

THE MAKING PLACE – SAFEGUARDING & CHILD PROTECTION POLICY

1. Purpose

The Making Place is committed to providing a safe, welcoming and supportive environment for all children and young people attending sessions. We recognise our responsibility to safeguard and promote the welfare of all participants in accordance with UK safeguarding legislation and guidance, including *Working Together to Safeguard Children (2018)* and *Keeping Children Safe in Education (KCSIE)*, as applicable to out-of-school settings.

This policy also reflects best practice guidance for providers working with children outside formal education settings.

2. Designated Safeguarding Lead (DSL)

Designated Safeguarding Lead: Leroy Mentos

The DSL is responsible for responding to safeguarding concerns, recording information securely, liaising with parents and agencies, and ensuring staff understand procedures.

In an emergency or immediate risk of harm, emergency services will be contacted via 999.

The Designated Safeguarding Lead has undertaken appropriate safeguarding training and maintains up-to-date knowledge and skills in line with current statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

3. Safeguarding Principles

The Making Place will treat all children and young people with respect, listen to concerns, act promptly, maintain professional boundaries, follow safer recruitment practices, and keep information confidential on a need-to-know basis.

The Making Place operates an open and transparent environment where safeguarding practices can be observed where appropriate.

4. Staff Responsibilities

The Making Place is currently delivered by a single practitioner.

The practitioner will:

- Hold an enhanced DBS check
- Follow this safeguarding policy and code of conduct at all times
- Maintain appropriate professional boundaries
- Not promise confidentiality to children
- Record and respond to safeguarding concerns appropriately
- Engage with external safeguarding agencies where required

5. Lone Working practice

The Making Place recognises that there may be occasions where a single staff member is responsible for delivering a session with children & young people. While this may be necessary during small group or pilot sessions, safeguarding remains the highest priority and clear procedures are in place to minimise risk and ensure the safety of all participants.

Principles

- The safety and welfare of children and young people is paramount.
- Lone working will only occur where it is **safe, appropriate, and risk assessed**.
- Sessions will be structured to ensure **transparency, accountability, and visibility** at all times.
- The organisation aims to avoid situations where a member of staff is **completely isolated with a child where they cannot be seen or interrupted**.

Risk Management Measures

When sessions are delivered by a single adult, the following safeguards will be implemented:

Open and Visible Environments

- Sessions will take place in rooms where activities are visible through windows, glass panels, or open doors where possible.
- Private or enclosed one-to-one spaces will be avoided unless necessary for safeguarding reasons.

Group-Based Sessions

- Lone working will only occur in **group sessions rather than individual one-to-one sessions**, except where specifically agreed with a referring organisation and risk assessed.

Parental and Referrer Awareness

- Parents, carers, and referring organisations (such as schools) will be informed when sessions are delivered by a single adult.

Clear Boundaries

- Physical contact with young people will be avoided unless appropriate and necessary (for example first aid).
- Staff will always maintain professional boundaries.

Communication and Oversight

- A designated safeguarding lead (DSL) will remain contactable during sessions.
- Session registers and attendance records will be maintained.
- Any concerns, incidents, or safeguarding observations will be recorded and reported in line with safeguarding procedures.

Arrival and Departure Procedures

- Clear procedures will be in place for the safe arrival and collection of young people.
- Young people will not be left alone with a staff member before or after sessions where this can be avoided.

Regular Review

- Lone working arrangements will be regularly reviewed as the organisation grows.
- Where possible, additional staff or volunteers will be introduced to maintain best practice ratios.

One-to-One Situations

Where a one-to-one conversation with a young person is necessary (for example to discuss wellbeing concerns), the following will apply:

- The conversation will take place in a **visible or semi-open space**.
- Another adult will be nearby or aware that the conversation is taking place.
- The interaction will be recorded.

Commitment to Best Practice

The Making Place is committed to continually improving safeguarding practice. As the provision develops, the aim is to increase staffing levels and minimise lone working wherever possible.

Lone working arrangements are risk assessed and kept under regular review. The organisation will move towards multi-staff delivery as provision grows.

6. Toileting and Personal Care

Children and young people are expected to use toilet facilities independently.

Staff will not enter toilet areas with children unless there is a clear emergency or safeguarding concern.

Where a child requires additional support with toileting, this must be agreed in advance with parents/carers and appropriately risk assessed.

Staff will remain nearby and available while maintaining appropriate professional boundaries and ensuring that the wider group remains supervised.

7. Responding to a Disclosure

The practitioner will stay calm, listen, avoid leading questions, reassure the child, record the conversation and inform the DSL immediately.

8. Recording Concerns

All concerns will be recorded with date, time, factual details and action taken.

Records will be stored securely and in accordance with data protection requirements.

9. Information Sharing

The Making Place recognises that effective safeguarding depends on appropriate information sharing.

Information will be shared with relevant agencies where there is a concern about the safety or welfare of a child, in line with statutory guidance.

The safety and wellbeing of the child will always take priority over confidentiality.

Information will be shared on a need-to-know basis and handled in accordance with data protection principles.

10. Allegations Against Staff

The Making Place recognises that safeguarding procedures must remain robust even where the organisation is delivered by a single practitioner.

Any concerns or allegations regarding the conduct of the practitioner (including the Designated Safeguarding Lead) must be reported directly to the Local Authority Designated Officer (LADO).

Parents, carers, and referring organisations (including schools) can make direct contact with the LADO without the need to report concerns through the organisation.

In situations where an allegation relates to the practitioner, they will not lead or manage the response to the concern.

The Making Place will fully cooperate with any external safeguarding investigation and follow the guidance of the LADO and other relevant agencies.

Concerns may also be reported to the NSPCC helpline: **0808 800 5000**

The Making Place is based in the Unitary Authority Area of Bath & North East Somerset. The contact details for the LADO of B&NES are as follows:

Name: Victoria Harlin
Phone: 01225 396810
Email: LADO@bathnes.gov.uk

11. Online Safety

Devices are supervised, personal details are not shared publicly, media is only used with appropriate consent, and no private or direct messaging will take place between the practitioner and participants.

12. Review

This policy will be reviewed annually or after any safeguarding incident.

Name: L. Mentos

Signed: 

Date: 01/03/2026

Next Review: 01/01/2027

