



**Severn Mentoring**  
**Safeguarding and Child Protection Policy**  
*(Community Mentoring & Tuition – September 2025)*

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## **1 | Policy Statement**

Severn Mentoring is fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

We believe every individual has the right to live free from abuse, neglect and exploitation, and to be protected from harm regardless of age, gender, ethnicity, religion, sexual orientation or background.

Safeguarding sits at the heart of all our mentoring and tuition delivery — whether community-based, off-site, or within our tuition base.

Severn Mentoring has completed the **Section 11 Safeguarding Self-Assessment Tool**, confirming compliance with statutory safeguarding duties across **Gloucestershire, Monmouthshire, and Herefordshire**.

All staff, volunteers and partners share a collective duty to safeguard children and uphold our ethos:

*“Where Opportunity Meets Potential.”*

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## **2 | Legal Framework**

This policy is written with reference to:

- *Children Act 1989 & 2004*
  - *Education Act 2002 (s. 175 / 157)*
  - *Working Together to Safeguard Children (2023)*
  - *Keeping Children Safe in Education (KCSIE 2025)*
  - *The Prevent Duty (Counter-Terrorism & Security Act 2015)*
  - *Data Protection Act 2018 / UK GDPR*
  - *Sexual Offences Act 2003*
  - *Serious Crime Act 2015 (FGM duty)*
  - *Keeping Learners Safe (Wales 2023)*
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## **3 | Named Persons Responsible for Safeguarding**

Role	Name	Contact
<b>Designated Safeguarding Lead (DSL)</b>	<b>Richard Kear</b>	Director / DSL ✉️ Rich@prostars-fse.com 📞 07717840231
<b>Deputy DSL</b>	<b>Jack Fowler</b>	Manager / Tutor / Mentor ✉️ jack@prostars-fse.com
<b>Deputy DSL</b>	Josh Carter	Manager / Tutor / Mentor ✉️ Josh@prostars-fse.com
<b>Operations Manager</b>	Heidi Lane	Operations Manager / Tutor / Mentor ✉️ Heidi@severnmentoring.com
<b>Tuition Lead</b>	Jordan Fishwick	Lead Tutor ✉️ Jordan@severnmentoring.com
<b>Data Protection Lead (DPL)</b>	Richard Kear	Ensures UK GDPR compliance
<b>Safeguarding Board Link</b>	DSL	Liaison with Gloucestershire, Monmouthshire & Herefordshire Safeguarding Partnerships

All staff complete **induction and annual safeguarding training** aligned with *KCSIE 2025* and *Keeping Learners Safe 2023*.

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#### 4 | Aims

- Protect children and young people engaged in Severn Mentoring services.
- Provide a clear framework for identifying, reporting and responding to safeguarding concerns.
- Ensure compliance with all statutory duties in England and Wales.
- Promote safe recruitment, supervision and governance.
- Strengthen partnership working and accountability under Section 11.

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#### 5 | Section 11 Compliance Statement

Severn Mentoring has fully completed the **Section 11 Self-Assessment Tool** and holds evidence demonstrating:

- Senior management accountability.
- Robust policies for identifying and responding to concerns.
- Safer recruitment & DBS checks.
- Staff training, supervision and whistleblowing mechanisms.
- Information-sharing protocols with local authorities.
- Prevent and online-safety measures.

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#### 6 | Safeguarding Principles

1. **Welfare of the child is paramount.**
2. **Early help** – intervene before risk escalates.
3. **Empowerment** – children's voices are heard.
4. **Partnership** – multi-agency collaboration.

5. **Accountability** – clear, auditable processes.

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## 7 | Recognising Abuse and Types of Harm

All staff must be alert to possible abuse and know how to act.

### Main categories (KCSIE 2025):

1. **Physical Abuse** – hitting, shaking, poisoning, burning, etc.
2. **Emotional Abuse** – persistent emotional maltreatment or humiliation.
3. **Sexual Abuse** – forcing or enticing a child to take part in sexual activities (including online).
4. **Neglect** – persistent failure to meet basic needs (food, shelter, supervision, hygiene).

### Additional Risks

Child Sexual Exploitation (CSE) • Child Criminal Exploitation & County Lines • Domestic Abuse • Online Abuse & Cyberbullying • Harmful Sexual Behaviour • FGM • Forced Marriage • Honour-Based Abuse • Extremism / Radicalisation • Self-Harm and Suicide Ideation • Fabricated or Induced Illness

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## 8 | Reporting and Responding to Concerns

### Immediate Steps

- **Listen** calmly; do not promise confidentiality.
- **Record** what you are told in the child's own words.
- **Report immediately** to the DSL (or Deputy DSL if unavailable).
- If the child is in **immediate danger**, call **999**.

### DSL Responsibilities

- Assess risk and determine next action:
  - Early Help / Targeted Support
  - Referral to Children's Social Care / MASH
  - Police notification if crime suspected
  - LADO referral if allegation about staff
- Record all actions and rationale on the Safeguarding Register.
- Inform parents/carers unless doing so increases risk.

### Information Sharing

- Shared on a *need-to-know* basis only.
- Compliant with **Working Together 2023** and **UK GDPR**.
- Safeguarding concerns override general confidentiality.

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## 9 | Local Authority Designated Officer (LADO) Contacts

Area	Contact Details
Gloucestershire	☎ 01452 426994 ✉ LADO@gloucestershire.gov.uk
Monmouthshire	☎ 01873 735492 ✉ childprotection@monmouthshire.gov.uk
Herefordshire	☎ 01432 261739 ✉ LADO@herefordshire.gov.uk

If cross-border involvement occurs, the DSL consults both authorities to determine jurisdiction.

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## 10 | The Prevent Duty

Under the *Counter-Terrorism and Security Act 2015*, Severn Mentoring has due regard to preventing people from being drawn into terrorism.

We will:

- Train staff to recognise radicalisation and extremist indicators.
- Promote British values – democracy, rule of law, liberty, mutual respect & tolerance.
- Provide safe forums to discuss controversial issues.
- Refer Prevent concerns via the DSL to the **Local Authority Prevent Team / Channel Panel**.

Prevent Contacts:

- **Gloucestershire:** prevent@gloucestershire.police.uk
  - **Monmouthshire:** prevent@monmouthshire.gov.uk
  - **Herefordshire:** prevent@herefordshire.gov.uk
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## 11 | Safer Recruitment

- Full employment history & identity verified.
  - Two written references checked.
  - Enhanced DBS with Barred List for regulated activity.
  - At least one interviewer trained in Safer Recruitment.
  - Right-to-Work and qualification evidence retained.
  - Induction includes safeguarding, whistleblowing and code of conduct.
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## 12 | Staff Training and Supervision

- Safeguarding induction before any unsupervised work.
  - Annual refresh (KCSIE updates, Prevent, exploitation).
  - DSL and Deputy DSL receive advanced multi-agency training every 2 years.
  - Regular supervision and post-incident debriefs.
  - Training records maintained on the Severn Mentoring Training Matrix.
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## 13 | Record Keeping and Confidentiality

- Safeguarding records kept separately and securely.
  - Access restricted to DSL/DDSL only.
  - Electronic files password-protected and GDPR-compliant.
  - Chronologies maintained and retained for at least 6 years after closure.
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## 14 | Allegations against Staff or Volunteers

If it is alleged that a staff member or volunteer has:

- Harmed a child or may pose a risk, or
- Committed a criminal offence against a child —

→ The DSL must contact the **relevant LADO immediately**.  
The individual will be suspended from contact pending investigation.

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## **15 | Online Safety**

Covered by the Severn Mentoring IT & Online Safety Policy.

Key points:

- Safe use of devices and internet under supervision.
  - Online tuition only via approved platforms.
  - Filtering and monitoring on Severn devices.
  - Cyberbullying prevention and digital literacy education.
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## **16 | Whistleblowing and Escalation**

Staff must raise any safeguarding concerns without fear of reprisal.

See the Whistleblowing Policy for procedure.

Concerns about the DSL or Directors → report directly to the **LADO** or the **Local Authority Safeguarding Hub**.

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## **17 | Monitoring and Review**

- Policy reviewed annually or earlier if guidance changes.
  - DSL reports termly to Directors on incidents and training compliance.
  - Review forms part of annual **Section 11 safeguarding audit**.
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## **Approval**

**Approved by:** Directors / DSL

**Date:** September 2025

**Next Review:** September 2026

**Applies to:** All Severn Mentoring staff, volunteers, partners and contractors

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## **Appendix A – Safeguarding Reporting Flowchart**

### **STEP 1 – RECOGNISE**

Become aware of a concern, disclosure or suspicion of harm.

- Stay calm and listen. Do not promise confidentiality. Record facts in the child's words.

### **STEP 2 – RESPOND**

Report immediately to **Josh Carter (DSL)** or **Ellie Griffiths (DDSL)**.

If in immediate danger → call **999**.

### **STEP 3 – RECORD**

Complete a Safeguarding Concern Form promptly with date, time, names and actions.

### **STEP 4 – REFER**

DSL decides on next steps: Early Help, MASH, Police or LADO referral. All actions logged.

### **STEP 5 – FOLLOW-UP**

DSL updates records, informs partners on a need-to-know basis and plans support.

### **STEP 6 – ESCALATE IF NECESSARY**

If concern not handled properly or child still at risk: escalate to Directors or LA Safeguarding Hub. You are protected by the Whistleblowing Policy.

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### Local Safeguarding Contacts

Local Authority	Contact Information
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Gloucestershire	☎ 01452 426994 ✉ LADO@gloucestershire.gov.uk
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Monmouthshire	☎ 01873 735492 ✉ childprotection@monmouthshire.gov.uk
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Herefordshire	☎ 01432 261739 ✉ LADO@herefordshire.gov.uk
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Emergency Services	☎ 999 (immediate danger) ☎ 101 (non-emergency police)
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**Safeguarding is everyone's responsibility.**

If you're worried about a child — **act immediately.**