



# Child Protection and Safeguarding Policy

**JUNE 2025**



ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Lee Whitfield	07960524276 Lee@bailang.co.uk
Deputy DSL	Laura Jones	07958158168 Lauraw.1991@hotmail.co.uk
Local authority designated officer (LADO)	Contact First Point of Contact (FPOC)	03456789021
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## AIMS

Bai Lang **aims** to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's/ members welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

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# LEGISLATION AND STATUTORY GUIDANCE

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- This policy is based on the *Working Together to Safeguard Children (2018)*, and the Governance Handbook.
- This policy is also based on the following legislation:
  - *The Children Act 1989* (and *2004 amendment*), which provides a framework for the care and protection of children
  - Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the *Serious Crime Act 2015*, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
  - *Statutory guidance on FGM*, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
  - *The Rehabilitation of Offenders Act 1974*, which outlines when people with criminal convictions can work with children
  - Schedule 4 of the *Safeguarding Vulnerable Groups Act 2006*, which defines what 'regulated activity' is in relation to children
  - *Statutory guidance on the Prevent duty*, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
  - *The Human Rights Act 1998*, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the *European Convention on Human Rights (ECHR)*
  - *The Equality Act 2010*, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race).



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## DEFINITIONS

### **Safeguarding and promoting the welfare of children means:**

- Promoting help and support to meet the needs of children as problems emerge
- Protecting children from maltreatment within or outside the home.
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.

**Sharing of nudes and semi-nudes** (also known as sexting or youth-produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

**Children** includes everyone under the age of 18.

**Victim** is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

**Alleged perpetrator(s)** and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what's appropriate and which terms to use on a case-by-case basis.

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## EQUALITY STATEMENT

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Some children have an increased risk of abuse, both online and offline, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

### **We give special consideration to children who:**

- Have special educational needs and/or disabilities (SEND) or health conditions (see section 10)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after (see section 12)
- Are missing or absent from education for prolonged periods and/or repeat occasions
- Whose parent/carer has expressed an intention to remove them from school to be home educated

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## ROLES AND RESPONSIBILITIES

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff AND volunteers in Bai Lang. Our policy and procedures also apply to extended Bai Lang and off-site activities.

Bai Lang wants to support a healthy approach to preparing young people for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia and sexual violence/harassment.

### All staff and Volunteers will be aware of

- The role and identity of the designated safeguarding lead (DSL) and the deputies
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines)
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
- The fact that children can be at risk of harm inside and outside of their home, at school and online
- The fact that children who are (or who are perceived to be) lesbian, gay, bi or trans (LGBTQ+) can be targeted by other children
- What to look for to identify children who need help or protection

### The DSL is Lee Whitfield

The DSL takes lead responsibility for child protection and wider safeguarding within Bai Lang.

**Lee is contactable on 07960524276**

When the DSL is absent, the DDSL – will act as cover.

**The DDSL is Laura Jones - 07958158168**

### **The DSL/DDSL will be given the time, funding, training, resources and support to:**

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children.
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.
- Have a good understanding of harmful sexual behaviour.

### **The DSL will also:**

- Liaise with local authority case managers and designated officers for child protection concerns as appropriate.
- Be confident that they know what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment and be confident as to how to access this support.
- Be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search.
- Facilitate a whole Bai Lang approach to safeguarding, ensuring that safeguarding and child protection are at the forefront of, and underpin, all relevant aspects of process and policy development.
- Evaluate and approve this policy at each review, ensuring it complies with the law and its fully implemented within Bai Lang.
- Be aware of its obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty),
- Ensure all staff undergo safeguarding and child protection training, including online safety, and that such training is regularly updated and is in line with advice from the safeguarding partners.
- Communicating this policy to parents/carers when their child joins Bai Lang and via the website

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## CONFIDENTIALITY

Bai Lang recognises that information is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, we expect all staff to share information with practitioners and local agencies.

We are committed to sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

All child protection records are clearly marked as such and are kept electronically within our CRM system.

### **Staff are fully trained and understand**

- It is essential to share any safeguarding concerns in a timely manner.
- Nothing should stop a staff member reporting a safeguarding concern.
- The Data Protection Act 2018 and UK GDPR 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allowed practitioners to share information without consent if:
  - ▶ **It is not possible to gain consent.**
  - ▶ **It cannot be reasonably expected.**
  - ▶ **If gaining consent would place the child at risk**
- Staff should never promise confidentiality to any young person, they should be clear about their next steps and explain this to the young person.
- Should a victim ask Bai Lang staff not to tell anyone about the sexual violence or harassment: There is not a clear answer, as if the victim does not consent to the sharing of information. Staff may still lawfully have to share it if there's another legal basis under the UK GDPR this applies.

The DSL/DDSL will have to balance the victim's wishes against their duty to protect the victim and other children.



## On doing this the DSL/DDSL would need to take the following into consideration:

- Parents/carers should be informed, unless it places the victim at greater risk.
- The basic safeguarding principle - if a child is at risk of harm, or in immediate danger, or has been harmed, a referral should be made to the local authority children social care.
- Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. Whilst the age of criminal responsibility is 10yrs, if the alleged perpetrator is under 10yrs, the started principle of referring to the police remains
- Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system.
- Do everything then can to protect the anonymity of any children involved in any report of sexual violence and sexual harassment, for example, being careful of which staff member are aware of the report and any support for children involved.
- Consider the impact of social media in facilitating the spreading of rumours and exposing victims' identities.
- Should staff be in any doubt they should speak to the DS/DDSL. The DSL/DDSL will support staff through any cases.
- The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- Confidentiality is also addressed in this policy with respect to record-keeping in section 14, and allegations of abuse against staff in appendix 3

## Recognising abuse and taking action

Staff and volunteers must follow the procedures set out below in the event of a safeguarding issue. Please note – in this and subsequent sections, you should take any references to the DSL/DDSL to mean “the DSL (or deputy DSL)”.

### If a child is suffering or likely to suffer harm, or in immediate danger

Make a referral to children's social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm or is in immediate danger. **Anyone can make a referral.**

Tell the DSL (see section 5.2) as soon as possible if you make a referral directly

Please see link below for any further information for your local safeguarding protocols.  
<https://www.gov.uk/report-child-abuse-to-local-council>

## **If a child makes a disclosure to you**

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**If a child discloses a safeguarding issue to you, you should:** Listen to and believe them. Allow them time to talk freely and do not ask leading questions

- Stay calm and do not show that you are shocked or upset Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it.
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

**Bear in mind that some children may:**

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

None of this should stop you from having a 'professional curiosity' and speaking to the DSL if you have concerns about a child.

## If you discover FGM has taken place

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FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a young person has already been subjected to FGM, and factors that suggest a young person may be at risk, are set out in appendix 4 of this policy.

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

Must immediately report this to the police, personally. This is a mandatory statutory duty, and teachers/staff will face disciplinary sanctions for failing to meet it.

Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and involve children's social care as appropriate.

**Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **young person under 18** must speak to the DSL and follow our local safeguarding procedures.

The duty for staff mentioned above does not apply in cases where a young person is at risk of FGM or FGM is suspected but is not known to have been carried out. Staff **should not** examine young persons.

**Any member of staff** who suspects a young person is at risk of FGM or suspects that FGM has been carried should speak to the DSL and follow our local safeguarding procedures.

Contact the relevant Local Authority the young person resides in - as in the table above.

## If you have concerns about a child (as opposed to believe a child is suffering or likely to suffer from harm, or is immediate danger)

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Where possible, speak to the DSL/DDSL first to agree to a course of action.

If in exceptional circumstances the DSL/DDSL is not available, this should not delay appropriate action being taken. Contact and take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you take with the DSL/DDSL as soon as Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

## Referral to Local Authority

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The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

Telford and Wrekin – ***Escalation policy: Resolution of professional disagreements***  
([procedures.org.uk](http://procedures.org.uk))

## Concerns around extremism

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Where there is a concern, the DSL/DDSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

**In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:**

- Think someone is in immediate danger.
- Think someone may be planning to travel to join an extremist group.
- See or hear something that may be terrorist related

## Concerns around Mental health

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Bai Lang believe we have a very important role to play in supporting the mental health and emotional welling of any young people/members who attends our provision.

Bai Lang endeavor to promote the welfare of all our young people/adult members and believe early intervention is crucial.

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

## Concerns about Staff or Volunteer

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If you have any concerns about a staff member/ Volunteer this should always be reported to the DSL.

Should the concern be regarding the DSL the contact the LADO.

## Allegations of abuse made against other young people

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We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for young people.

We also recognise the gendered nature of child-on-child abuse. However, all child- on-child abuse is unacceptable and will be taken seriously.

Most cases of young people hurting other young people will be dealt with under our code of conduct ,but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.

### **This might include where the alleged behaviour:**

Is serious, and potentially a criminal offence Could put young people at Bai Lang at risk

Is violent

Involves young people being forced to use drugs or alcohol

Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

### **If a young person makes an allegation of abuse against another young person:**

You must record the allegation and tell the DSL, but do not investigate it

The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence.

The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed. This will include considering transport as a potentially vulnerable place for a victim or alleged perpetrator(s)

The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate  
If the incident is a criminal offence and there are delays in the criminal process, the DSL will work closely with the police (and other agencies as required) while protecting children and/or taking any disciplinary measures against the alleged perpetrator. We will ask the police if we have any questions about the investigation.

Creating a supportive environment in Bai Lang and minimising the risk of child- on-child abuse  
We recognise the importance of taking proactive action to minimise the risk of child- on-child abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

## To Achieve this we will :

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- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female young people, and initiation or hazing type violence with respect to boys
- Ensure our curriculum helps to educate young persons about appropriate behaviour and consent
- Ensure young persons are able to easily and confidently report abuse using our reporting systems (as described in section 7.10 below)
- Ensure staff reassure victims that they are being taken seriously
- Be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes and the curriculum, or could reflect wider issues in the local area that should be shared with safeguarding partners
- Support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed

Consider intra-familial harms and any necessary support for siblings following a report of sexual violence and/or harassment

## Ensure staff are trained to understand:

- How to recognise the indicators and signs of child-on-child abuse, and know how to identify it and respond to reports
- That even if there are no reports of child-on-child abuse in school/education settings, it does not mean it is not happening – staff should maintain an attitude of *“it could happen here”*
- That if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. **For example:**
  - Children can show signs or act in ways they hope adults will notice and react to.
  - A friend may make a report.
  - A member of staff may overhear a conversation.
  - A child’s behaviour might indicate that something is wrong.
  - That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation.

- That a young person harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it
- That they should speak to the DSL if they have any concerns
- That social media is likely to play a role in the fall-out from any incident or alleged incident, including for potential contact between the victim, alleged perpetrator(s) and friends from either side

The DSL will take the lead role in any disciplining of the alleged perpetrator(s). We will provide support at the same time as taking any disciplinary action.

Disciplinary action can be taken while other investigations are going on, e.g. by the police. The fact that another body is investigating or has investigated an incident doesn't (in itself) prevent Bai Lang from coming to its own conclusion about what happened and imposing a penalty accordingly. We will consider these matters on a case-by-case basis, taking into account whether:

Taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the police and/or local authority children's social care to determine this

There are circumstances that make it unreasonable or irrational for us to reach our own view about what happened while an independent investigation is ongoing

### **Notifying parents/ carers**

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Where appropriate, we will discuss any concerns about a child with the child's parents or carers. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents or carers about any such concerns following consultation with the DSL. If we believe that notifying the parents or carers would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents or carers of all the children involved. We will think carefully about what information we provide about the other child involved, and when. We will work with the police and/or local authority children's social care to make sure our approach to information sharing is consistent.

The DSL will, along with any relevant agencies (this will be decided on a case-by-case basis):

Meet with the victim's parents or carers, with the victim, to discuss what's being put in place to safeguard them, and understand their wishes in terms of what support they may need and how the report will be progressed

Meet with the alleged perpetrator's parents or carers to discuss support for them, and what's being put in place that will impact them, e.g. moving them out of classes with the victim, and the reason(s) behind any decision(s)

## Complaints

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Bai Lang aims ensure that a concern or complaint by a parent/carer is managed sympathetically, efficiently and at the appropriate level and resolved as soon as possible. Doing so is good practice; it is fair to those concerned and it helps to promote parents' and young people/ members confidence in our ability to safeguard and promote welfare. We will try to resolve every concern or complaint in a positive way with the aim of resolving the issue in a transparent manner.

Bai Lang expects that most concerns can be resolved informally and guarantees to treat seriously and confidentially all concerns whether raised informally or formally.

Please see our separate complaints policy for the full details and procedures of how we handle complaints.

## APPENDIX 1: TYPES OF ABUSE

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<b>Abuse,</b>	including neglect, and safeguarding issues are rarely standalone events that can be covered by 1 definition or label. In most cases, multiple issues will overlap.
<b>Physical abuse</b>	may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
<b>Emotional abuse</b>	is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
<b>Emotional abuse may involve:</b>	<p>Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</p> <p>Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate</p> <p>Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction</p> <p>Seeing or hearing the ill-treatment of another</p> <p>Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children</p>



**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve: Physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing

Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

**Once a child is born, neglect may involve a parent or carer failing to:**

Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

Protect a child from physical and emotional harm or danger

Ensure adequate supervision (including the use of inadequate care-givers) Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

