

Online Safety

Mensah Edusport recognises that safeguarding includes protecting children from risks associated with online activity. This includes exposure to inappropriate content, cyberbullying, online grooming, radicalisation, and the sharing of harmful or explicit material. Staff are trained to understand these risks and to identify and appropriately respond to concerns. Any online safety concern will be recorded and reported to the Designated Safeguarding Lead (DSL) in line with safeguarding procedures. We promote safe and responsible use of technology, encourage open discussions with children about online risks, and ensure appropriate filtering, supervision, and monitoring where devices are used within our setting.

Low-Level Concerns

Mensah Edusport recognises the importance of recording and responding to low-level concerns about staff behaviour to ensure a strong safeguarding culture. A low-level concern is any behaviour by a member of staff, volunteer or adult working with children that may not meet the harm threshold but is inconsistent with the staff code of conduct, including inappropriate language, favouritism, or boundary concerns. All low-level concerns will be taken seriously, recorded, and shared with the Designated Safeguarding Lead (DSL) or senior leadership. These concerns will be reviewed to identify patterns, support early intervention, and prevent escalation into more serious safeguarding issues. Staff are encouraged to report concerns without fear of reprisal, and a culture of transparency and openness is promoted at all times.

Safeguarding Children with SEND

Mensah Edusport recognises that children with Special Educational Needs and Disabilities (SEND) may be more vulnerable to abuse and neglect due to factors such as communication barriers, increased dependency on adults, and difficulties in recognising or reporting concerns. Staff are trained to understand these additional vulnerabilities and to adapt their approach to ensure all children can express themselves and feel safe. We ensure appropriate support is in place, including adjusted communication methods, additional supervision where required, and close collaboration with parents/carers and external professionals. All safeguarding concerns relating to children with SEND are taken seriously, recorded accurately, and responded to promptly in line with safeguarding procedures.

Communication from parents

Designated Safeguarding Lead (DSL)

“A practitioner must be designated to take lead responsibility for safeguarding children. Before identifying your lead and deputy DSL, the person with overall responsibility for the setting should ensure the person understands the responsibilities of this role and consider whether they are confident and competent to address any concerns appropriately. The DSL is responsible for liaising with local statutory children’s services agencies and the relevant Local Authority Safeguarding Partnership. They must provide ongoing support, advice, and guidance to any other staff and respond to any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. The deputy DSL is also identified and trained to cover in case the lead DSL is called away from the setting or is off sick”.

Staff will complete the following training on safeguarding:

- 1) Working together to safeguard children (all staff)
- 2) What is Domestic Abuse? (All staff)
- 2) PREVENT (all staff)
- 3) Designated Lead Training (DSL & Deputy DSL)

- 4) Managing Allegations against Staff (Leads and DSL)
- 5) Safer recruitment and safe working practices (those responsible for recruitment).

All staff:

Will have completed the safeguarding children e-learning training course/modules and passed the test. This is retaken annually. Will hold a **staff training log** along with copies of their qualifications. Parents/carers can see this if they wish.

Allegations made against a member of staff, student, or volunteer

“It is important that all adults working with children understand that the nature of their work and the responsibilities related to it place them in a position of trust. Therefore, all staff need clear guidance on appropriate and safe behaviours when working with children, whether in paid or unpaid roles. All staff and volunteers have a duty to disclose any concerns they have about the conduct of staff and volunteers”.

The DSL is responsible for responding to concerns, and we consult with the **Local Authority Designated Officer (LADO) within 24 hours. They will advise:**

- of the next steps to take
- How to manage talking about the concerns with the adult who may have harmed the child
- How to inform the child’s parents/carers
- How the employer safeguards children throughout any investigation
- What they expect of the DSL and other agencies involved.

Following this, we will notify Ofsted of the incident and follow up in writing within 14 days:

“Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

Providers must also notify Ofsted of the action taken in respect of the allegation. It is good practice to ring Ofsted within 24 hours of the allegation being made and to follow this up in writing within 14 days.

A registered provider who, without reasonable excuse, fails to comply with this requirement commits an offence. It is the responsibility of the owner/setting manager to gather information where an allegation has been made against a member of staff, not the DSL”.

Where a member of staff is dismissed due to safeguarding concerns, the DBS will be informed via their referral process.

Everything is recorded and, where appropriate, signed by all involved. Only open questions are asked, and everything is recorded in the words of the person reporting.

Mensah Edusport must investigate any allegation made in full and document it. Any allegation against the DSL and the deputy must be made to the Managing Director or the CEO/Founder and must follow the procedure above.

Mensah Edusport will ensure:

- All staff are aware of the procedure to follow in the event of an allegation being made against a member of staff.
- All staff, volunteers, and students are aware of the setting's expectations of behaviour and/or codes of conduct.
- All staff work safely and responsibly and monitor their own standards and practice in several ways, including through our robust induction process, ongoing training and discussions during team meetings.
- Robust recruitment processes are in place, ensuring quality & safe staff.
- Have a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Our disciplinary procedure and contracts include what we would do in the event of an allegation against a member of staff.

- That staff work in an open and transparent way and have a culture that ensures any concern is readily listened to, discussed, and raised without fear of reprisal. This also applies to any parent/carer who wishes to raise a concern.
- That staff understand communication is key and inform colleagues and leads of where they are going, i.e., to the toilet, the paddock, or the round house, and ensure they confirm they have heard and understood.

HR Employment checks

We have secure procedures for vetting and recruiting staff. This includes:

- Making sure adverts, job descriptions and person specifications highlight the responsibility of safeguarding and promoting the welfare of children
- Looking carefully through the information candidates give
- Getting adequate references (at least two)
- Carrying out face-to-face interviews
- Confirming the successful candidate's identity and
- Carrying out a Disclosure and Barring Service check, along with staff registering for the sign-up service. Please also take note of the recruitment and retention policy.

A provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could constitute a significant event. If a registered person or childcare worker is disqualified, they may, in some circumstances, be able to obtain a 'waiver' from Ofsted.

PREVENT, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and British Values:

- All staff have access to up-to-date knowledge of safeguarding issues and are able to access training to identify signs of possible abuse, neglect and radicalisation. We have Prevent information along with Child Sexual Exploitation, Female Genital Mutilation (FGM) and British Values available in the staff room and this highlights who has undertaken the e-learning packages. New staff complete this e-learning as part of their induction process.
- Staff have a clear procedure for implementing the Prevent Duty, and we display posters to remind them of the Channel process. These include who has undertaken the e-learning.
- Staff understand when to make a referral regarding radicalisation and/or extremism, and where to seek advice and support.

Staff are able to:

- identify children who are vulnerable to being drawn into terrorism
 - identify signs of children at risk of radicalisation
 - provide support at an early stage to children who are identified as being vulnerable to being drawn into terrorism.
- We promote British values to build children's resilience to radicalisation.
 - *'Female Genital Mutilation is a form of child abuse, and girls could be at immediate risk of harm. If a girl is, you must consider the use of police protection powers (section 46 of the Children Act 1989).'*
 - Staff able to identify signs of girls at risk of female genital mutilation (FGM) and those who have completed the e-learning course are logged with HR
 - Staff are able to identify signs of children vulnerable to sexual exploitation (CSE)

Disclosure and Barring Service referral process

"Employers, social services and professional regulators are under a legal duty to notify the Disclosure and Barring Service (DBS), so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. If we dismiss or remove a member of staff or volunteer from working with children because they have harmed or may have harmed a child, we have a legal duty to inform the DBS.

If the member of staff resigns during an investigation or before they are dismissed, we must still inform the DBS. Telling the DBS does not automatically bar the person from working with children. A setting which knowingly employs someone who is barred is breaking the law".

All staff hold DBS checks. As previously stated, all staff will register with the update service where applicable, and we ask the three questions under the Childcare Act 2006 regarding disqualification, including disqualification by association.

Whistleblowing

"Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse, but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.

All staff are made aware of and follow the setting's whistleblowing policy and procedures. Staff and volunteers who are unsure whether to raise a concern can contact an independent

body for advice, such as Public Concern at Work (PCaW) or the Ofsted Whistleblowing hotline.

Ofsted Whistleblowing Hotline

Tel: 0300 123 3155

www.ofsted.gov.uk

Mobile, personal and landline phones

“To minimise the potential for misuse, we promote the safe and appropriate practice of phone use within our sites. This applies to all individuals who have access to personal or work-related mobile/landline phones on site, including staff, students, volunteers, children, parents, visitors and contractors”

All staff lock their phones away when they arrive at the site, and mobiles must not be used in the sight of any child. Secure storage facilities are available for staff to store their personal belongings. A mobile site is available to all staff for making work calls. There are site cameras for taking photos. The leadership team will monitor the use of mobile phones, and this is open to scrutiny. The management team can withdraw or restrict authorisation at any time.

The site phone is protected with a password and is responsible for monitoring and recording the usage.

The site’s mobile phone is clearly labelled, so all staff are aware of this. When not in use, it is held by the site manager.

The mobile site is for staff use only.

The site’s mobile or landline is not to be used for personal calls or texts, except in an emergency. If personal calls or texts are made, they must be logged, and this is the responsibility of Mensah Edusport.

We have signs up to remind visitors to the setting about our mobile phone policy. This is displayed where visitors sign in.

Staff will also remind visitors about the policy.

Mobiles must not be used within the setting grounds.

No staff member will bring a mobile device that contains any inappropriate or illegal content.

Mensah Edusports site mobile will always be on, and all parents will have the head office number for Mensah Edusport.

We ask that voicemail messages be left only on the landline and when necessary. We check the answer phone regularly, but this could cause staff ratios to be affected if they are away checking messages for long periods of time.

Please read in conjunction with the Mensah Edusport Mobile phone policy

Cameras

- The site manager and deputy site manager have access to site cameras – although this is likely to be on the site phone.
- Visitors, including contractors, may not take photographs, video, or audio recordings in the setting without prior, explicit written consent.
- The procedures in place for uploading or printing photos are as stated in the Mobile Phone and Camera policy.

- All parents have signed an agreement for taking photos and videos of their children. The manager is responsible for ensuring that parents' wishes that their child not be photographed are followed.
- We currently do not use webcams at Mensah Edusport, and we will consult with children, staff and parents before using them. Some sites may use CCTV.

"The Data Protection Act requires all businesses to notify the Information Commissioner's Office (ICO) unless exempt. Notification is necessary if you are processing personal information electronically for the provision of childcare. If you store personal details about other people on your computer or any digital format, including smartphones and photos of children in your care using a digital camera, you will need to notify the Information Commissioner's Office (ICO) that you are a "data controller" for data protection purposes.

Please read in conjunction with the Fit for Sport Mobile phone & camera policy

Contact details:

For concerns or advice call 101 or referral hub number (below) or 999 for any emergency

[Please refer to the MASH & LADO list for the details of your local teams and contact details.](#)

LOCAL AUTHORITY CONTACTS:

Sutton LADO: 020 8770 4776 | MASH: 020 8770 6001

Ealing LADO: 020 8825 8930 | MASH: 020 8825 8000

Bexley LADO: 020 3045 5440 | MASH: 020 8303 7777

Emergency: 999

Confidential Anti-Terrorist Hotline

0800 789 321

FGM Helpline

0800 028 3550

Ofsted

Piccadilly Gate, Store Street, Manchester. M1 2WD

Helpline: 0300 123 1231

To report an allegation against a member of staff or volunteer Tel: 0300 1234 666

Ofsted Whistleblowing Hotline

Tel: 0300 123 3155

www.ofsted.gov.uk

Disclosure and Barring Service

Tel: 0870 90 80 81



www.gov.uk/dbs_customerservices@dbs.gsi.gov.uk

Information Commissioners Office

Tel: 0303 123 1113 Or local rate 01625 545 745 or email casework@ico.or.uk or www.ico.gov.uk

Useful resources and websites:

Working Together to Safeguard Children 2018

Available to download from www.education.gov.uk, search DFE-00130-2015

NSPCC www.nspcc.org.uk

The Prevent Duty. Departmental advice for schools and childcare providers

Available to download from www.gov.uk/government/publications - DFE-00174-2015

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