



# Child Safeguarding Policy

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Date Implemented:  
Review Date:

# Policy Distribution and References:

This policy is also applied or referenced in the following locations/systems:


The master version of this policy is maintained by [name] and supersedes all other copies in case of discrepancies.

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# Intact Child Safeguarding Policy

## 1. Purpose

- 1.1 An effective Child Safeguarding Policy provides clear guidance to staff, volunteers, and others about expected codes of behaviour when dealing with child safeguarding issues. It also demonstrates the organisation's commitment to good practice and sound procedures, ensuring that child safeguarding concerns and referrals are handled sensitively, professionally, and in ways that prioritise the needs of the child.

## 2. Introduction

- 2.1 Intact recognises its role in safeguarding children and young people. This policy outlines agreed procedures, including staff and volunteer recruitment processes, ongoing training, and responsibilities for safeguarding.
- 2.2 A key element of this policy is to promote awareness and training for all staff and volunteers.
- 2.3 This policy applies to all Intact Trustees, staff, volunteers (paid and unpaid), and designated Safeguarding staff. The names of designated Safeguarding staff are displayed in reception.

## 3. Service Commitments

- 3.1 Intact is committed to:
  - Establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to.
  - Ensuring children know there are adults they can approach if they are worried or in difficulty.
  - Providing appropriate safeguarding training and supervision for staff and volunteers.

## 4. Framework

- 4.1 Intact's safeguarding approach is guided by the Lancashire Safeguarding Partnership. Updates and guidance can be found here: [Lancashire Safeguarding Partnership](#).

## 5. Roles and Responsibilities

- 5.1 Intact has a designated Safeguarding Lead (DSL), whose name is displayed in reception. All managers also have defined safeguarding responsibilities.
- 5.2 The responsibilities of the designated Safeguarding staff include:

- Overseeing the implementation and ongoing application of Intact's Child Safeguarding Policy, including relevant training.
- Administering record-keeping related to child safeguarding.
- Promoting awareness of child safeguarding within Intact.
- Supporting staff and volunteers working with children and young people by providing appropriate Child Safeguarding training.

5.3 The designated Safeguarding staff report directly to the CEO.

## 6. Policy Review

6.1 The Child Safeguarding Policy will be reviewed at least every three years or sooner if required. The Trustees and CEO will consult with the designated Safeguarding staff to discuss any incidents, actions, or updates. Any changes to procedures will be communicated to all staff and volunteers through meetings.

## 7. Recruitment, Training, and Support

7.1 **Recruitment** – All recruitment will follow Intact's Recruitment Policy, including mandatory **Disclosure and Barring Service (DBS)** checks for staff and volunteers where required.

7.2 **Training** – All staff and volunteers will receive safeguarding induction training, with ongoing refresher training appropriate to their role.

7.3 **Support** – Safeguarding resources, guidance, and training records will be maintained through **BetterImpact**, Intact's volunteer management system.

## 8. Reporting a Safeguarding Concern

8.1 Any concerns regarding a child or young person must be recorded clearly, noting the status of such records and when they should be shared with other agencies.

8.2 If a staff member or volunteer identifies a safeguarding issue or receives a disclosure from a child or young person, it must be reported to the Designated Safeguarding Lead immediately.

## 9. Dealing with Possible Abuse

9.1 If a child or young person discloses concerns or abuse:

- Stay calm and react in a reassuring way.
- Acknowledge that it is difficult for the child to speak out and that they are right to confide in you.
- Reassure the child that they are not to blame.
- Listen carefully and ensure you understand what the child is saying.
- Be honest about the need to involve others; do not promise secrecy.

- Take the child seriously and avoid showing shock or distaste.
- Ask only clarifying questions, avoiding speculation or assumptions.
- Avoid closed yes/no questions; encourage the child to use their own words.
- Do not make negative comments about the alleged abuser.
- Ensure the child is safely collected or able to go home.

**Note:** False allegations are rare, but all concerns must be taken seriously. Listening and taking disclosures seriously is the first step in safeguarding children.

## 10. Reporting Concerns or Issues

- 10.1 All safeguarding concerns must be reported as soon as possible to the DSL using the **Report Form** (see Appendix 1).
- 10.2 If intervention is required to safeguard a child, the DSL will report the concern to the Lancashire Safeguarding Partnership via their online reporting system: [Report a Concern](#).
- 10.3 Completed Report Forms will be securely stored online with password protection, separate from Staff/Volunteer Observation Forms and Child Disclosure Forms. Records will be retained indefinitely in line with Data Protection and safeguarding requirements.

## 11. Procedural Flow for Reporting Safeguarding Concerns

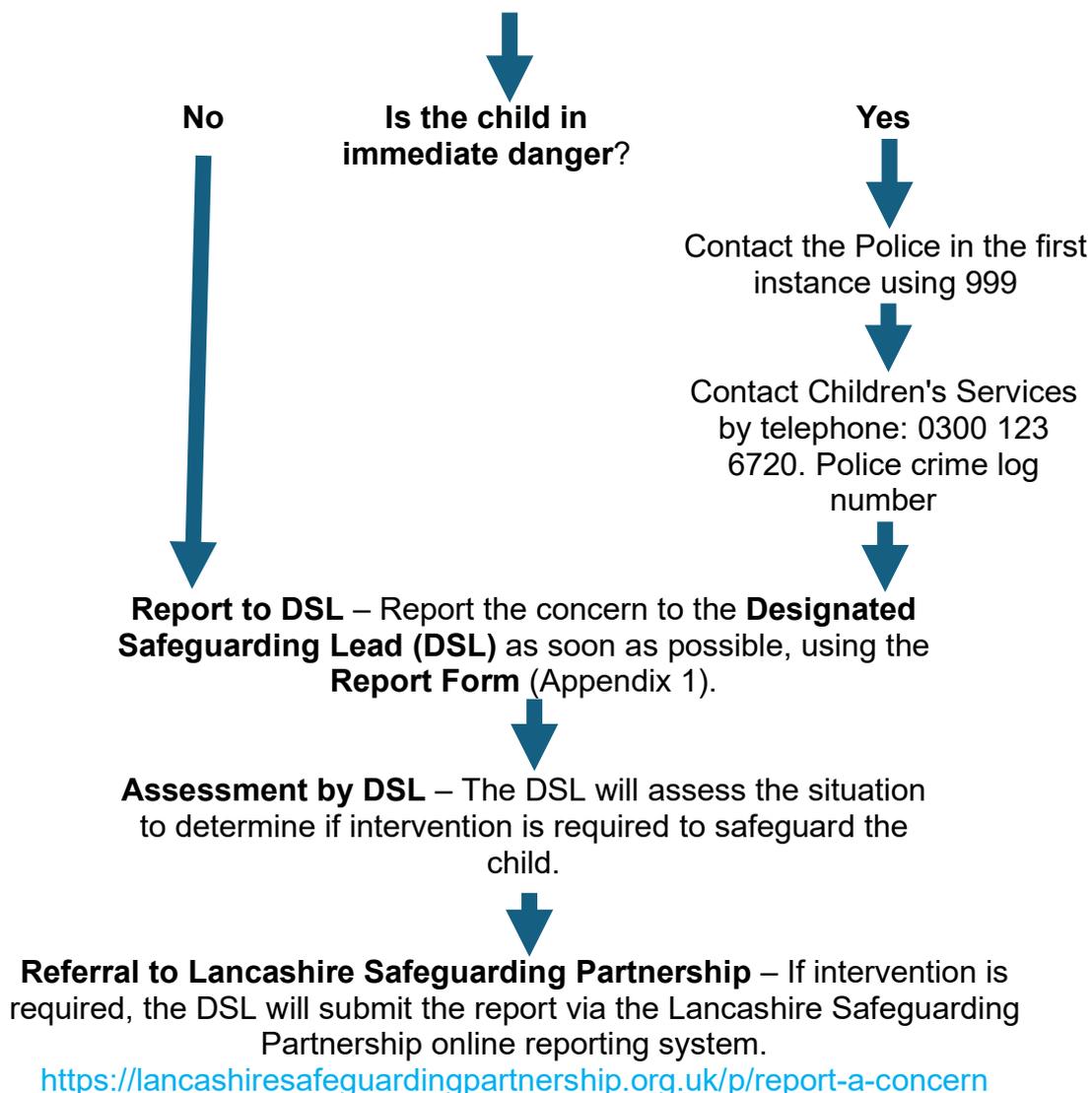
**Identify Concern** – Any staff member, volunteer, or partner who identifies a safeguarding concern must act immediately. Guidance: <https://lancshiresafeguardingpartnership.org.uk>

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**When listening to a child / young person who is expressing concerns, do not make yourself vulnerable.** Tell another adult what is happening and keep in view of another adult.

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**Keep calm, do not panic, overreact or start to investigate.** Explain that it will be necessary to pass information on.



# Safeguarding Concern Report Form

Date and Time of Report:	Name of Person Making Report:	Role/Relationship to Child

**Child's Details:**

<b>Name:</b>	<b>Date of Birth:</b>
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<b>Address:</b>	<b>Contact Details:</b>
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**Details of Concern / Issue:**  
(Describe what happened, when, where, and who was involved. Include direct quotes if applicable.)

**Actions Taken So Far**  
(Include any immediate measures taken to safeguard the child.)

**Names of Other People Involved / Witnesses**

<b>Report Submitted To</b> (Name of Designated Safeguarding Lead)	<b>Date and Time of Report Submitted:</b>
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# Revision History

<i>Date</i>	<i>Version</i>	<i>Author</i>	<i>Changes</i>
20/11/2025	V1	Stephanie Parramore	Complete review & rewrite