



LASTACT SAFEGUARDING POLICY:

Statement of Purpose

1. LastAct LTD (the **Organisation, we, our** or **us**) is committed to preventing and responding to risks of harm to and promoting the welfare of all children that we work with (i.e. as LastAct LTD's clients). These individuals are referred to as the '**Beneficiaries**' of this Safeguarding Policy.
2. We recognise the importance of this commitment to safety and welfare and, further, are committed to safeguarding all Beneficiaries without discrimination due to an individual's age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity leave status, marriage or civil partnership status, or sexual orientation.
3. This Safeguarding Policy is based on the safeguarding laws of England, Wales, and Scotland, including related guidance issued by the UK Government and relevant governmental departments, agencies, and public bodies. If this Policy is at any time inconsistent with this body of law, LastAct LTD will act to meet the requirements of up-to-date safeguarding laws in priority to the requirements set out in this Policy.
4. LastAct LTD has implemented this Safeguarding Policy in order to meet its obligations as a childcare provider registered with Ofsted voluntarily with URN 2767880.
5. Any questions in relation to this Policy should be referred to Catherine Last in the first instance, by emailing catherinelast@lastact.org.uk or by contacting 07709491766.

Scope of this Safeguarding Policy

6. This Policy explains key aspects of how LastAct LTD prevents harm in relation to its Beneficiaries via its practices and its Staff Members' conduct.
7. This Safeguarding Policy covers the organisation and operation of all of LastAct LTD's activities involving children (i.e. our **Relevant Activities**. These primarily include but are not limited to:
 - a. LastAct Academy

- b. LastAct Holiday Workshops
 - c. LastAct Half Term Workshops
 - d. LastAct Studios
 - e. Music Lessons
 - f. Dance Classes
 - g. Acting Classes
 - h. LastAct After School Clubs
8. This Policy's guidelines and obligations apply to all individuals working for or acting on behalf of LastAct LTD in the UK at all levels, including senior managers, officers, employees, consultants, trainees, part-time and fixed term workers, casual workers and volunteers (collectively '**Staff Members**').
 9. This Policy does not form part of any contract of employment or similar and LastAct LTD may amend it at any time at our absolute discretion.

Defining Safeguarding

10. 'Safeguarding' is an umbrella term that refers to work (e.g. practices and procedures) aimed at preventing or responding to harm or risks of harm posed to vulnerable individuals, and at promoting these individuals' wider welfare. Safeguarding is particularly important for children and adults at risk. Most safeguarding legal obligations relate to the care of these groups. This Safeguarding Policy specifically deals with safeguarding children. For safeguarding purposes, children are individuals younger than 18 years old.
11. The commitments and practices contained in this Safeguarding Policy apply to the safeguarding of LastAct LTD's Beneficiaries from harm caused by either:
 - a. The activities and practices of LastAct LTD and any conduct of its Staff Members, or
 - b. People and situations outside of LastAct LTD's and its Staff Members' control, where LastAct LTD's Staff Members are aware of, ought to be aware of, or reasonably suspect the risks posed by a situation.
12. For the purposes of this Policy, a '**Safeguarding Concern**' is any conduct or situation that is known or reasonably suspected by a Staff Member or another party that risks violating the safeguarding commitments set out above.

Key Measures that LastAct LTD is Committed to Implementing and Maintaining to Safeguard its Beneficiaries

13. Following applicable local safeguarding arrangements when safeguarding children. These arrangements include leadership and guidance issued by the safeguarding partners in Sefton as part of their Level of Need Guidance.
14. Complying with specific safeguarding obligations for childcare providers, including:
 - a. Complying with relevant statutory regulations, for example, the Statutory Framework for the Early Years Foundation Stage (when caring for children up to 5 years of age) and The Childcare (General Childcare Register) Regulations 2008 (when caring for children under 8 years old).
 - b. Making appropriate registrations with Ofsted.
 - c. Ensuring that Staff Members are aware of potential signs of child abuse and neglect and understand what actions to take to protect children in situations of suspected abuse or neglect.
 - d. Having due regard to the need to prevent people from being drawn into terrorism (i.e. meeting the 'Prevent' duty imposed by the Counter-Terrorism and Security Act 2015) by, for example, providing Staff Members with training on recognising signs of radicalisation and on responding to these.
15. Ensuring that Staff Members are trained to, and encouraged to, report any Safeguarding Concerns that they identify. Staff Members will be encouraged to follow LastAct LTD's safeguarding reporting procedures as closely as possible when reporting concerns (set out below under the heading '**Procedures: Reporting**').
16. Ensuring that all Staff Members listen to all safeguarding-related queries and concerns raised by other Staff Members, Beneficiaries, or relevant other parties, with respect and professionalism. Staff Members should be trained how to, and encouraged to, then assist with reporting any such concerns via LastAct LTD's regular reporting procedures.
17. Ensuring that all reported Safeguarding Concerns are dealt with by appropriate individuals and teams and in accordance with LastAct LTD's relevant procedures (set out below under the heading '**Procedures: Investigation and Response**').
18. Implementing and maintaining comprehensive, accessible, fair, and efficient procedures for Staff Members to use when reporting and dealing with Safeguarding Concerns. These procedures will be made known and easily accessible to all Staff Members.

- a. Procedures will be designed to ensure all safeguarding issues are dealt with fairly and objectively even when allegations are made against one of LastAct LTD's Staff Members. Any such allegations will be treated in a manner that takes into account the gravity of the accusations, but which does not vilify or presume the guilt of an accused individual without a fair investigation.
 - b. Any reports that qualify as protected disclosures under whistleblowing law will be treated securely and in a protected manner in line with whistleblowing law.
19. Appointing Catherine Last to hold responsibility for managing safeguarding policies and procedures within LastAct LTD.
20. Following appropriate recruitment processes when recruiting new Staff Members, including volunteers. This includes:
 - a. Conducting all appropriate pre-employment checks (e.g. Disclosure and Barring Service (DBS) criminal record checks).
 - b. Ensuring new Staff Members take part in, and understand the content of, all necessary safeguarding training before having any contact with LastAct LTD's Beneficiaries.
 - c. Following LastAct LTD's policies and procedures on hiring and recruitment.
21. Providing appropriate safeguarding training for all relevant Staff Members. Every Staff Member should be provided with, and required to undertake, training that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, where appropriate, include training on:
 - a. How to define and identify potential signs of different types of abuse, including physical abuse, emotional abuse, sexual abuse and exploitation, neglect, and others.
 - b. How to listen to and respond to concerns or disclosures about safeguarding issues during an initial conversation (e.g. how to explain when information can and cannot be kept confidential).
 - c. How to use LastAct LTD's safeguarding reporting procedures and when doing so is appropriate.
 - d. Which additional resources (e.g. policies, other supporting documents, or external educational resources) are available to ensure Staff Members remain informed about safeguarding.
22. Ensuring that all information related to Safeguarding Concerns, including the content of reported concerns as well as the personal data of anybody involved, is handled safely and securely. This involves:

- a. Following the requirements set out by the UK's data protection laws, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
 - b. Following LastAct LTD's data protection policies and procedures, including our Data Protection and Data Security Policy.
 - c. Providing Staff Members with training on data protection and privacy, where appropriate.
 - d. Ensuring Staff Members always have an identifiable point of contact for questions or concerns about data protection and privacy. This is currently Claire Payne, who can be contacted by emailing clairepayne@lastact.org.uk or at 07415589920.
 - e. Only sharing information about a Safeguarding Concern internally as far as is necessary to manage the concern for the relevant Beneficiary's benefit.
23. Ensuring transparency and awareness regarding safeguarding information and procedures. For example, by:
- a. Providing information to Beneficiaries about our safeguarding procedures so that they are aware of how to raise any concerns.
 - b. Ensuring all Staff Members are aware of safeguarding laws, LastAct LTD's safeguarding commitments and procedures, and Staff Members' responsibilities in relation to these.
24. Regularly reviewing all safeguarding policies and procedures to ensure that they are up-to-date with safeguarding law and that they remain suitable for LastAct LTD's Relevant Activities and workforce, and meeting any review and evaluation requirements specific to LastAct LTD's industry and organisation type.

Sefton Local Safeguarding Board

We will work in partnership with Sefton Safeguarding Children's Partnership (SSCP) to safeguard and promote the welfare of children in the local area, and follow relevant local arrangements, policies and procedures.

Core safeguarding principles are:

- Prevention: positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.
- Protection: following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to protection and safeguarding concerns.

- Support: for all children, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.
- Working with parents and other agencies: to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

Staff Members' Responsibilities

25. All Staff Members have a responsibility to promote the safety and wellbeing of all of LastAct LTD's Beneficiaries. This means that all of LastAct LTD's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding must be followed at all times. Specifically:
26. All Staff Members must contribute to upholding the key measures that LastAct LTD has committed to taking to safeguard its Beneficiaries (set out above) to an extent that is appropriate for their role, responsibilities, and degree and type of contact with Beneficiaries. Specific ways that Staff Members should do this will be clarified during training. If a Staff Member is uncertain as to their responsibilities, it is their responsibility to raise this with Catherine Last.
27. Staff Members must actively participate in all safeguarding training they are assigned and, if they do not understand any aspects of their training, must raise this with Catherine Last.
28. Staff Members must never do anything to actively risk the safety or wellbeing of any of LastAct LTD's Beneficiaries. This includes, but is not limited to:
 - a. Subjecting them to or facilitating abuse of any sort.
 - b. Engaging in any sexual activity with children (i.e. anybody under the age of 18).
 - c. Participating in or facilitating any activities that may commercially exploit Beneficiaries. For example, failing to report suspected child labour or trafficking.
29. Staff Members must report all Safeguarding Concerns that they have regarding Beneficiaries, regardless of whether the concerns relate to potential wrongdoing of other Staff Members, other Beneficiaries, or external parties (e.g. parents, teachers, other organisations, or members of the public).

Procedures: Reporting

30. Staff Members will receive safeguarding training that should enable them to identify Safeguarding Concerns (e.g.

suspected abuse, neglect, or threats to wellbeing) relevant to LastAct LTD's Beneficiaries.

31. If a Staff Member identifies a Safeguarding Concern, to report it they should:
 - a. Recognize Signs of Abuse or Neglect. Staff members should familiarise themselves with common signs of abuse or neglect, which may include physical injuries, changes in behaviour, emotional distress, unexplained absences, or inappropriate behaviour.
 - b. Immediate Action. If there is an immediate risk to a child's safety, staff members should take action to ensure the child's well-being. This may involve intervening to prevent harm or seeking immediate assistance from emergency services.
 - c. Document Concerns. Staff members should document any concerns, observations, or conversations related to a child's welfare. This documentation should be factual, specific, and include dates, times, locations, and people involved.
 - d. Report to Catherine Last, the Designated Safeguarding Lead (DSL). The staff member should report their concerns to the DSL or the designated person responsible for safeguarding in the school. This report should be made as soon as possible, and confidentiality should be maintained.
 - e. Use Appropriate Channels. If the DSL is not available or if the concern involves the DSL, staff members should use alternative reporting channels as specified in the safeguarding policy. This might include reporting to a senior member of staff or another designated person.
 - f. Provide Sufficient Information. When reporting a safeguarding concern, staff members should provide as much information as possible. This may include details about the child's behaviour, any statements made, and any relevant context.
 - g. Maintain Confidentiality. Staff members should be mindful of the need to maintain confidentiality. Information related to safeguarding concerns should only be shared with individuals who have a legitimate need to know, and it should be done in line with the school's confidentiality policy.
 - h. Attend Training. Staff members should attend safeguarding training sessions to stay informed about the latest procedures, legal requirements, and best practices. This training helps ensure that staff members are well equipped to recognise and respond to safeguarding concerns appropriately.
 - i. Seek Support. Staff members should not hesitate to seek support from colleagues or supervisors when dealing with safeguarding concerns. Discussing concerns with

others can provide guidance and ensure a collaborative approach to addressing the issue.

- j. Follow-Up. After reporting a safeguarding concern, staff members should be prepared to participate in any follow-up actions as required by the DSL or relevant authorities. This may include providing additional information, attending meetings, or cooperating with investigations.
32. If a Staff Member feels unable to follow the above steps, they should report their Safeguarding Concern in a reasonable alternative manner. This may be the case if, for example:
- a. Following the above procedure would require disclosing the concern to somebody who is implicated in the Safeguarding Concern or who the Staff Member is otherwise uncomfortable contacting about this concern, or
 - b. The matter is time sensitive and involves a risk of serious harm to somebody, in which case contacting an external agency (e.g. the police, the ambulance service, or a mental health crisis line) or a more senior member of LastAct LTD's staff first may be more appropriate.

Procedures: Investigation and Response

33. Reported Safeguarding Concerns will be dealt with promptly according to the following process:
- a. Acknowledge the Concern. Take the concerns seriously and express gratitude to the person raising them.
 - b. Stay Calm and Reassuring: Ensure the person raising the concerns feels supported and reassured that their report will be handled appropriately.
 - c. Gather Details: Collect all available information about the safeguarding concern, including the nature of the concern, the individuals involved, dates, times, and any relevant circumstances.
 - d. Report Immediately: Inform the Designated Safeguarding Lead (DSL) or the designated person responsible for safeguarding within the organisation promptly.
 - e. Share Relevant Information: Provide the DSL with all the details gathered during the initial assessment.
 - f. Assess Level of Risk: The DSL assesses the level of risk involved and determines the urgency of the response.

- g. **If Immediate Risk is Present:** If there is an immediate risk to the individual's safety, take necessary actions to ensure their well-being, including involving emergency services if required.
- h. **Remove from Harm:** If necessary, remove the individual from any immediate danger or harmful situation.
- i. **Follow Data Protection Laws:** Adhere to data protection laws and share information only on a need-to-know basis.
- j. **Share Information with Relevant Authorities:** If necessary, share information with the Sefton Safeguarding Children Partnership and follow their guidance.
- k. **Offer Support:** Ensure that individuals involved in the safeguarding concern are offered appropriate support and guidance.
- l. **Initiate an Internal Investigation:** The DSL or designated personnel initiate an internal investigation, involving relevant staff members, as appropriate.
- m. **Cooperate with External Agencies:** If required, cooperate with external agencies involved in the investigation.
- n. **Maintain Accurate Records:** Document all actions taken, communications, and decisions related to the safeguarding concern in a secure and confidential manner.
- o. **Keep Records Accessible:** Ensure that records are accessible only to authorized personnel and are stored securely.
- p. **Provide Updates:** Keep all relevant parties, including the person who raised the concern, informed about the progress of the investigation and any actions taken. If appropriate and in line with safeguarding procedures, communicate openly with parents/carers about the concerns, ensuring that they are kept informed and involved in the process.
- q. **Conduct a Review:** After the resolution of the safeguarding concern, conduct a review of the incident, the response, and any learning points. Update Safeguarding Procedures and implement any necessary updates to safeguarding policies and procedures based on lessons learned. Ensure that staff members involved in handling the safeguarding concern receive appropriate support, including debriefing and access to counselling if necessary.
- r. **Identify Areas for Improvement:** Use the incident as an opportunity to identify areas for improvement in safeguarding procedures and staff training. Implement changes as necessary to enhance the effectiveness of safeguarding measures. Once the safeguarding concern is resolved, review the case closure and communicate the

outcome to relevant parties. Document the closure of the case, summarising the findings and actions taken.

34. Staff Members who report a Safeguarding Concern will be kept informed about the progression of the matter they reported to an appropriate degree. Note that, depending on the nature of the concern and consequent investigations, some information about matters may be kept confidential and not shared with the reporter.
35. If a Staff Member is found to be in breach of this Safeguarding Policy or safeguarding law in general, they will be treated fairly and will only be dismissed if appropriate in the circumstances and in accordance with employment law.
36. Referrals or notifications to external organisations (e.g. police services, local authorities, or regulatory bodies) will be made when, and only when, this is appropriate, and will always be made in accordance with the law (e.g. data protection law).

Supporting Documents and Other Protections

37. This Safeguarding Policy does not cover all of LastAct LTD's commitments relevant to protecting its Beneficiaries. We also have other policies in place that protect our Beneficiaries, Staff Members, and/or others. These include:
 - a. An Anti-Harassment and Bullying Policy.
 - b. A Health and Safety Policy.
 - c. An Equal Opportunities Policy.
 - d. A Data Protection and Data Security Policy.
 - e. Staff Behaviour Policy
 - f. Uncollected Child Policy
 - g. Mobile Phone Policy
 - h. Administering Medicines Policy
38. All of the policies, procedures, and other documents set out above are available on request from the person within the Organisation responsible for HR matters or via Staff Members' line managers.