Scales & Tales Safeguarding Policy

Original policy updated 27 May 2026 | Addendum effective 5 November 2026

Introduction

Scales & Tales is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Scales & Tales acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Scales & Tales recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and 2004 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003), Working Together to Safeguard Children 2018.

This policy is written with reference to Keeping Children Safe in Education (DfE, September 2025), which is statutory guidance for all organisations working with children.

The organisation believes that:

The welfare of the child is paramount;

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;

All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;

All members, employees and contractors of the organisation should be clear on how to respond appropriately.

The organisation will ensure that:

all children will be treated equally and with respect and dignity;

the welfare of each child will always be put first;

a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;

enthusiastic and constructive feedback will be given rather than negative criticism; • bullying will not be accepted or condoned;

all adult members of the organisation provide a positive role model for dealing with other people;

action will be taken to stop any inappropriate verbal or physical behaviour;

it will keep up-to-date with health & safety legislation;

it will keep informed of changes in legislation and policies for the protection of children;

it will undertake relevant development and training;

it will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

The organisation has safeguarding procedures which accompany this policy. This policy should also be read in conjunction with the organisation's Equal Opportunities Policy and Health & Safety Policy.

The organisation has a dedicated Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to. Their contract details are: Kelly Hart Director of Scales & Tales

Kelly Hart – Owner/Director

4 Betts Way

Long Ditton

Surrey

KT6 5HT

07779637408

In implementing this child protection policy Scales & Tales will:

Communicate to all workers, worker, employees and contractors their legal and moral responsibility to protect children and young people from harm, abuse and exploitation

Communicate to worker, employees and contractors their responsibility to work to the standards that are detailed by the Surrey Safeguarding Children Partnership, and the need to work at all times towards maintaining high standards of practice in protection of children

Ensure that all workers, employees and contractors understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection

Ensure that the organisations named person for child protection understands their responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)

Ensure that any procedures relating to the conduct of worker, employees and contractors are implemented in a consistent and equitable manner

Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.

Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them.

Roles and Responsibilities

We recognise that Virtual School Heads (VSHs) have a non-statutory role in promoting the educational achievement of children in kinship care. Where appropriate, Scales & Tales will work collaboratively with Virtual School Heads, schools, carers and other professionals to support children in accessing our activities and achieving positive outcomes.

The designated person

The designated person for child protection is Kelly Hart;

The designated person is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with;

The designated person will ensure that appropriate training for staff is organised at least year.

The designated person will ensure this policy is shared with staff, contractors, customers, students and visitors.

The staff

All staff including cover staff will be informed of the designated person's name and the Companies policy for the safeguarding of children;

All staff and contractors need to be alert to the signs and symptoms of harm and abuse. They should report any concerns if they are not able to immediately, as soon as possible and definitely within that days working hours to the designated person. If in any doubt they should consult with the designated person;

All staff and contractors report allegations of harm and abuse made against the designated person to the relevant authorities.

Roles and Responsibilities when making a Referral

Provide as much information as possible about the child;

Be very clear why you are making the referral and the exact nature of your concerns;

Confirm a telephone referral in writing within two working days;

Contribute as necessary to Child Protection enquiries;

Record all decisions and actions taken;

When might you be vulnerable?

Alone with a child;

Administering first aid;

Restraining a child;

When a child seeks affection;

Using ICT.

Why you might be vulnerable?

Lack of training or support;

When you are unclear about guidance and / or procedures;

When you fail to report or seek advice / poor lines of communication;

When you fail to record;

If the ethos and culture in the business is not supportive and appropriate.

This policy will be regularly monitored by the Director of the organisation and will be subject to annual review.

Terms used

The following definitions are used when discussing abuse:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately

silencing them or “making fun” of what they say or how they communicate. It may include interactions that are beyond the child’s developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative

acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm or danger , failing to ensure adequate supervision (including the use of inadequate caregivers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsive to, a child's basic emotional needs.

Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/ photographic work and roles in professional stage productions.

Safeguarding Procedures

Introduction

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by Scales & Tales. The procedures recognise that child protection and safeguarding can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

Scales & Tales is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all employees, contractors and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Scales & Tales is an equal opportunities employer and is committed to providing equal opportunities to its staff, contractors and customers.

Procedures

Reporting to the designated person

Any concerns should be reported if not immediately, as soon as possible, within that day's working hours to the designated person. If in any doubt they should consult with the designated person.

If you suspect that the person with responsibility for child protection and safeguarding is the source of the problem, you should make your concerns known to the local authority designated officer (LADO).

Immediate response to the child

It is vital that any staff or contractors actions do not abuse the child further or prejudice further enquiries, for example,

Listen to the child, if you are shocked by what is being said try not to show it. React calmly and be aware of your non-verbal messages;

It is acceptable to observe bruises but not to ask a child to remove or adjust their clothing to observe them. Any bruises should be noted and recorded on a body map (see appendix);

In the case of any incoming injuries an Existing Injuries from or Transition Existing Injuries form will be completed. Parent explanation should be recorded and parent's signature to evidence that this was what was said, in extreme injuries;

If a disclosure is made the pace should be dictated by the child without being pressed for detail. The staff role is to listen not to investigate;

Accept what the child says;

Do acknowledge how hard it was for them to tell you this;

Don't criticise the perpetrator;

Don't promise confidentiality; reassure the child that they have done the right thing.

FURTHER DETAILED PROCEDURES

Scales & Tales understands that bumps and falls happen during time participating in activities with the Company. In order to safeguard staff, contractors, volunteers and the Company, as well as the children, a transition existing injury form will be completed. Forms should be completed when:

The staff member, contractor, student or work experience placement notify the designated person of an injury during the day;

If a child discloses an injury that occurred during their day;

If the staff member, contractor, student or work experience placement notices an injury not disclosed;

If a staff member, contractor, student or work experience placement inform us that a parent informed them of an injury that occurred outside of an activity with Scales & Tales.

The following procedure will be followed providing information received is of an injury of accidental nature and not due to suspected abuse.

Procedure (Transition existing injuries form)

The staff member, contractor, student or work experience placement will record anything the child/childcare staff may have said as soon as possible;

The staff member, contractor, student or work experience placement will complete the transition existing injuries form in its entirety;

The form will be stored in our secure Scales & Tales Google Drive

The situation will be recorded on the appropriate form, a parent/carer will be contacted and a copy of the form will be sent to the parent/carer

Change in behaviour or minor but inexplicable physical injury or existing injuries

If the designated person has any concerns about a change in a child's behaviour or any minor but inexplicable physical injury, they will discuss the situation with the parents/carers/guardian, as long as this does not endanger the child in any way, and will seek an explanation for any injury or unusual behaviour. In some instances it may be necessary to complete and existing injuries form and body map. The following steps will be taken.

Procedure

The staff member, contractor, student or work experience placement will record anything the child may have said as soon as possible;

The staff member, contractor, student or work experience placement will discuss with designed person the concerns;

The staff member, contractor, student or work experience placement will record in the individual child's records of concerns document;

The designated person will discuss concerns with parents/carers if this does not endanger the child in anyway, with another staff member if possible, ideally not alone;

Discuss with the parents/carers if further steps need to be taken;

Record any comments/explanation by parent/carer/guardian in child individual concerns records document.

Suspicion of abuse or claims/disclosure by persons outside of the Company

If the designated person and other members of staff, including students or work experience placement or contractors suspects that a child is being abused as a result of physical marks on the child, behavioural signs or that the child themselves makes such claims or a disclosure the following steps will be taken:

Procedure

Discuss the matter at once with the designated person;

The designated person will take immediate action by contacting the emergency Social Services Duty Officer, and/or Police

The designated person will follow any advice steps, requested by Social Services, and/or Police;

The reporting staff or contractor will reassure the child, staff will not prompt the child to talk or make any promises to the child;

The initial person reporting the concern will record all discussed/disclosed, witnessed, as soon as possible, including times and situation/circumstances leading to this;

The designated person will confirm in writing within 48hours;

Suspicion of abuse by a staff member, contractor, student or work experience placement

If a member of staff, contractor, student or work experience placement is concerned that another member of staff, contractor, student or work experience placement who carries out work for and on behalf of Scales & Tales is behaving inappropriately towards a child or is abusing a child the following steps will be taken:

Procedure

The staff member, contractor, student or work experience placement will be immediately suspended pending an urgent inquiry into the allegation.

The designated person will contact Social Services, The Child Protection and Safeguarding Services and/or Police.

The designated person will inform the parent/carer of the child.

The designated person will record the concern/abuse witnessed or informed of.

The designated person will ask the reporting person, if witnessed by more than one person or person other than the designated person to record concern/abuse.

The designated person will follow any advice steps, requested by, Social Services, Child Protection, Police.

The designated person will contact the training provider if the allegation is against a student or school/collage/university if work experience placement.

The designated person will confirm all in writing within 48 hours.

The accused worker/s will remain suspended until a conclusion is reached by Social Service and/or Police and Child Protection and Safeguarding Services.

A full, confidential record will be kept of any concern or allegation of abuse of a child who attends the setting, as well as a full record of any investigation conducted and the steps which were taken. These records will be kept in confidence according with our confidentiality policy until the child is 26 years and 1 day old.

Productions and Events

At the outset of any production the organisation will:

undertake a risk assessment and monitor risk throughout the production process;

identify at the outset the person with designated responsibility for child protection;

engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary, in consultation with the local authority);

ensure that children are supervised at all times;

know how to get in touch with the local authority social care services, in case it needs to report a concern.

If a serious allegation is made against any member of Scales & Tales, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms, filming location, TV Studio, etc. and will not have any unsupervised contact with any other children in the production.

Creating a Safe Organisation

Photographs and images of children

There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes playing football". This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites.

Organisations need to develop a policy in relation to the use of images of children and young people on their web sites, programmes and other material. The organisation will need to assess the potential risks to the child when making decisions about the type of images they wish to use and the way they are used. Organisations should ensure that parents support the policy. Use of names of individuals in a photograph should be limited and it is sensible to avoid use of any additional information that might help locate the child. Using only images of children in suitable dress may reduce the risk of inappropriate use. Parental permission to use an image of a young person must be sought in advance.

If parents or other members of the audience are intending to photograph or video an event they should be made aware of the organisation's policy. The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments should be expressly forbidden.

E-Safety

Risks to children online include exposure to harmful content such as pornography, extremist material, misinformation, disinformation (including fake news), and conspiracy theories. Scales & Tales also recognises the potential safeguarding risks posed by generative AI and will follow the DfE's expectations set out in Generative AI in Education: Product Safety Expectations (2025). Filtering and monitoring systems will be reviewed regularly using the DfE's Plan Technology for Your School tool. Cyber-bullying by children, via texts, social media, or email, will be treated as seriously as any other type of bullying.

Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

The organisations e-safety policy explains how we try to keep children safe by not communicating with children via their phone, but with their parents.

Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying.

Parents

The organisation believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.

All parents will be given a copy of the organisation's Safeguarding Policy and procedures.

All parents have the responsibility to collect (or arrange a collection of) their children after rehearsals or performances. The organisation has a responsibility to ensure suitable arrangements are in place to take children home.

Unsupervised Contact

The organisation will attempt to ensure that no adult has unsupervised contact with children. If possible there will always be one adult in the room when working with children.

If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with a door open.

If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure from the Disclosure and Barring Service

All children will be chaperoned at all times

Gifts made to the children

Gifts of any sort, including sweets and chocolates given to the children must be made via the chaperone and with consent of the parents

Chaperones will be mindful of any allergies/food intolerances in the group before accepting gifts for the children

Favouritism of any child(ren) is not appropriate

All gifts should be made to all the children rather than any specific child(ren)

Physical Contact

All adults will maintain a safe and appropriate distance from children.

Adults will only touch children when it is absolutely necessary in relation to the particular activity.

Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

The organisation has a policy and procedures for the taking, using and storage of photographs or images of children.

Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

The organisation's web-based materials and activities will be carefully monitored for inappropriate use.

The organisation will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Rights & Confidentiality

If a complaint is made against a member of the organisation they will be made aware of their rights under the organisation's disciplinary procedures.

No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Accidents

To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

If a child is injured while in the care of the organisation, a designated first-aider will administer first aid and the injury will be recorded in the organisation's accident book. This record will be counter-signed by the person with responsibility for child protection.

If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

Chaperones

Chaperones registered with their local authority, will be appointed by the organisation for the care of children during the production process. The chaperone is acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.

Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to the organisation once the local authority has approved them as a chaperone.

Chaperones will be made aware of the organisation's Safeguarding Policy and Procedures.

Chaperones may have unsupervised access to children in their care consequently a criminal record disclosure will be sought as a requirement of the local authority, before the grant approval for the chaperone

Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.

If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.

Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances, and should contact the local authority.

During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.

Children will be kept together at all times except when using separate dressing rooms.

Chaperones will be aware of where the children are at all times. • Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents.

Children will be adequately supervised while going to and from the toilets.

Children will not be allowed to enter the adult dressing rooms.

Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.

Chaperones should ensure that any accidents are reported to and recorded by the organisation.

Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).

Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.

Children should be signed out when leaving and a record made of the person collecting.

If a parent has not collected the child, it is the duty of the chaperone to stay with that child until arrangements have been made to take the child home.

Useful contacts

Attendance

In line with statutory guidance (Working together to improve school attendance, 2025), Scales & Tales recognises absence as a potential safeguarding concern. Patterns of absence will be monitored and acted upon promptly.

DSL - Kelly Hart - 07779637408

Child Employment Office 01483 517838

Child Employment Manager 01483 518464 07971 664861

Surrey Children's Single Point of Access (C-SPA) - 0300 470 9100

Children's Services emergency duty team (out of hours) - 01483 517898

KCSIE 2026 Policy Update

Addendum effective 5 November 2026

Purpose and status

This addendum updates Scales & Tales' safeguarding policy to reflect Keeping Children Safe in Education 2026 (KCSIE), in force from 1 September 2026, and related safeguarding expectations. It forms part of the policy. If wording in the May 2026 policy conflicts with this addendum, this addendum takes precedence. KCSIE is statutory guidance for schools and colleges; Scales & Tales will apply the relevant expectations to its work with children and follow the safeguarding requirements of the schools and venues where it delivers activities.

Policy reference and staff awareness

The policy reference to KCSIE September 2025 is replaced by KCSIE 2026. Every member of staff, including those who do not work directly with children, must read Part One of KCSIE 2026 in full and confirm that they have done so. The separate "Part One – overview for all staff" may be used as a quick reference, but does not replace Part One. Staff must also read and follow this policy and its procedures, know how to contact the designated safeguarding lead (DSL), and raise concerns without delay.

Prejudice-based harm and child-on-child abuse

Safeguarding concerns include bullying, harassment or abuse motivated by or involving racism, faith-based prejudice, or other discrimination. This includes discriminatory language and conduct connected with a protected or personal characteristic. Such conduct must be recorded, taken seriously and acted on; it must not be dismissed as banter.

Child-on-child abuse can occur between children of any age and sex, in person or online. It includes bullying, physical abuse, initiation or hazing, coercive or controlling behaviour, and harmful sexual behaviour. Staff must recognise a continuum of behaviour, including sexual comments, jokes, unwanted touching, sexual harassment, sexual violence, misogyny, misandry and serious violence. Concerns must be reported to the DSL promptly, recorded, and assessed for the safety and support needs of all children involved. Staff must not investigate or promise secrecy.

Online safety, AI and mobile phones

Online risks include sexual imagery created, altered or shared using artificial intelligence or other digital manipulation, including nude or semi-nude deepfake images. Treat concerns involving such imagery as safeguarding concerns even where an image is fabricated. Do not ask a child to forward, download or show an image, and do not copy or circulate it. Preserve relevant information safely, record the child's words, and contact the DSL immediately so that appropriate advice and referrals can be made.

Scales & Tales will maintain mobile-phone-free expectations during children's sessions and rehearsals: staff and children must not use personal devices to photograph, film or contact children. Any permitted photography or recording must follow the existing consent and image-use procedures. The DSL will review filtering and monitoring arrangements at least annually where these systems are provided or controlled by Scales & Tales, and liaise with the school or venue about its systems and any concern.

Gender-questioning children

Staff must treat every child with dignity, prevent bullying and discrimination, listen respectfully, and refer concerns to the DSL. Staff must not promise confidentiality or make decisions about disclosure, records, facilities, sports or other arrangements on their own. The DSL will consider the child's safety and wellbeing, involve parents or carers where appropriate and safe, and consult the relevant school or venue. Decisions must follow current law and applicable statutory guidance, including requirements relating to single-sex spaces, sports and facilities.

Early help, attendance and vulnerable children

Safeguarding includes early identification and timely help, as well as protection from immediate harm. The DSL will consider whether a child or family needs early help, coordinate with parents or carers where safe and appropriate, and work with schools, children's social care, health services and other agencies. Staff should share relevant observations promptly, including changes in behaviour, attendance, participation or wellbeing.

Additional attention should be given to children who may be particularly vulnerable, including young carers; children with mental health needs or medical conditions; children with allergies; children in kinship care or other care arrangements; and children repeatedly removed from the classroom or placed on part-time timetables. For children with allergies or medical needs, staff must follow the current care plan and venue procedures, know who to contact, and report any safety concern. Where relevant and appropriate, Scales & Tales will work with the school and Virtual School Head (VSH) to support children with a social worker, children in care, or children previously looked after, in line with the VSH's remit.

Safer recruitment, volunteers and regulated activity

Safer recruitment checks must be proportionate to the role and comply with current DBS eligibility rules. Before a volunteer or worker begins, the organisation will assess their duties, supervision and level of contact with children; obtain the checks legally available and required for that role; and keep a record of the decision and outcome. An enhanced DBS check and children's barred list check must only be requested where the role is eligible and the law permits it. A barred-list check is not a general check for every volunteer. Chaperones must also meet the relevant local authority approval and checking requirements. The DSL will review this section when DfE updates its guidance on the scope of regulated activity.

DSL cover, reporting and information sharing

Kelly Hart remains the designated safeguarding lead. The Director will ensure robust cover arrangements whenever the DSL is unavailable, including a named deputy or alternative contact and a confidential route for staff to raise concerns. A confidential shared mailbox or equivalent secure channel should be maintained for safeguarding reports, with access restricted to those who need it. Staff should contact emergency services or children's social care directly if a child is in immediate danger or a referral cannot wait for the DSL.

All concerns, decisions and actions must be recorded promptly, with dates, times, the child's words where relevant, the rationale for decisions and outcomes. Information must be shared lawfully, proportionately and promptly when necessary to safeguard a child; data protection must not be treated as a reason to withhold information needed to protect them. When a child moves to another school or setting, the DSL will share relevant safeguarding information securely and promptly with the receiving DSL, including context, known risks, support already offered and actions still needed. Information must be accurate, relevant and handled confidentially.

Related policy wording

References in the existing policy to the Data Protection Act 1998 are superseded. Safeguarding records and information sharing must follow current data protection law and the organisation's retention and confidentiality procedures. The existing annual policy review requirement remains; the DSL will also review this addendum at least annually and sooner if guidance or practice changes.

Staff response to a safeguarding concern

When a child shares a concern or staff observe a possible safeguarding issue, staff must:

- Listen calmly, take the child seriously and reassure them they have done the right thing by telling you.
- Do not promise confidentiality, ask leading questions, investigate, or ask a child to send or display sexual imagery.
- Record the child's words and what you observed as soon as possible, including date, time and context.
- Report the concern to the DSL without delay; if there is immediate danger or delay could put a child at risk, contact emergency services or children's social care.

Actions for implementation

- Give all staff the current KCSIE Part One and record their confirmation that they have read it in full.
- Ensure a named DSL cover contact and secure reporting route are in place and communicated to staff.
- Apply the device, image and AI safeguarding expectations in sessions, rehearsals and events.
- Check each volunteer and worker role against current DBS eligibility and local authority requirements before appointment.
- Review this addendum and filtering/monitoring arrangements annually, recording the review date and any actions.

Source: Department for Education, Keeping children safe in education 2026 (in force 1 September 2026), including Part One and Annex C; DfE guidance page updated 1 September 2026. Staff should consult the current full guidance and local safeguarding procedures when acting on a concern.