



Safeguarding Policy for Alternative Education Provision

Policy Consultation & Review

This policy is on our website and is available on request from us4up@outlook.com. We provide schools/ commissioners with this policy during pre-placement planning, and we also inform parents and carers about this policy when their children receive provision from Unique Support for People (US4UP).

This policy will be reviewed in full by Ellie Richards on an annual basis. This policy was last reviewed January 2026.

Business Manager: Ellie Richards

Signature

Date: 08.05.2026

1. Key contacts

Name	Role	Email	Telephone
Ellie Richards	Safeguarding lead & Proprietor	us4up@outlook.com	07708604337
Children's Advice and Duty Service (CADS) Norfolk County Council Norfolk Community Directory	Single point of contact for raising concerns about a child.	N/A	0344 800 8021
Local Authority Education Duty Desk	Advice where there is a concern about an adult working with a child	N/A	01603 307797
LADO	Making referrals about an adult who may have caused harm to a child, using LADO referral form	LADO@norfolk.gov.uk	Call the Duty Desk above for advice before making a LADO referral

Unique Support for Unique People have due regard to the safeguarding of the children they provide educational services too. As noted in [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#), Rapid reviews and child safeguarding practice reviews have highlighted that missed opportunities to record, understand the significance of, and share information in a timely manner can have severe consequences for children.

Within this policy, where the guidance is clear that the commissioner should be informed the following applies in all cases, where the child:

- is on a school roll, contact the DSL at the home school
- is under the remit of the [Transitional Education Service - Norfolk Schools and Learning Providers - Norfolk County Council](#), contact the relevant adviser/key contact
- is in care, and the placement has been commissioned by the [Virtual School for Children in Care and Previously in Care - Schools \(norfolk.gov.uk\)](#), contact the relevant adviser/key contact
- is electively home-educated, contact an adviser within [Home Education - Schools \(norfolk.gov.uk\)](#)

Unique Support for Unique People provide interim alternative education provision (AP) until a suitable school place is sought. Often the child or young person will have an EOTAS (Education other than at School) package.

2. Purpose and aims

The purpose of Unique Support for Unique People's Safeguarding Policy is to ensure every child who receives tuition is safe and protected from harm. This means we will always aim to be:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- 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.
- Promoting the upbringing of children with their birth parents, or otherwise their family network.
- Professionally curious regarding any concerns we may have.

- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

This policy will give clear direction to staff, commissioners, parents and carers and children about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children receiving provision.

Unique Support for Unique People fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support. This policy applies to all children, staff, commissioners, parents and carers, and visitors.

3. Unique Support for Unique People's ethos

The child's welfare is of paramount importance at Unique Support for Unique People. We will establish and maintain an ethos where young people feel secure, are encouraged to talk, are listened to and are safe. Young people are able to talk freely if they are worried or concerned about something. We will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.

US4UP recognise their important role in identifying concerns and providing help for children to prevent concerns from escalating. We maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, we will always act in the best interests of the child.

At Unique Support for Unique People we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.

Where there is a safeguarding concern, the child's wishes and feelings are considered when determining what action to take and what services to provide. The systems we

have in place are well promoted, easily understood 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. Our systems are designed to ensure that Commissioners and Schools, the Local Authority, are informed without delay where there is a safeguarding concern.

We know how to recognise indicators of concern, how to respond to a child's disclosure and how to record and report the information. We will not make promises to any child, and we will not keep secrets. Every child will know what the adult will have to do with any information they have disclosed. US4UP recognise 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. At all times we will work in partnership and endeavour to establish effective working relationships with schools, other commissioners, parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children](#) and the [Norfolk Multi Agency Safeguarding Partnership arrangements](#).

Unique Support for Unique People recognises that pupils who may benefit from unregulated AP are often the most vulnerable children. They may have special needs with or without an Education Health and Care Plan (EHCP), medical needs, attendance difficulties, challenging behaviour, experienced adverse child experiences and trauma, a social worker, be suspended (after day 6), at risk of permanent exclusion, in care and/or known to supporting agencies such as the Youth Justice Service for example. Unique Support for Unique People understands that children attending AP may feel more at ease (than at school, for example) and therefore make disclosures more readily than in school.

We have an awareness of safer recruitment training, this will be completed and appropriate steps taken if and when we decide to recruit and employ members of staff.

Unique Support for Unique People will ensure that pre-placement, the following information is recorded:

- If a school is the commissioner, the name and contact details for the home school's Designated Safeguarding Lead.

- If the Local Authority is the commissioner, the name, telephone number and email for the local authority officer commissioning the placement and/or key contact at the Virtual School for Children in Care or Previously in Care, as appropriate.
- A clear service level agreement on how safeguarding concerns will be communicated, followed up and by whom, and how regular communication between the school/commissioner and Unique Support for Unique People will be assured.
- Pupil-specific risk assessment.
- Emergency contact details for the pupil.
- Key medical information.

At Unique Support for Unique People we understand the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act 2010
- Public Sector Equality Duty
- Data Protection Act 2018 and UK GDPR

This means we do not unlawfully discriminate against children because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

4. Roles and responsibilities

Unique Support for Unique People is responsible for ensuring that:

- We carry out all the requirements of this policy
- Keep children and young people safe to learn inside and outside of the home
- We work in a way that will safeguard and promote the welfare of all children receiving provision with us
- We are adequately trained to carry out safeguarding duties
- We maintain timely and detailed records of safeguarding
- The safeguarding lead has sufficient time to carry out their duties
- This policy is reviewed and updated annually

- We have read and understand Part One of [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Procedures are in place for promptly informing schools and commissioners of safeguarding concerns
- Safeguarding records are maintained confidentially and securely
- Placement procedures include detail on when and how safeguarding concerns are reported back to schools and other commissioners
- Placement paperwork includes contact details for the commissioning schools' Designated Safeguarding Lead

The safeguarding lead, Ellie Richards is responsible for:

- Informing schools and commissioners of safeguarding concerns without delay
- Maintaining accurate safeguarding records
- Ensuring that safeguarding records are maintained confidentially and securely
- Maintaining an accurate central log of home school Designated Safeguarding Lead and/or other commissioner contact details

5. Procedures for managing concerns

Unique Support for Unique People adheres to child protection procedures that have been agreed locally through the [Norfolk Safeguarding Children Partnership](#). Where we identify children and families in need of support, we will notify the commissioner without delay and work in partnership with them and other agencies which may subsequently become involved. Key points to consider when dealing with a disclosure:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need be to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink/electronically

- Contact the designated safeguarding person immediately who will decide on what action to take.

We will report any concerns that we have and not see these as insignificant. On occasion, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect.

It is not the responsibility of US4UP to investigate welfare concerns or determine the truth of any disclosure or allegation. However, we have a duty to recognise concerns and pass the information on to commissioners in accordance with the procedures outlined in this policy.

If Unique Support for Unique People receive a disclosure of abuse or suspects that a child is at risk of harm we will report it immediately.

All concerns about a child or young person will be reported without delay and recorded. Records will include:

- A clear and comprehensive summary of the concern
- The time and date that the concern was communicated to the home school/commissioner
- Details of how the concern was followed up and resolved
- Action taken, decisions reached and the outcome

Following any information raising concern, the safeguarding lead will pass this on without delay to:

- The home school Designated Safeguarding Lead, or
- Other commissioner, or
- [Services to Home Educators Team](#) if the child is electively home educated by their parent, or

- The relevant Norfolk County Council officer if the child is not on the roll of a school, but has been placed by the local authority, for example on an EOTAS¹ package.

If we have an emergency, we will call the Police on 999.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to [Children's Advice and Duty Service \(CADS\)](#) immediately on 0344 800 8021

We will choose from the following options:

Option 1-the child or young person is currently being supported by a Social Worker or Family Practitioner.

Option 2- the call relates to Child Exploitation.

Option 3- the call relates to Domestic Abuse.

For all other Safeguarding Concerns we will hold until our call is answered.

We will contact CADS when there are concerns about a child's safety or wellbeing, and we believe they may be at risk of harm. This includes:

- Immediate Safeguarding Concerns- where a child is at risk of significant harm, including physical, emotional, sexual abuse, or neglect.
- Escalating Concerns- Where previous support or interventions have not improved the situation and concerns are increasing.
- Concerns About Parenting Capacity - Where a parent or carer's ability to meet a child's needs is compromised due to issues such as substance misuse, mental health, or domestic abuse.
- Professional Consultation- Where the situation is complex and you require advice or guidance on appropriate next steps.

We will have the following information ready before contacting CADS:

¹ Education other than at school

- ✓ All of the details known to your organisation about the child (including DOB, current address, contact details for the family, the family composition including siblings, and where possible extended family members and anyone important in the child's life)
 - ✓ The nature of the concern and worries
 - ✓ History of the family (including significant events)
 - ✓ Any work/support you have provided to the child or family to date.
 - ✓ Where the child is now
 - ✓ Whether you have informed parents/carers of your concern
- When considering whether to contact CADS we will consult the CADS Flowchart for Professionals and CADS FAQs on the NSCP Website Page [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)
 - We will also consult the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
 - We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine the investigation into a serious crime. Reasons for not seeking consent should be clearly stated when contacting CADS and recorded on internal systems for our records.
 - A Professional can contact CADS for guidance on: **0344 800 8021**
 - A copy of the discussion with CADS will be securely emailed to us.
 - We will follow the advice given by the Consultant Social Worker.
 - We will not investigate and will be led by the Local Authority and/or the Police.
 - We will keep written dated records of all conversations with CADS.
 - We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
 - Parents or members of the public can contact CADS on 0344 800 8020

Requesting Early Help support

For concerns that do not meet the above threshold, Early Help support & guidance can be accessed via [Request for support - Norfolk County Council](#).

Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish. It aims to:

- Prevent problems from escalating by addressing issues early.
- Support the wider family context, including parents, carers, and siblings.
- Improve outcomes such as school attendance, mental health, and relationships.
- Encourage multi-agency working, bringing together professionals to create a coordinated support plan.
- Empower families by focusing on strengths and helping build resilience

Unique Support for Unique People will follow the reporting procedures outlined in this policy in the first instance. However, we may also share information directly with Norfolk Children's Advice & Duty Service, or the police if we are convinced that a direct report is the only way to ensure the child's safety.

6. Specific Safeguarding Issues

Contextual safeguarding

We recognise that safeguarding incidents and/or behaviours can be associated with factors outside of US4UP's environment and/or can occur between children outside of the setting. This is known as contextual safeguarding. It is key that we understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training US4UP are aware that 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. We will include as much information and background detail as possible to report concerns to the school, commissioner and any

other relevant professionals to provide a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

At Unique Support for Unique People we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

At Unique Support for Unique People we recognise that a previously looked after child potentially remains vulnerable and we have the skills, knowledge and understanding to keep previously looked after children safe. During pre-placement arrangements, we will ensure that key contacts for the Virtual School are named, and agreement is reached on how and when the Virtual School should be informed of a safeguarding concern.

Child Sexual Exploitation [CSE], Child Criminal Exploitation [CCE]: County Lines and serious violence

At Unique Support for Unique People we recognise that both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

We recognise that CSE is a form of child sexual abuse, and this imbalance of power coerces, manipulates or deceives a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. CSE does not always include physical contact, it can also occur through the use of technology. We understand that some children may not realise they are being exploited e.g., they may believe they are in a genuine romantic relationship.

We understand that CCE is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs.

We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understanding that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are criminally exploited can be very different to that of boys and that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

At Unique Support for Unique People, we are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime.

We make reference to the Home Office's [Preventing youth violence and gang involvement](#), and [Criminal exploitation of children and vulnerable adults: county lines](#) and the [Children's Society Preventing Child Sexual Exploitation](#) guidance for more information.

If a child is suspected to be at risk of or involved in county lines, the school/ commissioner will be informed **immediately**.

So-called ‘honour-based violence (including Female Genital Mutilation [FGM] and Forced Marriage)

At Unique Support for Unique People we recognise that we can identify concerns and take action to prevent children from becoming victims of FGM and other forms of so-called ‘honour-based’ abuse and provide guidance on these issues through our safeguarding training. If we have a concern regarding a child that might be at risk of HBV, we will inform the school/ commissioner immediately.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Further information on when and how to make a report can be found at: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (January 2020).

At Unique Support for Unique People we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fmufco.gov.uk

Preventing radicalisation and extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Unique Support for Unique People we will ensure that:

- through training, we have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise
- the safeguarding lead will notify the school or commissioner of any concerns in this area without delay
- there are systems in place for keeping children safe from extremist material when accessing the internet by using effective filtering and monitoring
- the safeguarding lead has received Prevent training and will act as the point of contact for any concerns relating to radicalisation and extremism
- the safeguarding lead may make referrals in accordance with [Prevent duty - Norfolk Schools and Learning Providers - Norfolk County Council](#) and may represent at Channel meetings as required

Child on child sexual violence and sexual harassment

At Unique Support for Unique People we are trained so that we are aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- upskirting
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

We recognise that children are vulnerable to physical, sexual and emotional abuse by other children or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that we remember the impact on both the

victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. We understand that abuse can occur in intimate personal relationships between children; and that consensual and non-consensual sharing of nude and semi-nude images and or videos² (also known as sexting or youth produced sexual imagery) is a form of child-on-child abuse.

We understand, that even if there are no reports to US4UP it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that children may not find it easy to tell us about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. We will never tolerate or dismiss concerns relating to child on child abuse and they will always challenge this. It must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

At Unique Support for Unique People we regularly review decisions and actions, and relevant policies are updated to reflect any lessons learnt. We look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, we decide upon an appropriate course of action.

At Unique Support for Unique People we will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report. We will also offer appropriate support to the perpetrator and any other children involved.

² UKCIS guidance: [Sharing nudes and semi-nudes advice for education settings](#)

We understand the need to follow our safeguarding procedures for reporting a concern if we are worried about child-on-child abuse. The safeguarding lead will notify the school or other commissioner of any safeguarding concerns in this area without delay.

In liaison and with the agreement of the school/ commissioner, we will work with other agencies including the police and Children's Services, as required to respond to concerns about sexual violence and harassment. Where agreed with the school/ commissioner, we will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Where appropriate, we will share risk assessments and/or advice from the HSB team with the school/ commissioner.

Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to continue provision. Delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk, but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on [The Harbour Centre website](#). Any actions will be agreed with the school/ commissioner.

Modern Slavery

At Unique Support for Unique People we understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance [Modern slavery: how to identify and support victims](#) for concerns of this nature.

The safeguarding lead will notify the school/ commissioner of any safeguarding concerns in this area without delay.

Safeguarding responses to children who go missing

At Unique Support for Unique People we are aware of the safeguarding responsibilities for children who are absent or go missing from the community activities, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

At Unique Support for Unique People we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- attendance is registered within 30 minutes of the session starting
- the school/ commissioner receive a session update that includes safeguarding and behaviour following each session with every child
- we hold at least two emergency contact numbers for each of the children who receive provision wherever possible
- if a child absconds from us whilst out in the community, the school/commissioner and parent/carer will be informed immediately.
- we have an Absconding Policy
- children will not be given permission to leave during the session, unless, for example, it is for a pre-arranged appointment or trip
- any absence concerns will be discussed with the school/ commissioner without delay

Mental Health

At Unique Support for Unique People we are aware, through training, that 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. We are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

We understand that where children have suffered abuse, neglect or exploitation, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Therefore, through training, we are aware of how children's experiences, can impact on their mental health, behaviour and education. We are aware that if we have a mental health concern about a child that is also a safeguarding concern, we will take immediate action by passing the information on to the school/ commissioner without delay.

Online Safety

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches- Online Safety Act 2023. At Unique Support for Unique People we are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently online and in daily life. We know that children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

As part of the requirement we regularly update safeguarding training, online safety training is also delivered, We will ensure online safety is a running and interrelated theme and is reflected in relevant policies. We understand the responsibility we have in keeping children and young people safe online and will;

- only use our personal mobile phones for registering session attendance. If the internet is required, we use a laptop.
- seek parental consent via our Photography Policy that asks for consent for photos and videos to be used for educational purposes and that these will not be used for any other purpose. The policy can be accessed on our website us4up@outlook.com

- store photos/videos on a password protected laptop that only US4UP have access too. These are deleted when provision ends.
- only allow children and young people to access online content under our supervision.
- not use children and young people's personal technology at home during our session hours. However, if we are out in the community, it is permitted for them to take their personal mobile phone for emergency purposes but this is not to be used for anything that is not relevant to the activity.
- not develop inappropriate relationships with children and young people online.

At Unique Support for Unique People we recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on at least an annual basis) that considers and reflects the risks that children face (even if the use of technology does not feature in their programme).

The safeguarding lead will notify the school/ commissioner of any safeguarding concerns in this area without delay.

Cybercrime

We understand that cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

If there are concerns about a child in this area, the safeguarding lead will notify the home school or other commissioner without delay.

Domestic Abuse

At Unique Support for Unique People we are aware that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual,

financial or emotional. We understand that children can be victims of domestic abuse. Where they see, hear or experience the effects this can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. We are aware of the [Norfolk Integrated Domestic Abuse Service \(NIDAS\)](#) and signpost victims to the service. [Norfolk and Suffolk Victim Care are available to offer support where threshold for NIDAS support has not been met.](#)

If there are concerns about a child in this area, the safeguarding lead will notify the home school or other commissioner without delay.

Children with special educational needs and disabilities or physical health issues

At Unique Support for Unique People we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

We work to address these additional challenges and consider extra support and attention for these children, along with ensuring any appropriate support for communication is in place.

At Unique Support for Unique People we also recognise that pupils who attend Alternative Provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

Children who are lesbian, gay, bi or trans [LGBT]

The fact that a child or a young person may be lesbian, gay, bisexual or questioning their gender is not in itself an inherent risk factor for harm. However, in line with 'Keeping Children Safe in Education', we recognise that these children and in some cases children who are perceived by other children to be lesbian, gay or bisexual can be just as vulnerable as children who are. Therefore, we work to reduce any additional barriers faced and provide a safe space for these children to speak out or share their concerns. Through our curriculum, we counter homophobic, biphobic and transphobic bullying and abuse.

If there are concerns about a child in this area, the safeguarding lead will notify the home school or other commissioner without delay.

7. Recording and information sharing

If we are concerned about the welfare or safety of any child at Unique Support for Unique People, we will record concerns through our electronic system. Using our safeguarding record form (see Appendix 1) along with a body map if appropriate and storing them in the children or young person's individual pupil safeguarding folder. This information is kept on a password protected device that only Unique Support for Unique People have access too. Child protection and safeguarding information will only be shared on a 'need to know in the child's interests' and on the understanding that it remains strictly confidential. Once provision ends, the folder is deleted within 5 days.

Unique Support for Unique People will adhere to the following principles of information sharing:

- Information sharing must be necessary and proportionate to the circumstances of the child or young person.
- The information must be shared quickly and securely.
- Use clear and precise language.
- Identify how the information is to be shared.
- Record exactly what has been shared.
- If information is withheld, then that should also be recorded.

When sharing information with any organisation, we will first consider the principles outlined by Government Guidance. We will consult the 7 golden rules for information sharing from ['Information Sharing Advice for Safeguarding Practitioners'](#)

Child protection information will be kept up to date. Each concern logged will include:

- a clear and comprehensive summary of the concern and when it was logged
- details of how and when the home school/commissioner was informed
- a note of any action taken, decisions reached and the outcome

At Unique Support for Unique People we will keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This includes instances where referrals were or were not made to another agency such as the Children's Advice and Duty Service or the Prevent programme. Invitations to child protection conferences, core groups and all other multi-agency meetings and minutes taken at these will be stored on the child's electronic file. All our safeguarding records will include a chronology and will record significant events in the child's life.

When a child provision with us ends, we will ensure that the child protection file is forwarded to the school. This will be within 5 days of provision ending. We will retain evidence to demonstrate that the file has been transferred; this may be in the form of

confirmation of the schools receipt of the information and/or evidence of recorded delivery.

If the child is not on a school roll, Unique Support for Unique People will follow its Data Protection Policy and Confidentiality Policy and destroy the file after 5 days of provision ending.

8. Working with commissioners

Unique Support for Unique People communicates primarily with the school or commissioner where there are safeguarding concerns.

Unique Support for Unique People is committed to working in partnership with schools, commissioners and parent and/or carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When new children start provision with us, schools, commissioners and parent and/or carers will be informed that we have a Safeguarding Policy. A copy will be provided on request and is available on our website at us4up@outlook.com. Parent and/or carers will be informed of our legal duty to assist other agencies with child protection enquiries and what happens should we have cause to contact the [Children's Advice and Duty Service \(CADS\)](#). Parents and/or carers will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.

We are committed to working with parent and/or carers positively, openly and honestly. We ensure that all parent carers are treated with respect, dignity and courtesy. We respect parent carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

To keep children safe and provide appropriate care for them, Unique Support for Unique People requires schools/ commissioners and parent and/or carers to submit 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)

Unique Support for Unique People will retain this information on the child's file. We will only share information about children with adults who have parental responsibility or where a parent carer has given permission and we have been supplied with the adult's full details in writing.

9. Child Protection conferences

Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

The school/commissioner would normally be the education representative at such meetings. However, we may be asked to attend a child protection conference or core group meetings in respect of individual children. We will need to have as much relevant, up to date information about the child as possible.

All reports for child protection conferences will be prepared in advance using the information and templates available at [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC \(norfolkscp.org.uk\)](#) under the tab labelled 'Child Protection Conferences and Contextual Safeguarding Conferences'. When completing a chronology, we will refer to the Multi Agency Chronologies-Practice Guidance Document 2024 and the completed chronology examples, all of which can be accessed at [Norfolk Guidance to Understanding Continuum of Needs | NSCP |](#)

[PWWC \(norfolkscp.org.uk\)](http://PWWC.norfolkscp.org.uk) under the 'Genogram & Chronologies Resources and Guidance' tab. The information contained in the report will be shared with parents/carers before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation with us.

10. Safer Working Practice

We have a duty of care to safeguard and promote their welfare of all children we come into contact with. Unique Support for Unique People seek guidance through our Staff Code of Conduct, we carry out our duties in accordance with this to ensure safe practices.

11. Managing allegations against staff

Allegations that may meet the harms threshold

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in [Working together to safeguard children \(2023\)](#) and [Keeping Children Safe in Education](#). An allegation may relate to a person who works with children who 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 they 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

The 4th bullet point above recognises circumstances where we are potentially involved in an incident outside of Unique Support for Unique People which did not involve children but could have an impact on our suitability to work with children; this is known as transferrable risk.

If a person makes an allegation against Unique Support for Unique People, this will be discussed with the school/ commissioner and well documented on file. We will also contact LADO ourselves to discuss the matter and seek advice and guidance.

At Unique Support for Unique People we recognise our responsibility to report/refer allegations or behaviours of concern and/or harm to children by adults in positions of trust who are not part of US4UP by contacting the LADO service directly at lado@norfolk.gov.uk These are adults such as those in the voluntary sector, taxi drivers, escorts, and foster carers.

We will take all possible steps to safeguard our children. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of [Keeping Children Safe in Education](#) are adhered to and will seek appropriate advice. The first point of contact for settings regarding concerns and/or allegation issues is via the **Local Authority Education Duty Desk on 01603 307797**. A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed. The completed LADO referral form is then sent via email to: LADO@norfolk.gov.uk.

Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website.

Unique Support for Unique People has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child. The DBS

will consider whether to bar the person. If we need guidance on making a Barring Referral, we will contact the [East of England DBS Outreach Advisor](#) for support.

Concerns that do not meet the harm threshold

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the **Local Authority Education Duty Desk on 01603 307797**.

At Unique Support for Unique People we recognise a low-level concern to be something which is

- inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- *Examples of such behaviour could include:*
 - Being over friendly with children
 - Excessive 1-1 attention beyond what is required for their role
 - Having favourites
 - Adults taking photographs of children on their mobile phone
 - Using inappropriate sexualised, intimidating or offensive language
 - Inappropriate sharing of images
 - Humiliating children
 - This list of examples is not exhaustive, and low-level concerns can arise from various forms of behaviour.

Please note, where a child, parent carer or staff member makes an allegation of harm, this will not be considered as a 'low level' concern without consultation with the Local Authority Education Duty Desk or the LADO service directly.

12. Relevant policies and guidance

To underpin the values and ethos of Unique Support for Unique People, our intent to ensure that children are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Absconding Policy
- Behaviour Policy for Working with Children
- Child Protection Policy
- Health and Safety Policy
- Equality and Diversity Policy
- PREVENT Policy
- First Aid
- E-Safety Policy
- Confidentiality Policy
- Photography Policy

This policy makes reference to the following publications

[Allegations Against Persons who Work/Volunteer with Children - Norfolk Safeguarding Children Partnership \(norfolkscb.org\)](#)

[Alternative provision - GOV.UK \(www.gov.uk\)](#)

[Independent school registration - GOV.UK \(www.gov.uk\)](#)

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

[Keeping children safe in out-of-school settings: code of practice - GOV.UK \(www.gov.uk\)](#)

[Mandatory reporting of female genital mutilation: procedural information - GOV.UK \(www.gov.uk\)](#)

[Policies and Procedures - Norfolk Safeguarding Children Partnership](#)

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](#)

Appendix 1

If Unique Support for Unique People have a safeguarding concern about a child we will complete the form below, including the body map if relevant.

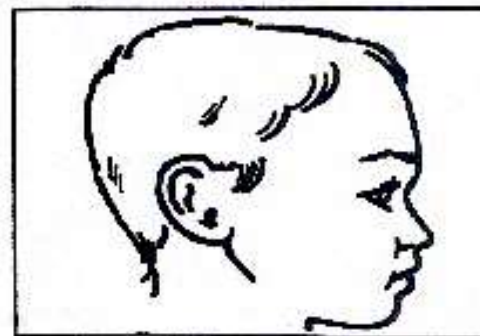
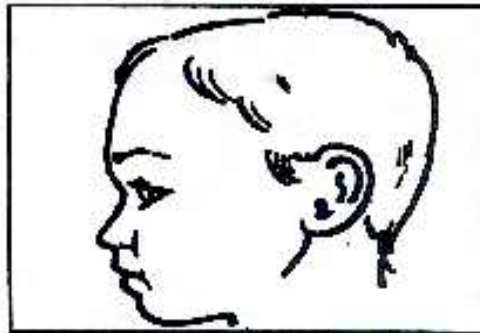
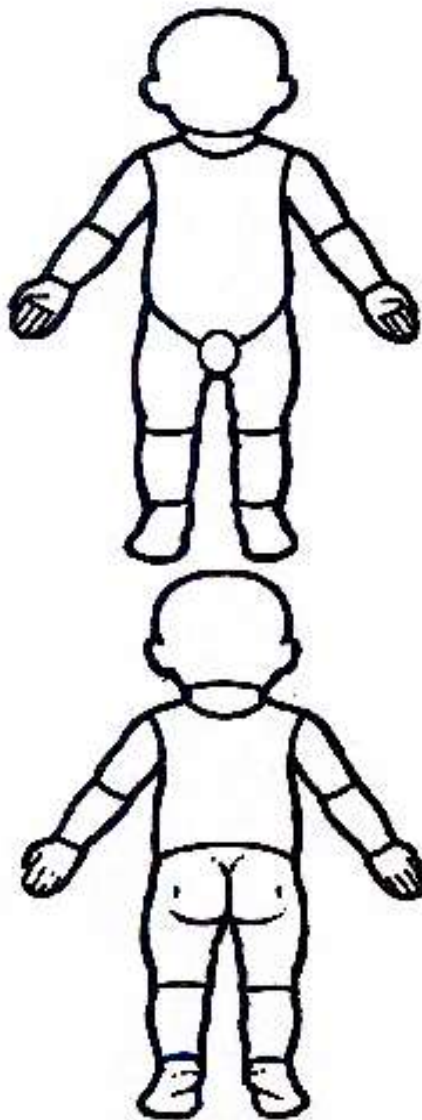
Information Required	Enter Information Here
Full name of child	
Date of birth	
Home school/commissioner/home-educated	
Your name and role	
<p>Nature of concern/disclosure</p> <p><i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said</i></p> <p><i>Ensure that if there is an injury this is recorded (size and shape) and a body map is completed</i></p> <p><i>Make it clear if you have a raised a concern about a similar issue previously</i></p>	
Time & date of incident:	
Your Signature	

Information Required	Enter Information Here
Time and date form completed	
Time and date form forwarded to home school/commissioner/Services to Home Education	
Key contact at home school/commissioner/Services to Home Education	Name Role Email telephone
Additional actions taken by safeguarding lead	
Referral made to police [yes/no, date and time]	
Referral made to CADS [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Parents/carers informed [yes/no, date and time]	
Feedback given to child [yes/no, date and time]	
Feedback given to person who recorded disclosure [yes/no, date and time]	
Further action agreed	
Full name of safeguarding lead	

Information Required	Enter Information Here
Signature of safeguarding lead	
Date of signature	

Body Map

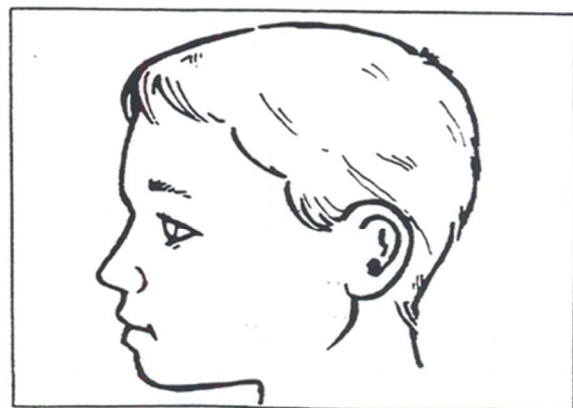
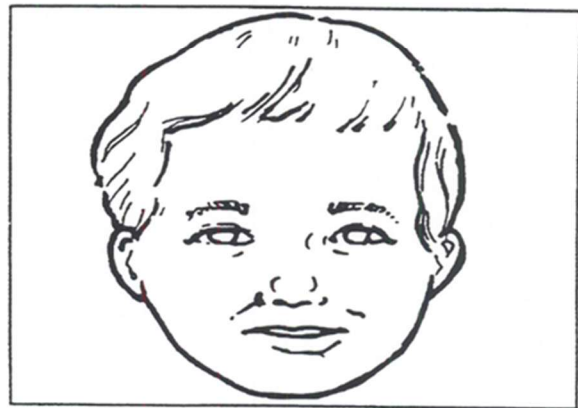
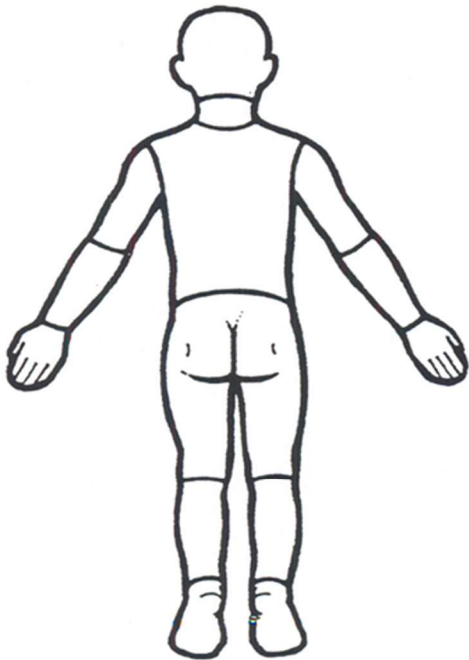
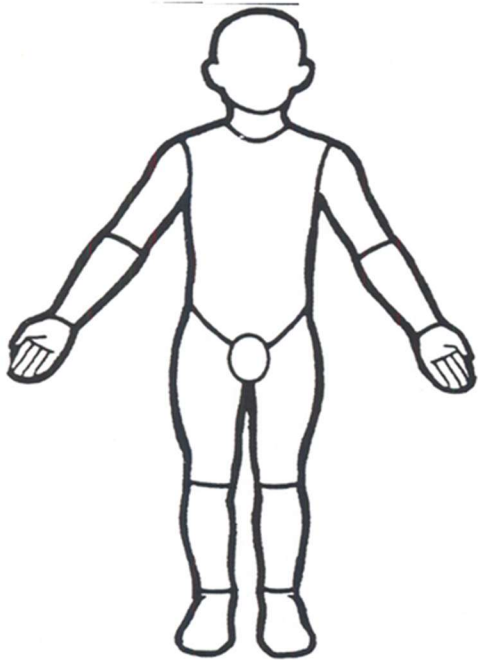
Young Child



Indicate clearly where the injury was seen and attach this to the referral form

Body Map

Older Child



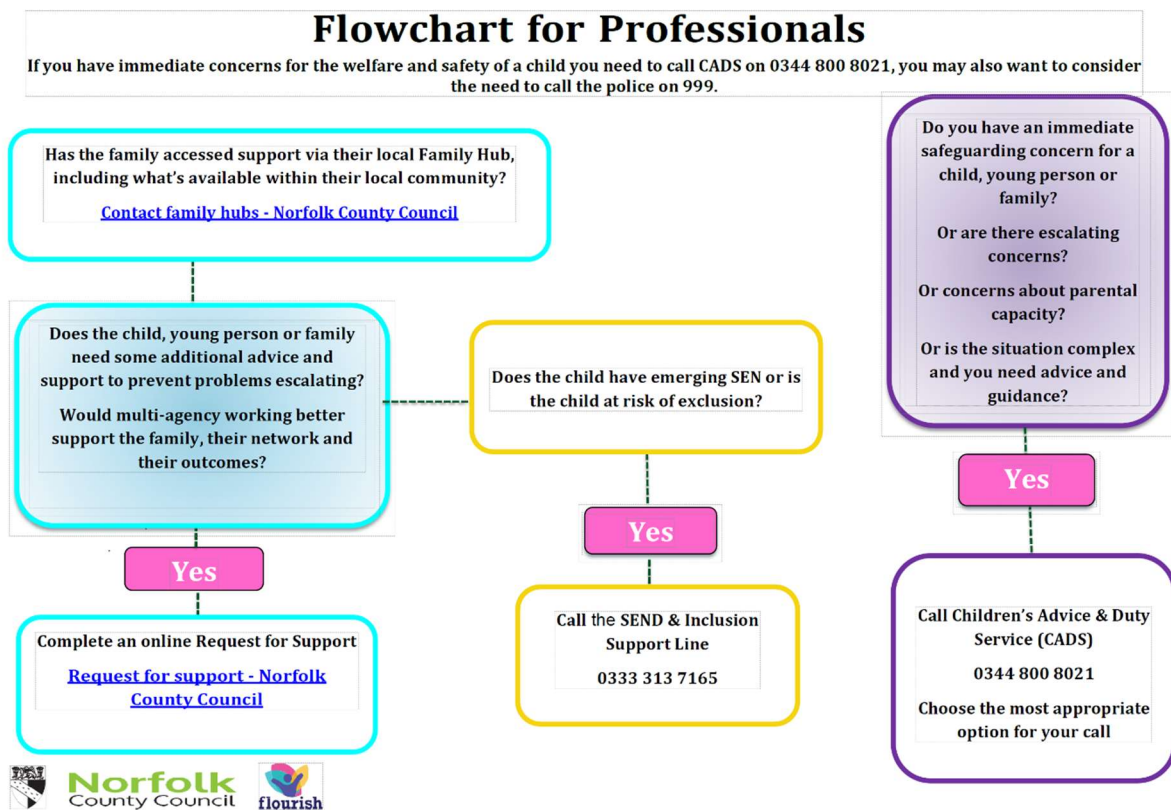
Indicate clearly where the injury was seen and attach this to the referral form.

Appendix 2

Children's Advice and Duty Service [CADS]

The CADS Flowchart for Professionals, CADS FAQs and further information on making a referral can be accessed here:

[How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)



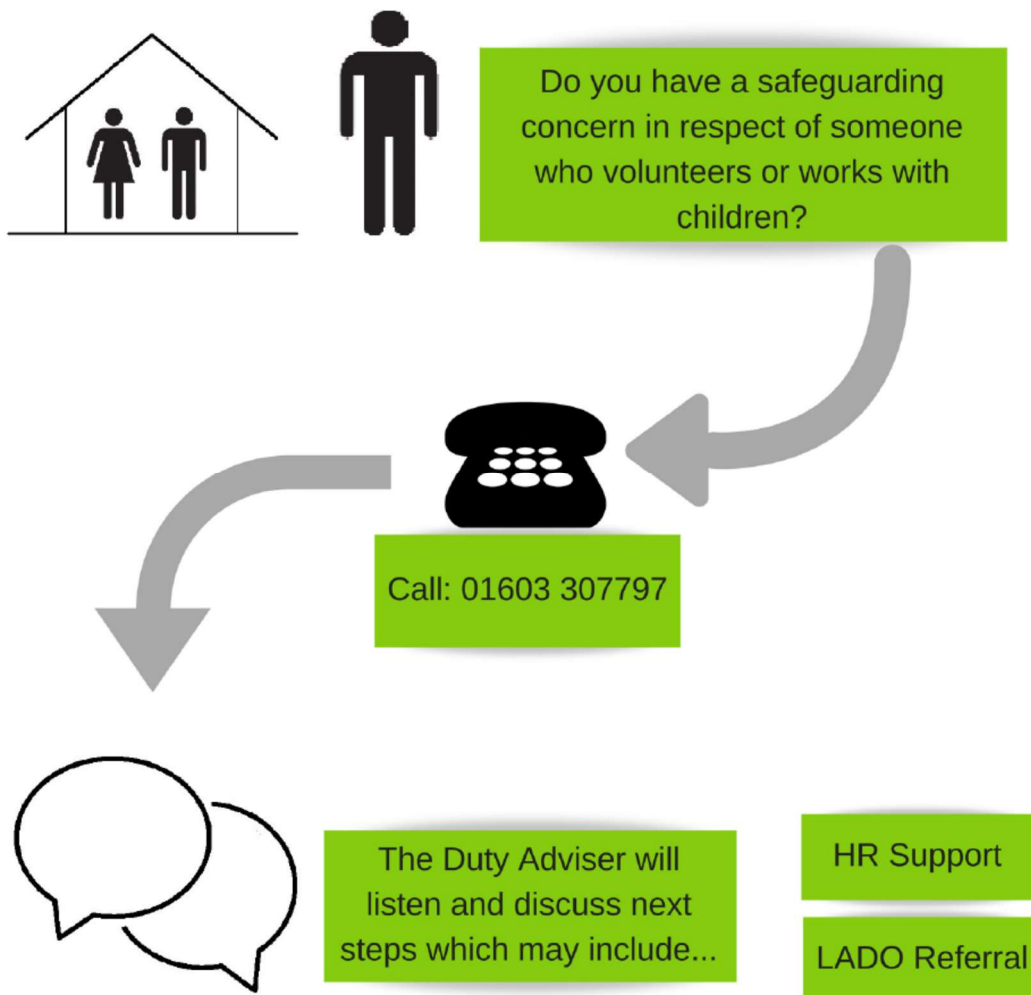
Appendix 3



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Appendix 4

Unregulated alternative provider checks

As per [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the pupil's needs.

The cohort of pupils in Alternative Provision often have complex needs, it is important that governing bodies and proprietors of these settings are aware of the additional risk of harm that their pupils may be vulnerable to. Schools should obtain written information from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at their establishment (i.e. those checks that schools would otherwise perform on their own staff). This includes written confirmation that the alternative provider will inform the commissioning school of any arrangements that may put the child at risk, so that the commissioning school can ensure itself that appropriate safeguarding checks have been carried out.

Therefore schools are obliged to obtain written confirmation of the following (according to Part 3 of [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

Prior to any placement being agreed, the following must be completed by Unique Support for Unique People, signed and returned to the school. Failure to complete this form may result in placements being paused or ceased and funding withdrawn.

Name of provision	Unique Support for Unique People
Provision lead name and role	Ellie Richards- Sole Proprietor and Business Owner
Provision lead contact telephone and email	Ellie Richards 07708604337 us4up@outlook.com

I, the undersigned, confirm that in respect of the above named unregulated alternative provision, the following checks and procedures are in place and affirm that we are suitable to work with children. I understand that the school may request sight of relevant documents during a pre or mid-placement visit.

1. **Staff files** are in place and contain evidence of
 - a. Application forms containing
 - i. personal details (current and former names, current address and national insurance number)
 - ii. details of their present (or last) employment and reason for leaving
 - iii. full employment history
 - iv. qualifications
 - v. details of at least 2 referees
 - vi. a statement of personal qualities and experience
 - b. A self-declaration of any criminal record or information which may make them unsuitable to work with children
 - c. Evidence of right to work in the UK
 - d. Photocopies of 2 identity checks (with a photograph)
 - e. At least 2 references, including 1 from the applicant's current or most recent employer
 - f. A risk assessment as required
 - g. Photocopies of qualifications
2. **Staff tracker or single central record** which includes:
 - a. Name and address of employee
 - b. Date employment started
 - c. Date identity checks carried out and by whom
 - d. Date DBS checked and by whom
 - e. Risk assessment in place yes/no
 - f. Right to work in the UK checks – when and by whom
 - g. Qualifications check – when and by whom

Signed	
Date	
Received by school (name/date)	