Children & inclusion

Safeguarding and child protection

Recognising concerns, listening to children and acting through the correct referral routes.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Purpose and responsibility

Children's welfare is central to the centre's work. Every staff member and volunteer has a responsibility to act on concerns about a child, including concerns arising away from the centre or online.

Before sessions begin, the provider must appoint a suitably trained designated safeguarding lead (DSL), provide cover, and give families and staff the named people and direct contact routes. These appointments have not been supplied for this draft.

The provider must confirm the legal and registration framework applying to Dua's Garden and keep the policy aligned with current Department for Education guidance and Oldham safeguarding procedures. No Ofsted registration or completed staff check is asserted by this draft.

Safe people and environment

Confirm the suitability, checks, training, supervision and role of everyone working with children before they start. An unchecked person must not have unsupervised access to children. Consent from a parent is not a substitute for required suitability checks.

Keep clear attendance, collection, visitor, personal-care and supervision arrangements. Children should know which adults can help and have accessible ways to raise a worry.

Staff must be alert to physical, emotional and sexual abuse, neglect, domestic abuse, child-on-child harm, exploitation, harmful online contact, grooming, radicalisation and other safeguarding risks. Consider the individual child without stereotyping a family or community.

If a child shares a concern

Listen calmly and take the child seriously. Reassure them that telling a trusted adult was right. Do not promise secrecy, interrogate the child, ask leading questions or require them to repeat their account to multiple adults.

Explain, in a way the child can understand, that necessary information will be shared with people who can help. Record the child's own words where possible, the date, time, people present and factual observations.

Tell the DSL immediately and follow the referral procedure. A staff member may contact children's social care or police directly when urgent protection is needed or the internal route is unavailable or inappropriate.

Referral and immediate protection

If a child is in immediate danger or needs urgent emergency help, call 999. For concerns about a child's welfare, use Oldham Children's Social Care / MASH on 0161 770 7777 and the council's published referral guidance.

Concerns about a person working with children must be referred through the local authority designated officer (LADO) route, with police involvement where required. A complaint about the DSL or manager must not be routed only to the person concerned.

Do not investigate abuse yourself or wait for proof. Obtain professional advice about informing parents; do not alert a parent or another person where this could increase risk or prejudice a safeguarding investigation.

The provider must assess any regulator, DBS, professional-body or insurer reporting duty that applies. An internal investigation or a person leaving their role does not remove a referral duty.

Online safety, images and privacy

Use approved systems and appropriately supervised technology. Teach children that their home address, family numbers and live location are private. Contact-memory activities must not invite public disclosure.

Use images only under the centre's approved consent, storage and publication arrangements. A child's refusal or a family's choice not to allow optional photos must be respected. Staff must not use personal accounts or devices to privately contact children or store their images.

If potentially illegal imagery is encountered, safeguard the child and seek the correct specialist or police advice. Do not copy, circulate or investigate it.

Records, partnership and review

Keep factual, dated and secure safeguarding records separate from ordinary publicity or activity information, with access on a need-to-know basis. Record decisions, advice, referrals and follow-up, including a reason where action is not taken.

Work with families and appropriate agencies when safe and lawful. Confidentiality must not prevent necessary information sharing to protect a child.

Provide induction, role-appropriate training and refreshers, maintain current local referral information and review after incidents or material changes. Staff must have a route to raise concerns or whistleblow outside the management line when necessary.

Centre review before adoption

Appoint the named DSL and cover; confirm training, staff suitability, local LADO route, records, regulator status and emergency contacts before approval.