

Urban Pursuit

Policy name: Safeguarding and Child Protection	
Reviewed by Programme Lead: Emma Dennison	
Last reviewed: Sep 2025	Next review due: Sep 2026

Generally, policies are reviewed every 3 years as standard. Our safeguarding policy is reviewed annually, or after any serious incident.

Amendments

<i>Date</i>	<i>Notes</i>
29/09/25	Updated documents in Introduction. Updated DSL contacts.
1/10/25	Updated the Bristol Safeguarding Contacts sheets as Appendix 1- (also displayed in office)
1/10/25	Change of details of DSL and DDSL
1/1/26	Updated DSL contacts.

INTRODUCTION

Designated Safeguarding Lead:

- Lydia Bodley lydia.bodley@urbanpursuit.co.uk

Deputy Designated Safeguarding Lead:

- Tom Burgess tom.burgess@urbanpursuit.co.uk

Call the office mobile 07737 848090 to contact the person on duty.

The aim of this policy is to safeguard and promote our students' welfare, safety, and health, by fostering an honest, open caring and supportive climate. The student's safety and welfare is of paramount importance.

Urban Pursuit fully recognises its responsibilities under current legislation:

Keeping children safe in education 2025

Working together to safeguard children 2018

Statutory guidance for schools and colleges

These documents, and associated links, forms the basis of our Safeguarding Policy, and can be found at:

https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<https://www.gov.uk/government/collections/statutory-guidance-schools>

All staff must read and familiarise themselves with Part 1 of 'Keeping children safe in education' as a minimum. All questions should be directed to the Designated Safeguarding Lead (DSL) **Lydia Bodley** lydia.bodley@urbanpursuit.co.uk –OR in the absence of Lydia, please speak to Deputy DSL **Tom Burgess** tom.burgess@urbanpursuit.co.uk (contact details above).

As well as the above, our Safeguarding Policy is written with reference to the Bristol Safeguarding Partnership Procedures:

<https://www.bristolsafeguardingineducation.org/resources-and-guidance/>

Our service also fully adheres to the Radicalisation: Prevent duty:

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

And the mandatory reporting of Female Genital Mutilation (FGM):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf

Alongside this guidance, Urban Pursuit outlines the following approach and ethos:

All staff working with children have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns. This includes mental health concerns and peer on peer abuse.

This policy sets out how Urban Pursuit's board of directors discharges its statutory duties in promoting the welfare of children who are students on placement with Urban Pursuit.

There are three main elements to our Child Protection Policy:

1. **Prevention** through teaching and pastoral support offered to the students.

2. Protection by following agreed procedures, ensuring staff are appropriately recruited, trained, and supported to respond appropriately and sensitively to Child Protection issues.

3. Support to students who may have been/ are being abused.

This policy applies to all staff working at Urban Pursuit, including directors and volunteers.

URBAN PURSUIT SAFEGUARDING COMMITMENT

We recognise that high self-esteem, confidence, supportive friends, and clear lines of communication with a trusted adult helps all children, and especially those at risk of, or suffering from abuse.

Urban Pursuit will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- Ensure that students know that there are adults around who they can approach if they are worried or are in difficulty.
- Include in the curriculum, activities and opportunities which equip students with the skills they need to stay safe from abuse and which will help them develop realistic attitudes to the responsibilities of adult life.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.
- Ensure that we recruit all our staff in line with Safer Recruitment procedures.

THE ROLE OF THE BOARD OF DIRECTORS

The Board of Directors fully recognises its responsibilities with regard to Child Protection and to safeguarding and promoting the welfare of children.

It will:

- Designate a Safeguarding Lead (DSL) who will oversee Child Protection issues within the organisation.
- Ensure that referrals are always made with the knowledge of the home, school or referring organisation.

ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. All actual or potential child protection issues should be reported to the Safeguarding Lead in the first instance.

TRAINING AND SUPPORT

Urban Pursuit will ensure that the Designated Safeguarding Lead has been adequately trained and that regular updates to this training are made. Urban Pursuit will ensure that a Deputy Designated Safeguarding Lead (DDSL) has been appointed and fully trained in case the Designated Safeguard Lead is absent.

All staff working for Urban Pursuit shall be provided with in-house training at least annually by the Designated Safeguarding Lead. Safeguarding and Child Protection procedures will also be gone through at the induction point for new members of staff. As deemed appropriate by the DSL, additional training throughout the year may also be held to keep everyone up to date on current legislation and best practice.

All staff will be instructed that any allegation should be reported immediately to the Safeguarding Lead. If this allegation relates to a staff member, contact with the LADO may be needed if the threshold has been met.

If a member of staff has an allegation concerning the Safeguarding Lead themselves, the allegation should be reported to the Board of Directors and/or the LADO. This instruction will be given to new staff as part of their induction. Details of how to contact the LADO are also displayed clearly on the board in the Urban Pursuit office space.

Bristol LADO (Local Authority Designated Officer)

Email: LADO@bristol.gov.uk

Telephone: 01179037795

All documents that relate to and support this safeguarding policy can be found in the Staff Handbook and also on the office walls, clearly displayed.

PROCEDURES

Where it is believed that a student is suffering from, or is at risk of, significant harm, we will share information as appropriate and necessary and work with the relevant school/academy/PRU to follow the procedures set out in this policy.

When there is an immediate Child Protection concern, we will follow the procedures listed on the Reporting Concerns Flowchart (displayed on the wall in Urban Pursuit Office) and attached at the end of this policy). This means that the DSL will be spoken to immediately and a referral to First Response will be made. In other circumstances, if the situation requires it a phone call to 999 will be made.

These procedures make it clear that the welfare of the child is of paramount importance. This takes precedence over sensitivities about relations with parents,

the likely reaction of other parents and the community and any wish a child might have for complete confidentiality (which cannot be guaranteed). Members of staff not following the procedures could put themselves and the child concerned at risk. As long as the procedures are adhered to, members of staff will receive the full support of the Board of Directors.

Urban Pursuit is committed to have due regard to relevant data protection principles which allow for sharing (and withholding) personal information as provided for in the [Data protection Act 2018](#) and [UK General Data Protection Regulations](#). This includes how to store and share information for safeguarding purposes, including information which is sensitive and personal and should be treated as 'special category personal data'.

There may be times when it is necessary to share information without consent such as:

- To gain consent would place the child at risk,
- by doing so will compromise a criminal investigation,
- It cannot be reasonably expected that a practitioner gains consent,
- or, if by sharing information it will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent.

There are also times when Urban Pursuit will not provide pupil's personal data where the serious harm test under legislation is met, (by sharing the information the child may be at further risk). When in doubt Urban Pursuit will seek legal advice.

The Data Protection Act 2018 and UK General Data Protection Regulations do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

CHILD PROTECTION PROCEDURE CHECKLIST FOR OUR STAFF

If:

- A student discloses abuse, or
- A member of staff suspects a child may have been abused, or
- A third party expresses concern
- A staff member witnesses an abusive situation involving another staff member.

The member of staff should: **RECORD AND REPORT**

Respond without showing any signs of disquiet, anxiety or shock

Enquire casually about how an injury was sustained or why a child appears upset

Confidentiality must not be promised to children or adults in this situation

Observe carefully the demeanour of behaviour of the child

Record in detail what has been seen and heard

Do not interrogate or enter into detailed investigations: rather, encourage the child to say what he/she wants until enough information is gained to decide whether or not a referral is appropriate. Do not seek or wait for proof.

Asking Questions – Staff are understandably anxious about what questions they can ask if they are concerned about a child, or if the young person tells them something they are concerned about. Asking open questions is often helpful to the young person and can help you clarify the situation for yourself. It is important NOT to ask leading questions. It is important to know when to stop asking questions and just listen. It is important not to interrogate.

Questions you can ask:

- Tell me (Tell me what happened)
- Explain (explain what you meant by.....)
- Where did this happen/where were you
- When did this happen.....

Remember you are only clarifying with the young person if something concerning did happen or could have happened from the information they give you.

Then **REPORT** to the designated safeguarding lead without delay. A phone call should be made to the DSL immediately if the disclosure is serious and involves the student being in potential danger. The student should be kept close by. This could include delaying the student's drop off home if needed. The DSL will advise you on the action to take.

If the disclosure or cause for concern doesn't require immediate action, a WhatsApp message to the attendance group should be made at the time of the disclosure ("C4C- followed by child's name"). Once back in the office it should be a priority that this disclosure or cause for concern is passed on to the DSL and a cause for concern document is completed, to then be sent to the student's school. (This must be done by 5pm on the day of the disclosure at the latest). If following a conversation with the DSL, the Cause for Concern is only agreed as a low-level concern, there will be a discussion about any further support the young person might require with reference to the guidance provided by the *Keeping Bristol Safe Partnership: Indicators of possible need* eg. A restorative meeting, a 1-1 conversation offered with the young person, a phone call home/ to school or a referral.

The DSL is responsible for passing on all relevant information to the commissioning body (school/academy/local authority). This includes low – level Cause for Concerns as well as Child Protection concerns and referrals made to Police or First Response.

PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of Child Protection. The only purpose of confidentiality in this respect is to benefit the child.

No adult must ever guarantee confidentiality to any student. Staff should make students aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 2018, European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child, for example, where safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

SUPPORTING STUDENTS AT RISK

Urban Pursuit recognises that children who are abused or who witness violence, may find it difficult to develop a sense of self-worth and to view the world in a positive way. Their home, school or Urban Pursuit may be the only stable, secure and predictable element in the lives of children at risk. Whilst at Urban Pursuit, their behaviour may still be challenging and defiant. It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

We recognise that, statistically, children with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Staff who work in any capacity with children with emotional and behavioural problems will need to be particularly sensitive to signs of abuse. It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, mental health issues, children may also be vulnerable and in need of support or protection.

We recognise that the young people that we work with are vulnerable to extra familial harm. This is particularly prevalent as the children we support are reaching adolescent years therefore have increased freedom and their social networks are widening. Extra familiar abuse is harm that occurs outside of the family system.

Examples include:

- County lines
- CSE
- CCE
- Grooming

- Online abuse
- Serious youth violence
- Child on child abuse
- Sexual violence
- Sexting

VULNERABLE YOUNG PEOPLE

The DSL and DDSL will also regularly review and monitor those young people who have been identified as vulnerable. During admissions meetings, information is gathered to help identify. There is regular (termly) data collection points where attendance data, behaviour data and safeguarding records are reviewed. This feeds into a report overseen by the Senior Leadership Team at Urban Pursuit.

There is also a fortnightly meeting lead by the DSL where vulnerable young people are given a focus. New information may mean others are added to the list. They have a key staff member who is responsible for looking after their care. Regular reviews mean that:

- Proportionate and early interventions can be taken to promote the safety and welfare of the child and prevent escalation of harm.
- Information about vulnerable young people is shared with the key contact at the school to maintain a holistic approach.

Urban Pursuit will endeavour to support students and recognise early signs of abuse through:

- The curriculum, to encourage self-esteem and self-motivation.
- The ethos, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
- The implementation of behaviour management policies.
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported.
- Regular liaison with other professionals and agencies that support the students and their families.
- A commitment to develop productive and supportive relationships with parents and carers.
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in a child protection situation.

RECORDS AND MONITORING

Well-kept records are essential to good Child Protection Practice. Urban Pursuit is clear about the need to record any concerns held about a child or children, the status of such records and when these records should be passed over to other agencies.

Urban Pursuit will:

- Keep clear detailed written records of concerns about students.
- Ensure all records are kept in a secure location that is compliant with GDPR guidelines.
- Quality assure all documents annually by DSL. Our Cause for Concerns and records including safeguarding concerns will be regularly scrutinised. This informs our internal communications and ongoing staff training.

In conjunction with our data handling policy, all sensitive student data will be anonymised and securely deleted 5 years after the date a student finished with Urban Pursuit.

SAFE STAFF

Safer recruitment

Urban Pursuit pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (2025; Part 3 p.57-90). At least one member of any Interview Panel will have undertaken Safer Recruitment Training and will update this training every 3 years.

- This includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. References are always obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.
- Also including undertaking online safety checks on shortlisted candidates. Undertaking appropriate checks through the Disclosure and Barring Service (DBS), the barred list checks and prohibition checks (and overseas checks if appropriate), dependent on the role and duties performed, including regulated and non-regulated activity.
- All recruitment materials will include reference to Urban Pursuit's commitment to safeguarding and promoting the wellbeing of learners.
- Urban Pursuit will keep a careful check on all visitors and guests whether their visit is by invitation or unsolicited.
- Urban Pursuit will ensure that there is sufficient staff (male/female balance) to run all activities when possible.
- Urban Pursuit will develop an ethos that allows staff to feel comfortable and confident enough to point out any inappropriate attitudes or behaviour to each other and if necessary to escalate this to the Designated Safeguarding Lead. This is in line with our culture of Safer Working Practice.

- Urban Pursuit will encourage children to trust their own feelings about adult behaviour and to assert their right to determine (within sensible limits) the behaviour with which they are comfortable.
- All Urban Pursuit staff should ensure that when working individually with a student, they should be mindful of safe working practices, (e.g. where possible doors are left open), other staff are aware they are working on a one-to-one basis, and immediate help is available if needed.

Whistle blowing

Further information can be found in the Staff Handbook & Code of Conduct around whistleblowing.

- Staff are aware of the following whistleblowing channels for situations where they feel unable to raise an issue with the senior leadership team or feel that their genuine concerns are not being addressed:
- General guidance can be found at: Advice on whistleblowing <https://www.gov.uk/whistleblowing>.
- The NSPCC whistleblowing helpline is available [here](#) for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.
- The above channels are accessible to all staff (in the staff handbook, code of conduct and on staff notice boards).

Staff must report any concerns or allegations about a professional's behaviour (including supply staff, volunteers, and contractors) where they may have:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

It may be necessary for a referral to the LADO to be made. As mentioned above, if the concern relates to the Senior Leadership Team or the Designated Safeguarding Lead it may be necessary for a referral to be made directly by staff (details are clearly shared in this document, and also in the Urban Pursuit office).

Otherwise, it is for the DSL to liaise with the LADO to work out the appropriate next steps for staff. The DSL will follow the steps in

https://www.keepingchildrensafeineducation.co.uk/part_three_safe_recruit.html .

Low level concerns

A low-level concern could still be significant. This process should be used in events where a concern about professional conduct does not meet the threshold set out at the beginning of this section.

- Reports should be made in accordance with the Low Level Concerns policy. Urban Pursuit creates an environment where staff are encouraged and feel confident to self-refer where they have found themselves in a situation.
- The DSL will address unprofessional behaviour and support the individual to correct it at an early stage providing a responsive, sensitive, and proportionate handling of such concerns when they are raised. This could and will be done at any time but will be monitored during termly Line Management meetings (6 times a year)
- Review and correct any deficits in the setting's safeguarding system.

STUDENT IMAGES/DETAILS IN PUBLICATIONS

Urban Pursuit will, from time to time, use photographs of students in publications (including social media, websites, newspapers and the media generally), as long as individual parents/carers/the home school and families have given permission for this.

During the admissions meeting, permission is granted, or not, from home and school about the sharing of these photos. We also collect information at this time about Child Protection/Child in Need status which would inform our use of photographs. We record centrally the permissions given and communicate this to the staff working with the young people. Our Media and Communications Manager has a Central Record of young people whose photograph(s) may not be shared.

We ensure that no images are captured using personal devices of employees.

PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Outdoor activities and sports can play a crucial role in improving a child's self-esteem. We work with children from many differing environments and backgrounds and in all instances Urban Pursuit activities must work to ensure the child receives the most appropriate support.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment e.g. avoiding private or unobserved situations where possible and encouraging open communication with no secrets. (In addition, please see advice document about working one-to-one.)
- Treating all young people with respect and dignity.
- Always putting the welfare of each young person first, before achieving goals or winning.
- Maintaining a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Not sharing social media or personal contact information with students.
- Building relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play, without prejudice.
- Keeping up to date with technical skills, qualifications and insurance in outdoor activities.
- Ensuring that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Ensuring that during residential events, adults should never invite children into their private rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people, or talking about events of this nature.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will.
- Securing parental consent in writing for the child's participation, if the need arises to administer emergency first aid and/or other medical treatment.

- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.

REASONABLE FORCE

‘Reasonable force’ refers to the physical contact to restrain and control children using no more force than is needed.’ The use of reasonable force is down to the professional judgement of the staff member concerned and will be determined by individual circumstances and the vulnerability of any child with Special Educational Needs or Disability (SEND) will be considered.

- The use of reasonable force will be minimised through positive and proactive behaviour support and de-escalation and will follow government guidance ([Use of Reasonable Force in Schools 2013](#); [Reducing the need for restraint and restrictive intervention, 2019](#)). Training is provided annually on Reasonable Force using the linked documents as guidance.
- There is robust recording of any incident where positive handling or restraint has been used. Further review of the incident is carried out to reflect on how the incident could be avoided, this will involve the child and their family.

PRACTICES NOT AUTHORISED

Staff should never:

- Engage in rough physical, or sexually provocative games, including horseplay.
- Share a room with a child overnight.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to a child.
- Tell jokes/stories of a sexual nature.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children which they can do for themselves.
- Invite or allow children to visit your home (including visiting your home address and staying outside – i.e children should not ordinarily know where you reside).
- Make direct connections with young people on online social media platforms.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. There is a need to be responsive to a person’s reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, spotting, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

INCIDENTS THAT MUST BE REPORTED/RECORDED

If any of the following occur you should report this immediately to the Designated safeguard lead or to another colleague and record the incident. It may also be appropriate to ensure

the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

STUDENT MEDICATION AND ALLERGIES

During our admissions meetings and requested paperwork for new students we ask for information regarding all medication and food allergies. This is then passed onto the relevant day leader and is displayed clearly on student's key information. In the rare circumstances when a student needs to carry medication, this is done with the day leader's knowledge and the student is responsible for self-administrating, under the supervision of a member of staff. This will only happen if it has been pre-arranged with the school and parents.

WORKING WITH 3RD PARTY ACTIVITY PROVIDERS

We shall require regular third-party activity providers to share their safeguarding policies with us and provide updates annually. If any aspect of these policies conflicts with our own safeguarding policy or an important omission is found, we shall raise this with the 3rd party to see if an appropriate solution can be found. Where safeguarding levels/procedures are not deemed appropriate, we shall not engage with the provider until such time as the issues are rectified. We shall always be in attendance alongside our young people whilst engaging with third party providers, so we would also reasonably expect to detect any safeguarding issues that arise.

APPENDIX 1



