



Safeguarding and Child Protection Policy

Organisation	Thrive Holistic Education CIC	Version	2026–27
Approved by	Directors	Date approved	August 2026
Policy owner	Designated Safeguarding Persons / Directors	Review date	August 2027
Applies to	Staff, volunteers, facilitators and relevant visitors	Earlier review	After a significant incident or relevant change in guidance

1. Purpose

Thrive Holistic Education CIC is committed to safeguarding and promoting the welfare of every child and young person who attends our provision. The welfare of the child is paramount. Safeguarding is everyone's responsibility, and all concerns about abuse, neglect, exploitation, harmful behaviour or unsafe practice must be taken seriously and acted upon promptly.

2. Scope

This policy applies to directors, employees, sessional facilitators, volunteers, students, contractors and any other person working on behalf of Thrive. It applies during on-site sessions, outdoor activities, trips, enrichment sessions, online communication connected with Thrive and any situation in which a member of the Thrive team is responsible for children.

3. Safeguarding leadership

Thrive currently operates a co-lead safeguarding model:

- Designated Safeguarding Persons (DSPs): Abby Jacques-Clare and Fabienne Meyer.
- Safeguarding email: thriveacountrysideclassroom@outlook.com.
- Either DSP may receive and act on a safeguarding concern.
- If a concern or allegation relates to one DSP, it must be reported to the other DSP. If both are implicated, the concern must be reported directly to the relevant local authority social services/designated safeguarding officer and/or police as appropriate.

Immediate action

A staff member must never delay action because a DSP is unavailable. If a child may be at immediate risk of significant harm, contact emergency services on 999. Safeguarding concerns may also be reported directly to the relevant local authority social services team.

4. Our safeguarding principles

- Children and young people should never experience abuse, neglect or exploitation of any kind.
- Children will be listened to, respected and taken seriously.

- We will work in a way that is child-centred, proportionate and sensitive to individual needs.
- All children have an equal right to protection. Some children may require additional safeguards because of disability, communication needs, previous experiences, family circumstances or other vulnerabilities.
- We will work with parents/carers and relevant agencies where this is safe and appropriate.
- Information will be shared on a need-to-know basis when necessary to protect a child.

5. Recognising safeguarding concerns

Safeguarding concerns may arise from something a child says, an injury or change in behaviour, information from another person, an online concern, an incident between children, or concerns about an adult's behaviour. Staff are not responsible for diagnosing abuse or conducting investigations. Their responsibility is to notice, listen, record and report.

Types of harm

- Physical abuse – deliberately causing physical harm or injury.
- Emotional abuse – persistent emotional mistreatment that seriously affects a child's emotional development.
- Sexual abuse – forcing or enticing a child to take part in sexual activity, including online activity.
- Neglect – persistent failure to meet a child's basic physical and/or psychological needs.
- Child-on-child abuse, bullying, harassment, harmful sexual behaviour, exploitation, online abuse and other forms of harm may also constitute safeguarding concerns.

6. If a child makes a disclosure

1. Listen carefully and remain calm.
2. Take the child seriously and allow them to speak in their own words.
3. Do not promise confidentiality. Explain that you may need to tell someone whose job is to help keep them safe.
4. Do not interrogate, investigate or ask leading questions. Ask only what is necessary to clarify what the child is saying.
5. Reassure the child that they have done the right thing by telling you.
6. Record the disclosure as soon as possible, using the child's own words where possible. Record the date, time, location, people present and any visible injuries or relevant observations.
7. Report the concern to a DSP immediately. Do not wait until the end of the day.
8. If the child is in immediate danger or urgent medical assistance is required, call 999.

Good practice

Never ask a child to repeat a disclosure unnecessarily to several adults. Preserve the child's words and pass the concern on promptly.

7. Reporting and referrals

The DSP will consider the information available and act in accordance with the Wales Safeguarding Procedures. Where there is reasonable cause to suspect that a child is at risk of abuse, neglect or other harm, a report will be made promptly to the relevant local authority social services team and/or police where appropriate. Consent from a parent or carer is not required where seeking it could place the child or another person at increased risk, prejudice an investigation, or cause an unreasonable delay in protecting a child.

Any practitioner may make a safeguarding report directly if necessary. A concern must not be withheld because another person disagrees or because a member of management is unavailable.

8. Concerns or allegations about staff, volunteers or people in positions of trust

- Any allegation or concern that a member of staff, volunteer, facilitator, director or other person in a position of trust may have harmed a child, behaved in a way that may indicate they pose a risk to children, or acted inappropriately must be reported immediately.
- The concern must be passed to a DSP who is not implicated in the allegation.
- The relevant local authority Designated Officer for Safeguarding (or equivalent designated safeguarding officer) will be contacted in accordance with the Wales Safeguarding Procedures.
- Thrive will not undertake its own investigation before seeking appropriate safeguarding advice where doing so could compromise an external investigation.
- Where necessary, duties may be adjusted or a person may be asked not to attend the setting while advice is obtained. This is a neutral safeguarding measure and is not, by itself, a disciplinary finding.
- Where the allegation concerns both DSPs/directors, the person receiving the concern should contact social services/police directly as appropriate.

9. Child-on-child concerns and bullying

Abuse can occur between children. Thrive will not dismiss harmful behaviour as 'banter', 'part of growing up' or a normal friendship difficulty when there are indicators of coercion, intimidation, sexualised behaviour, violence, exploitation or significant distress. Concerns will be considered under both this policy and the Positive Behaviour and Relationships Policy.

- Immediate safety will be prioritised.
- Children will be listened to separately where appropriate.
- Relevant incidents will be recorded.
- Parents/carers will normally be informed unless doing so could increase safeguarding risk.
- A safeguarding referral will be made where the threshold for concern is met.

10. Online safety, images and communication

- Staff must use professional communication channels for Thrive business wherever possible.
- Personal information about children must not be shared through personal social media accounts.
- Photographs and video will only be used in accordance with Thrive's consent arrangements and Data Protection Policy.
- Images should not be accompanied by unnecessary identifying information.
- Any online contact, message, image or content that causes safeguarding concern must be reported to a DSP.

11. Safer working practice

- Relevant staff and volunteers will be subject to appropriate recruitment checks, including DBS checks where required.
- Adults must maintain appropriate professional boundaries.
- One-to-one conversations should take place in open or observable environments wherever practicable.
- Staff should avoid being alone with a child in an isolated or closed space unless an emergency or specific risk-assessed circumstance makes this necessary.
- Visitors and external facilitators will be appropriately supervised or checked according to their role.
- Staff must follow Thrive's Lone Working, Positive Behaviour, Data Protection and Health and Safety arrangements.

12. Recording and confidentiality

Safeguarding records must be factual, dated, signed or attributable to the person making the record, and stored securely with access restricted to those who need the information for safeguarding purposes. Safeguarding information is confidential but not secret: information may be shared without consent when necessary to protect a child or another person.

13. Training and induction

- All staff and relevant volunteers will receive safeguarding information as part of induction.
- Safeguarding training will be refreshed at appropriate intervals and when significant guidance changes.
- Staff must know who the DSPs are, how to report a concern and what to do if a DSP is unavailable.
- Safeguarding will be revisited following significant incidents or where learning indicates that procedures should change.

14. Whistleblowing

Staff and volunteers are expected to raise concerns about unsafe, inappropriate or unlawful practice. No person should be disadvantaged for raising a genuine safeguarding concern in good faith. If a concern cannot safely be raised within Thrive, it should be raised directly with the relevant statutory agency.

15. Relevant guidance

- Social Services and Well-being (Wales) Act 2014.
- Welsh Government: Working Together to Safeguard People – Code of Safeguarding Practice.
- Wales Safeguarding Procedures for children and adults at risk of abuse and neglect (safeguarding.wales).
- Wales Safeguarding Procedures, Section 5 – allegations/concerns about practitioners and people in positions of trust.
- Welsh Government safeguarding guidance and any subsequent updates.

Policy review and approval

This policy will be reviewed at least annually and earlier where there is a significant incident, a material change to Thrive's provision, or a relevant change in legislation or official guidance.

Approved by

Date

Signed

Next scheduled review

Directors of Thrive Holistic Education CIC

August 2026

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