



## **Outside the Box Education** **Safeguarding and Child Protection Policy**

Alternative Provision and Enrichment Provider  
Statutory Guidance: Keeping Children Safe in Education (KCSIE) 2025

## 1. Purpose

The purpose of this policy is to ensure the safety and well-being of all children and young people attending Outside the Box Education. As an alternative provision and enrichment provider, we recognise our statutory responsibility to safeguard and promote the welfare of children in line with Keeping Children Safe in Education (KCSIE) 2025.

## 2. Scope

This policy applies to all employees, volunteers, contractors, and partners working on behalf of Outside the Box Education. It covers all educational, therapeutic, enrichment, and off-site activities.

## 3. Policy Statement

Outside the Box Education is committed to providing a safe, inclusive, and nurturing environment. We believe every child has the right to feel safe, respected, and supported, and we work in partnership with families, schools, and external agencies to safeguard children.

## 4. Legal Framework

- The Children Act 1989 and 2004
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (KCSIE) 2025
- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006

## 5. Definitions

**Safeguarding:** Protecting children from maltreatment, preventing impairment of health or development, and ensuring safe and effective care.

**Child Protection:** Activities undertaken to protect children suffering or likely to suffer significant harm.

## 6. Roles and Responsibilities

Management:

- Ensure effective safeguarding arrangements
- Provide training and supervision
- Appoint a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

### Designated Safeguarding Lead (DSL):

- Take lead responsibility for safeguarding
- Liaise with local safeguarding partners including but not limited to the LADO, MARU, Early Help Hub as well as relevant school and county referring agents.
- Maintain secure safeguarding records including relevant incident reports and referrals.

### Staff and Volunteers:

- Attend safeguarding training
- Maintain professional boundaries
- Act in the best interests of the child at all times

### Safeguarding Concerns – What Staff Must Do

All staff, volunteers, and contractors must act immediately if they have a safeguarding concern. Any concern must be reported to the DSL as soon as possible. Staff must not investigate concerns themselves. If a child is in immediate danger, emergency services must be contacted by calling 999. All concerns must be recorded accurately and promptly, using the child's own words where possible. Any relevant reports must be fed to the DSL or DDSL for collation and submission.

## 7. Procedures

Recognising abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse

- Neglect

### **Responding to disclosures:**

- Listen and reassure
- Do not promise confidentiality
- Record and report immediately

## **8. Confidentiality and Information Sharing**

Information is shared on a need-to-know basis in line with safeguarding guidance and data protection legislation.

## **9. Safer Recruitment**

Outside the Box Education follows safer recruitment practices in line with KCSIE 2025, including DBS checks and safeguarding checks.

## **10. Training and Development**

All staff and sub contractors to have safeguarding level 2 training and regular updates thereafter.

## **11. Monitoring and Review**

This policy is reviewed annually or in response to legislative changes.

## **12. Contact Information**

Designated Safeguarding Lead: L Bolsin

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## Version Control

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