



ACHIEVE INSPIRE and MOTIVATE CIC
(AIM CIC)

Policy for Safeguarding Incorporating Child Protection

The policy is provided to all AIM CIC Members and Associates at induction alongside our Code of Conduct.

[KEEPING CHILDREN SAFE IN EDUCATION 2025](#)

This policy will be reviewed in full by the Board of Directors on an annual basis. This policy was last reviewed and agreed by the Board on 3rd October 2025. It is due for review on 2nd October 2026.

A handwritten signature in black ink, appearing to read 'J. Galle'.

Signature

3rd October 2025

(Operations Director/Safeguarding Officer)

The minutes of the AIM CIC Board decision made at a Virtual Board meeting on 3rd October 2025 clearly demonstrate where this Policy has been developed with the staffing group using their expertise and knowledge.

Publication date: 4th October 2025

Renewal Date: 2nd October 2026

1. PURPOSE & AIMS

The purpose of our Safeguarding policy at ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is to ensure that we:

- Are committed to developing a robust safeguarding culture of vigilance and challenge.
- Build resilience by raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.
- Establish a safe environment in which children can learn and develop within an ethos of openness and where children are taught to treat each other with respect, to feel safe, to have a voice and know that they will be listened to.
- Support vulnerable pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- Prevent unsuitable people from working with children by ensuring we practice safe recruitment in checking the suitability of all school staff, supply staff and volunteers to work with our children and maintain an active, ongoing vigilance in line with the safeguarding culture.

Our aim is to follow the procedures set out in [Alternative Provision - Statutory Guidance for Local Authorities](#) , [Working Together to Safeguard Children 2023](#) and [Keeping Children Safe in Education 2025](#) by knowing and understanding that:

- Safeguarding and promoting the welfare of children is everyone's responsibility and the voice of the child is evident.
- Everyone who comes into contact with children and their families has a role to play.
- Everyone should ensure that their approach is child-centred considering, at all times, what is in the best interests of the child.
- By establishing a safe environment, we enable our children to learn and develop within an ethos of openness.
- No single practitioner can have the full picture of a child's needs and circumstances.

- If children and families are to receive the right help at the right time, everyone who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action.
- The importance of providing children with a balanced curriculum including PHSE, healthy relationship education, online safety, sexting, child-on-child abuse as well as 'abuse outside the home' county Lines, contextualised safeguarding issues, and Child Criminal Exploitation (incl CSE). Also supporting this with online activities, enabling children to enhance their safeguarding skills and knowledge whilst understanding the risks.
- Undertaking the role to enable children and young people to have best outcomes.
- Ensuring that as a CIC we have awareness of our Members' and Associates' knowledge and understanding, as well as embedding safeguarding through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a robust element of our practice.

At ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) we strive to: -

- Protect children and young people from maltreatment.
- Prevent impairment of our children and young people's mental and physical health or development.
- Ensure that children and young people grow up in circumstances consistent with the provisions of safe and effective care.
- Take action to enable ALL children to have the best outcomes.

This policy provides guidance to all adults working with young people, children and their families. and should be read in conjunction with the documents [Working Together to Safeguard Children 2023](#) and [Keeping Children Safe in Education 2025](#)

- This policy is available on our website.

- This policy will be reviewed in full by the ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors on an annual basis or sooner should legislation/guidance change.
- This policy sets out how the ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children and young people with whom this Company works. Our policy applies to all staff; paid and unpaid, working with young people, children and their families.
- The policy is provided to all staff (including temporary staff, supply staff and volunteers) at the point of induction, alongside our Staff code of conduct.
- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors and our Designated Safeguarding Lead, ensure that all Members and Associates are provided with and read Part One of Keeping Children Safe in Education 2025
- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) follows the respective Safeguarding Children's Board policies and procedures in the Local Authority Area where it operates. ¹

2. ETHOS

At ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) children's welfare is of paramount importance to us, and we are a child centred organisation. Our children are reassured that they have a voice, will be listened to and what they say will be taken seriously. They know that they will be supported and kept safe. They will never be given the impression that they are creating a problem by reporting abuse.

Children are encouraged to talk freely with staff if they are worried or concerned about something and our staff understand that a victim of any type of abuse should never feel ashamed for making a report. Their views and wishes will inform any assessment and provision for them.

¹ In Staffordshire, for example, this would be the [StaffsSCB](#)

We make every effort to listen to and capture the voice of children to enable us to have a clear understanding of their daily lived experiences.

We are aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected and/or they may not recognise their experiences as harmful. They may feel embarrassed, humiliated or being threatened. This could be due to vulnerability, disability and/or sexual orientation or language barriers.

This does not prevent ALL staff from having professional curiosity and speaking to the DSL if they have concerns about a child and our staff determine how best to build trusted relationships with children which facilitate this communication

We understand our statutory duty to safeguard and promote the welfare of children and we maintain a professional attitude of 'it could happen here' where safeguarding is concerned. We expect ALL Members, Associates and visitors to share our commitment, maintaining a safe environment and a culture of vigilance.

Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours, that underpins this commitment. We work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

We have a culture of vigilance and staff are confident and competent in the timely challenge of unacceptable behaviours and these are dealt with appropriately and robustly. Staff do not accept these behaviours as 'banter' 'having a laugh' or 'part of growing up'.

All members and associates are encouraged to report any concerns that they have and not to see these as insignificant. On occasions, a referral is justified by a single incident, such as an injury or disclosure of abuse. However, concerns can accumulate over time and are evidenced by building a picture of harm, particularly true in cases of abuse or neglect.

We know that it is crucial that our staff record and pass on any concerns in a timely manner and in accordance with this policy, to allow the DSL to build up a picture and access support at the earliest opportunity.

When dealing with safeguarding matters, we are conscious of the language and terminology that we use, especially in front of children. Sometimes reference is made to a child who has been subjected to abuse as a victim. However, not all

children will consider themselves a victim nor will they want to be referred to in this way. We are conscious of this and when managing any incident, we will be prepared to use terminology that children are most comfortable with.

In guidance we will also at times use the term 'alleged perpetrator' and where appropriate 'perpetrator' and we know that these are widely used terms. However, we know that in some cases the abusive behaviour will have been harmful to the perpetrator as well and again we will be mindful of appropriate language and will decide appropriateness on a case-by-case basis.

We work closely and restoratively with our safeguarding partners with the confidence to challenge decisions and practice if deemed appropriate.

We are committed to working with parents in a positive, open, and transparent way. We ensure that all parents are treated with respect, dignity, and courtesy.

We recognise the stressful and traumatic nature of safeguarding and child protection work and support staff by providing an opportunity to talk through their anxieties with the DSL and to signpost and seek further support as appropriate.

3. KEY PRINCIPLES

The young person or child's needs and welfare are paramount and ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is a child centred company. All children have a right to be protected from abuse and neglect and have their welfare safeguarded. Children should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the interests of the child in order to protect them.

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) recognises that scrutiny, challenge, and supervision are key to safeguarding children.

- At ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) we have a robust Safeguarding training schedule for all staff, which is monitored by the DSL. All staff receive Level 1 Safeguarding training, as required in KCSIE 2025, and receive regular updates through staff meetings, briefings, emails etc. to develop and support robust safeguarding practices amongst all staff.

- The Company has clear induction processes for all Members and Associates, and all required documents and policies are provided both at induction, and on a yearly refresh basis for current members. These documents include:
 - Part 1 of KCSIE 2025 (members sign to say that they have read and understand what this means to them in their daily practice);
 - Code of Conduct;
 - Behaviour policy;
 - the role of the DSL and this Safeguarding Policy as well as peer-on-peer abuse and child on child sexual violence and sexual harassment.

- All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members will be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

- All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members will be aware that safeguarding incidents and /or behaviours can be associated with factors outside of their school or college and /or can occur between children outside of these environments.

- All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members, but especially the Designated Safeguarding Lead (DSL) will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including, but not limited to, sexual exploitation, criminal exploitation and serious youth violence.

- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is committed to working with other agencies to provide early help for children before they become at risk of harm or require a 'child in need' statutory assessment.

- All members should be aware of the local early help process and understand their role in it. (KCSIE 2025). 'Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. '(WT 2018). This includes liaising with the designated safeguarding lead, sharing information with other professionals to

support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.’ (DfE 2018)

- All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members should be aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments. (KCSIE 2025)
- All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) members have equal responsibility to report their concerns about a child or the behaviour of any adult without delay to the Designated Safeguarding Lead. Whilst the Designated Safeguarding Lead will normally make referrals to the relevant Children’s Services Department, any staff member can refer their concerns to children’s social care directly in emergencies or if they feel they need to do so.²
- Everyone has responsibility to escalate their concerns and ‘press for reconsideration’ if they believe a child’s needs remain unmet or if the young person or child is failing to thrive and in need or if the child is at risk of harm.
- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) understands its responsibility to request a statutory assessment lead by a social worker for any child in need, as defined under the Children Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.
- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) will work in partnership with other agencies to promote the welfare of children and protect them from harm, including the need to share information about a child to safeguard them.

² in respect of Staffordshire: Children’s Advice & Support on 0800 1313126

- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) will work with other agencies to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
- ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) will follow the Local Safeguarding Children's Board's procedures in the Local Authority Area in which it is operating and provide them with information as required.³
- Members, young people, children, and families will need support following child protection processes being followed.
- Young People and Children have a right to learn ways to keep themselves safe from harm and exploitation. We will provide opportunities for young people and children to develop skills, concepts, attitudes, and knowledge that promote their safety and well-being.
- Safeguarding issues would be addressed through the PSHE curriculum of a school or youth centre where ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) would be operating, this would include self-esteem, emotional literacy, assertiveness, power, consent, coercion, control as part of healthy relationship education (previously known as sex and relationship education SRE), online safety (formally known as e-safety), sexting and bullying (including cyber bullying). ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) may support the direct delivery of this curriculum. We would also reinforce this in our practice with young People and Children
- All our policies, which support our ethos of safeguarding, will be interlinked with this Safeguarding Policy.

³ In Staffordshire this will be [StaffsSCB](#)

4. LEGISLATION & GUIDANCE

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) has due regard for the statutory guidance from the DfE [Keeping Children Safe in Education 2025](#) (KCSiE) and this document is read alongside;

- [Working Together to Safeguard Children 2023](#)
- [Staffordshire Safeguarding Children Board Procedures](#)
- [What to do if you are Worried a Child is being Abused-Advice for Practitioners](#)
- [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)
- [Behaviour in Schools - Advice for headteachers and school staff](#)
- [Exclusion from maintained schools, academies and pupil referral units in England](#)

All Members and Associates must read and understand at least part 1 of [Keeping Children Safe in Education 2025](#) and are aware of the safeguarding link to other policies relating to their daily practice

Local authorities have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out.

A child in need is defined under the Children Act 1989, as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled. A social worker will lead and co-ordinate any assessment under section 17 of the Children Act 1989.

5. ROLE & RESPONSIBILITIES

Designated Safeguarding Lead

Our Designated Safeguarding Lead is Dean Goodwin

The Designated an (DSL) will carry out their role in accordance with [Keeping Children Safe in Education 2025](#)

Please refer to Part 2 & Annex C of [Keeping Children Safe in Education 2025](#)

The DSL will undergo the appropriate Safeguarding Training to provide them with the knowledge and skills to carry out their role.

The DSL will liaise with the DSL in the school, youth centre or outdoor education facility within which ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) is operating to ensure a co-ordinated and coherent approach is achieved.

In addition to the formal training, their knowledge and skills are refreshed at regular intervals, at least annually, through the termly DSL Briefings with appropriate Local Authorities, meeting other DSL's, emails and reading statutory guidance. The training provides DSL with a good understanding of their own role, the processes, procedures, and responsibilities of other agencies, particularly children's social care.

DSL will refer cases of suspected abuse to the local authority children's social care as required. They will represent ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) at child protection conferences and core group meetings. The DSL will be the expert within our setting to support staff in liaising with other agencies, making assessments and referrals. Any member may be required to be part of strategy discussions with other interagency meetings and contribute to the assessment of child/ren

The DSL should liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children 2023.

[The NPCC Guidance on "When to call the Police"](#) helps designated safeguarding leads understand when they should consider calling the Police and what to expect when they do.

Our Designated Safeguarding Lead will, where appropriate:

- make referrals to the appropriate Children's Advice and Support service.
- cases to the Channel programme where there is a radicalisation concern as required, and support staff making Prevent referrals to the Channel programme
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required

- refer cases where a crime may have been committed to the Police as required.
- help to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues

DSL ensures systems are in place to induct new ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates is robust and monitored and non-compliance shared with the Board of Directors. DSL ensure induction policy is updated annually in-line with Keeping Children Safe in Education.

ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors

The Board of Directors is accountable for ensuring the effectiveness of this policy and compliance.

The Board has a Safeguarding Lead who is Dean Goodwin

The ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors have a strategic leadership responsibility for safeguarding arrangements, and ensure that it complies with its duties under legislation. It has regard to this guidance in ensuring policies, procedures and training are effective and comply with the law at all times. See Part 2 [Keeping Children Safe in Education 2025](#).

The Board of Directors ensure that they facilitate a whole setting approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes, policies and practice, should operate with the best interests of the child at their heart.

Where there is a safeguarding concern, the Board ensure the young person's or child's wishes and feelings are considered when determining what action to take and what services to provide. Systems are in place and are well promoted, explained properly and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

The ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board maintains and updates its Policies:

- Safer Recruitment Procedures, that include the requirement for appropriate checks in line with national guidance, are followed.
- Anti-Bullying
- Behaviour
- Confidentiality
- Equality
- Whistle blowing
- Complaints

It also maintains its Health and Safety Policy, Risk Assessments and a Business Continuity Plan

The ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board has an overview of training schedule and future training requirements.

6.WORKING WITH PARENTS/CARERS

At ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) we are committed to working in partnership with parents/carers to safeguard and promote the welfare of their children, and to support them to understand our statutory responsibilities in this area.

We are committed to working with parents in a positive, open and transparent way. We ensure that all parents are treated with respect, dignity, and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or if it is necessary to do so to safeguard a child from harm.

We will seek to share with parents/carers any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns we have about a child will not prevent the Designated Safeguarding Lead making a referral to the relevant local authority in those circumstances where it is appropriate to do so.

To keep children safe and provide appropriate care for them, ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above)
- Health issues or allergies of the young person or child that may be relevant in their attendance at sessions
- Full details of any other adult authorised by the parent to collect the child from session (if different from the above).

7. KEEPING CHILDREN SAFE IN EDUCATION 2024 - SPECIFIC SAFEGUARDING ISSUES.

All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates have an awareness of the following safeguarding issues through regular training and briefings. They are aware that these behaviours can make young people and children vulnerable and put them in danger:

- Abuse (incl Physical/Emotional/Sexual/Neglect) Annex 1
- Behaviours linked to safeguarding issues
- Bullying including cyberbullying
- Child on child abuse (inc sexual violence and sexual harassment sexting-sharing of nude/semi-nude images & upskirting)
- Children and the court system
- Children missing from education
- Child missing from home or care
- Child Criminal Exploitation (CCE)
- Child sexual exploitation (CSE)
- County Lines
- Domestic abuse

- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Homelessness
- Mental health
- Online safety
- Private fostering
- Preventing radicalisation
- Prevent Duty and Channel
- Serious violence
- Trafficking

Children potentially at greater risk of harm

All ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates recognise that some groups of children are potentially at greater risk of harm than others. This list is not exhaustive but highlights some of these groups: -

- Children who need a social worker (Child in Need & Child Protection)
- Children who are absent from education
- Elective Home Education (EHE)
- Children requiring mental health support
- Looked after children and previously looked after children
- Care leavers
- Children with special educational needs & disabilities or health issues
- Children who are lesbian, gay, bisexual or gender questioning

Paragraphs 173-209 of Keeping Children Safe 2024 explain in more detail about these groups. We support these groups by having: -

- Vigilance: to have adults notice when things are troubling them
- Understanding and action: to be heard and understood; and to have that understanding acted upon.
- Stability: to be able to develop an on-going stable relationship of trust with those helping them.
- Respect: to be treated with the expectation that they are competent, rather than not.
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans.
- Explanation: to be informed of the outcome of assessments, decisions and how they have been reached, positive or negative.
- Support: to be provided with support in their own right as well as a member of their family.
- Advocacy: to be provided with advocacy, to assist them in putting forward their views.

Alternative Provision

At ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) we know that the cohort of pupils in our provision often have complex needs, our Board of Directors are aware of this additional risk of harm that children and young people may be vulnerable to.

DfE Guidance

- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)

8. KEEPING CHILDREN SAFE IN EDUCATION 2025 - SPECIFIC SAFEGUARDING ISSUES.

At Achieve, Inspire & Motivate CIC (AIM CIC), we are fully committed to safeguarding and promoting the welfare of all pupils. Our approach is underpinned by the statutory guidance *Keeping Children Safe in Education 2025* (KCSIE 2025), and this policy works in tandem with it.

Key Principles & Commitments

- **Everyone has a role to play.** Safeguarding is everyone's responsibility — all staff, trustees, governors, volunteers, contractors and partner agencies must be alert to signs of abuse, neglect or other safeguarding concerns, and share information appropriately.

- **Best interests of the child come first.** All actions will prioritise the safety and welfare of children, ensuring they are protected from harm.
- **Prevention and early help.** We adopt a proactive approach to reduce risks, promote safe practices, and identify needs at the earliest possible stage.
- **A systemic approach.** We work in partnership with external agencies (including children's social care, health services, the police, and virtual school heads) as part of local multi-agency safeguarding arrangements.

Structure of our Policy & Responsibilities

1. Safeguarding information for all staff

All staff must read (at least) Part 1 of KCSIE 2025, understand key safeguarding duties, know how to report concerns, and be aware of indicators of harm (abuse, neglect, child-on-child harm, etc.).

2. Management of safeguarding

The CIC leadership (Directors) have clear strategic oversight of safeguarding arrangements, ensures regular policy review, provides training, ensures effective reporting and recordkeeping systems, and ensures safe environments (including online safety, filtering/monitoring, cybersecurity, and physical security).

- The 2025 updates emphasise that “**Working Together to Improve School Attendance**” is now statutory, and that low attendance can signal safeguarding concerns.
- Online safety risks are structured under the “four Cs” (content, contact, conduct, commerce), and new content risks such as **misinformation, disinformation, conspiracy theories** have been formally included as safeguarding issues.
- References have been added to the DfE’s **Generative AI product safety expectations guidance**. As an **alternative tuition provider** it is key to work with schools to support good filtering, monitoring and tech governance.
- When working with **Schools** and **Local Authorities** we aim to meet **cybersecurity standards** to safeguard digital systems and sensitive information.
- For pupils placed in **alternative provision**; we work with schools, who remain responsible for their safeguarding; schools will obtain assurances from providers, carry out checks, monitor placements at least every half-term, and respond to concerns.
- We recognised the role of the **Virtual School Heads** is extended to include promoting educational outcomes for children in **kinship care** (i.e., being cared for by relatives).
- Language in relation to SEND has been aligned (for instance, removing “spectrum” / “disorder” terms in discussing autism) to reflect the SEND Code of Practice more accurately.

3. Safer recruitment & selection

Our safer recruitment procedures are rigorous, with appropriate background checks (e.g. DBS, section 128 where relevant), verification of qualifications, identity, references, and checks for staff, volunteers and contractors (including in alternative provision settings). References in part 3 have been updated to align with direct GOV.UK links replacing legacy TRA employer access references.

4. Allegations and concerns about staff, volunteers or third parties

We have clear procedures for reporting, investigating, and managing allegations or concerns against staff, including supply staff, volunteers, contractors. We adhere to statutory guidance on handling allegations, ensure safe communication, and maintain confidentiality, while cooperating fully with relevant agencies.

5. Child-on-child abuse, sexual violence, sexual harassment

We recognise that children may harm other children. Our policy sets out how we will prevent, respond to, and record such incidents, ensuring support for victims, interventions with alleged perpetrators, and appropriate reporting and escalation.

Implementation, Monitoring & Review

- Regular training is provided to all staff (including refreshers), and records maintained.
- The policy will be reviewed at least annually (or in light of legislative or guidance changes).
- The governing body / trust will ensure oversight, including audits, monitoring of safeguarding activity, ensuring that leadership drive a positive safeguarding culture.
- We will publish and communicate key safeguarding information (e.g. names of DSLs, reporting routes) to pupils, parents/carers and staff.
- We will keep clear records of concerns, actions, decisions and follow-up.

9. MANAGING ALLEGATIONS AGAINST ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Members and Associates

Our aim is to provide a safe and supportive environment securing wellbeing and best possible outcomes for the children with whom we work. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

The ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) Board of Directors ensure that there are procedures in place for dealing with the two sections covering two

levels (see below) of concern and/or allegations against staff members, supply staff, volunteers, and contractors.

- Allegations that may meet the harms threshold.
- Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’.

Allegations that may meet the harms threshold

We have a good understanding and give due regard to Part 4 of [Keeping Children Safe in Education 2025](#) guidance and [SSCB Allegations of abuse made against a person working with children](#) where it is alleged that anyone working in our education setting providing education for children under 18 years of age, including Associates has:

- behaved in a way that has harmed a child or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may
- pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If an allegation is made or information is received about an adult who works at ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC) which indicates that they may be unsuitable to work with children, the member receiving the information should inform the Designated Officer. They would contact the DSL within the site or premises where the work is being delivered, for example the school, youth centre or outdoor facility. They would also seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’.

We are aware that concerns may arise in several ways and from several sources, for example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of our setting; or as a result of vetting checks undertaken.

We have the appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children.

We understand how crucial it is that any such concerns, including those which do not meet the harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively will also protect those working in or on behalf of our setting from potential false allegations or misunderstandings.