STEMPOINT Safeguarding and Child Protection Policy

Policy owner: Designated Safeguarding Lead
Approved by: Edward Hutchings – Trustee
Date approved: 25 September 2026
Effective from: 25 September 2026
Next review date: September 2027
Version: 2026

1. Introduction and Commitment

STEMPOINT is committed to safeguarding and promoting the welfare of all children and young people who participate in, or are affected by, our programmes, events, activities and services.

We recognise that safeguarding is everyone's responsibility. Everyone working for or on behalf of STEMPOINT has a responsibility to contribute to a culture in which children are listened to, respected, protected from harm and able to raise concerns.

STEMPOINT is committed to:

- protecting children and young people from abuse, neglect, exploitation and other forms of harm;
- promoting the welfare, health and wellbeing of children and young people;
- maintaining a child-centred approach, ensuring that the best interests of the child remain central to safeguarding decisions;
- providing a safe and inclusive environment for children and young people;
- ensuring that safeguarding concerns are taken seriously and acted upon promptly;
- ensuring that staff, volunteers, trustees and others working on behalf of STEMPOINT understand their safeguarding responsibilities;
- recruiting and selecting staff and volunteers safely;
- providing appropriate safeguarding training and support;
- maintaining clear procedures for reporting, recording and responding to concerns;
- working effectively with schools, parents/carers, local safeguarding partners, children's social care, the police and other relevant agencies where necessary.

This policy applies to all activities undertaken by STEMPOINT, whether delivered at STEMPOINT premises, schools, workplaces, community settings, external venues, online or elsewhere.

2. Scope

This policy applies to everyone working for or representing STEMPOINT, including:

- trustees;
- employees;

- managers and senior leaders;
- the Designated Safeguarding Lead and Deputy;
- Workshop Leaders;
- STEM Ambassadors where applicable;
- volunteers;
- sessional workers;
- agency workers;
- contractors and consultants;
- students and placement participants;
- visitors where relevant;
- anyone else acting on behalf of STEMPOINT.

The policy applies to all STEMPOINT programmes, workshops, events, research placements, online activities, communications and other activities involving children and young people.

For the purposes of this policy, a child means anyone under the age of 18.

3. Legislative and Guidance Framework

STEMPOINT's safeguarding arrangements are informed by relevant legislation, statutory guidance and recognised safeguarding practice, including:

- Children Act 1989;
- Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006;
- Equality Act 2010;
- Human Rights Act 1998;
- Data Protection Act 2018 and UK GDPR;
- Protection of Freedoms Act 2012;
- relevant Disclosure and Barring Service guidance;
- Working Together to Safeguard Children 2026;
- Keeping Children Safe in Education 2026, where relevant to STEMPOINT's work with schools and education settings;
- Prevent duty guidance;
- relevant local safeguarding partnership procedures;
- relevant statutory guidance concerning female genital mutilation, forced marriage, exploitation, abuse and other safeguarding risks.

STEMPOINT will keep its safeguarding arrangements under review to ensure they reflect changes in legislation, statutory guidance and recognised good practice.

KCSIE 2026 is statutory guidance for schools and colleges. STEMPOINT will use it as an important safeguarding benchmark where relevant to our work, while recognising that STEMPOINT is not itself a school or college.

4. Safeguarding Principles

STEMPOINT's safeguarding approach is based on the following principles:

4.1 The child comes first
The best interests and welfare of the child will remain central to safeguarding decisions.
4.2 Safeguarding is everyone's responsibility
All individuals working for or on behalf of STEMPOINT are responsible for recognising and reporting safeguarding concerns.
4.3 Concerns must be acted upon promptly
Anyone with a safeguarding concern should report it without delay. Individuals should not wait until they have complete certainty that abuse or neglect has occurred.
4.4 Staff must not investigate concerns themselves
The role of STEMPOINT staff is to recognise, respond, record and report concerns. Formal investigations should be undertaken by the appropriate safeguarding or statutory authority.
4.5 Information will be shared appropriately
Safeguarding information will be shared lawfully, proportionately and on a need-to-know basis where necessary to protect a child.
Data protection concerns must not be used as a reason to prevent necessary safeguarding information from being shared.
4.6 Children should be listened to
Children should be taken seriously and given appropriate opportunities to express their views and concerns.

5. Definitions

Abuse: Abuse is the maltreatment of a child and may include physical abuse, emotional abuse, sexual abuse and neglect.
Neglect: Neglect is the persistent failure to meet a child's basic physical or psychological needs, which may result in serious impairment of health or development.
Exploitation: Exploitation occurs where a child or young person is manipulated, coerced or taken advantage of for another person's benefit.
Safeguarding concern: A safeguarding concern is any information, observation, disclosure or behaviour that indicates a child may be at risk of harm or may require additional help or support.
Low-level concern: A low-level concern is a concern about the behaviour of an adult towards a child which does not meet the threshold for an allegation of abuse but may be inconsistent with STEMPOINT's expectations, professional boundaries or code of conduct.
A low-level concern should never be dismissed simply because it appears minor.

6. Roles and Responsibilities

6.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that STEMPOINT has effective safeguarding arrangements.

The Board will:

- ensure safeguarding is treated as a priority;
- appoint an appropriate safeguarding trustee;
- ensure appropriate safeguarding policies and procedures are in place;

- provide appropriate oversight and challenge;
- ensure safeguarding risks are reflected within the organisational risk register;
- receive appropriate safeguarding reports and assurance;
- ensure the organisation has appropriate resources and training;
- review safeguarding arrangements at least annually.

6.2 Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is responsible for overseeing STEMPOINT's safeguarding arrangements.

The DSL will:

- act as the main point of contact for safeguarding concerns;
- provide advice and support to staff and volunteers;
- ensure concerns are appropriately recorded and managed;
- make referrals to children's social care, the police or other agencies where appropriate;
- liaise with schools and host organisations;
- maintain appropriate safeguarding records;
- oversee safeguarding training;
- monitor safeguarding trends and concerns;
- ensure appropriate action is taken following incidents;
- support the Board in monitoring safeguarding arrangements;
- ensure the policy is reviewed and updated.
- The DSL will maintain oversight of the safeguarding log, including recorded low-level concerns.
- Low-level concerns will be reviewed regularly by the DSL to identify patterns, trends, repeat concerns or areas requiring further action.
- Where appropriate, anonymised trends and themes from safeguarding concerns and low-level concerns may be reported to the Board as part of safeguarding assurance, while maintaining appropriate confidentiality.

6.3 Deputy Designated Safeguarding Lead

The Deputy DSL will support the DSL and assume safeguarding responsibilities when the DSL is unavailable.

6.4 Trustees and Senior Management

Trustees and senior managers must understand their safeguarding responsibilities and ensure that safeguarding is embedded throughout the organisation.

6.5 Staff and Volunteers

All staff and volunteers must:

- familiarise themselves with this policy;
- complete required safeguarding training;
- maintain appropriate professional boundaries;
- remain alert to signs of abuse, neglect and exploitation;

- report concerns immediately;
- record concerns accurately;
- cooperate with safeguarding procedures and investigations;
- never assume that someone else will report a concern.
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7. STEM Ambassadors and Partner Organisations

STEM Ambassadors acting through the STEM Ambassador scheme are working on behalf of STEM Learning and receive safeguarding induction and guidance through STEM Learning.

Where STEM Ambassadors are involved in STEMPOINT activities, they are expected to comply with the safeguarding arrangements applicable to the activity.

Where an activity takes place within a school or other host organisation, STEMPOINT staff and volunteers will follow the host organisation's safeguarding arrangements while also complying with STEMPOINT's own safeguarding requirements.

STEMPOINT staff will not assume that responsibility for safeguarding transfers entirely to the host organisation.

STEM Ambassadors acting as Volunteers through the STEM Ambassador scheme are working on behalf of STEM Learning and have been inducted through STEM Learning. For further info on STEM Learning Safeguarding please CLICK HERE

8. Safeguarding During STEMPOINT Activities

STEMPOINT will consider safeguarding risks as part of the planning of all activities involving children.

Appropriate risk assessments will consider:

- the age and needs of participants;
- location and environment;
- staffing arrangements;
- supervision;
- physical and online safety;
- communication arrangements;
- accessibility and SEND;
- lone working;
- transport;
- photography and filming;
- use of technology;
- emergency arrangements;
- safeguarding contacts at the host organisation.

Where activities take place in schools, STEMPOINT will obtain and follow the relevant school's safeguarding requirements.

Where activities take place at external venues, STEMPOINT will establish the appropriate safeguarding contact and arrangements in advance.

9. Children with Additional Vulnerabilities

STEMPOINT recognises that some children may face additional safeguarding risks or barriers to communicating concerns.

Particular consideration should be given to children who:

- have SEND or communication difficulties;
- have disabilities or medical needs;
- have experienced abuse or neglect;
- are experiencing mental health difficulties;
- are affected by domestic abuse;
- may be at risk of exploitation;
- are in care or have previously been in care;
- have caring responsibilities;
- experience discrimination or disadvantage;
- may be vulnerable for any other reason.

Staff should consider individual circumstances rather than making assumptions about a child's needs.

10. Types of Abuse and Safeguarding Risks

Staff and volunteers should be aware of the signs and indicators associated with different forms of harm.

These may include:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- child sexual exploitation;
- criminal exploitation;
- county lines activity;
- trafficking and modern slavery;
- grooming;
- bullying and cyberbullying;
- sexual harassment;
- sexual violence;
- online abuse;
- image-based abuse;
- radicalisation and extremism;
- female genital mutilation;
- forced marriage;
- honour-based abuse;
- coercive control;

- teenage relationship abuse;
- abuse involving technology or artificial intelligence.

The absence of obvious physical signs does not mean that a safeguarding concern should be disregarded.

11. Safer Recruitment and Vetting

STEMPOINT is committed to safer recruitment.

Recruitment processes will include appropriate checks based on the role and duties being undertaken, including where legally required or appropriate:

- verification of identity;
- appropriate references;
- employment history;
- explanation of relevant gaps in employment;
- verification of qualifications where appropriate;
- appropriate DBS checks;
- barred-list checks where legally applicable;
- overseas checks where appropriate;
- assessment of suitability for working with children.

DBS requirements will be determined according to the actual duties and level of contact with children and will not be applied on the assumption that every role requires the same level of check.

STEMPOINT will maintain appropriate records of recruitment and safeguarding checks.

Where an individual becomes subject to a safeguarding concern following appointment, STEMPOINT will follow its relevant safeguarding and employment procedures.

12. Code of Conduct and Professional Boundaries

All staff, volunteers and representatives of STEMPOINT must maintain appropriate professional boundaries with children and young people.

Individuals must:

- treat children with dignity and respect;
- use appropriate language;
- avoid unnecessary physical contact;
- avoid inappropriate relationships or favouritism;
- not communicate with children through personal social-media accounts;
- not use personal messaging applications for inappropriate or unnecessary private communication;
- not meet children privately outside authorised STEMPOINT activities;
- not give inappropriate gifts or rewards;
- not engage in inappropriate joking or banter;
- not take or share inappropriate photographs or recordings;
- report concerns about their own behaviour or the behaviour of others

Where one-to-one contact is unavoidable, appropriate safeguards should be used.

13. Online Safety and Digital Communication

STEMPOINT recognises that safeguarding risks may arise through online activities and digital communication.

This includes:

- online workshops;
- Teams, Zoom and similar platforms;
- email;
- social media;
- messaging applications;
- online learning platforms;
- gaming or collaborative platforms;
- digital photography and video;
- artificial intelligence and generative AI.

Staff and volunteers must maintain professional boundaries online in the same way as they would in person.

Staff must not use personal social-media accounts to establish inappropriate relationships with children.

Where online activities involve children, STEMPOINT will consider:

- appropriate supervision;
- privacy settings;
- recording arrangements;
- access controls;
- communication channels;
- parental/carer information where appropriate;
- the safeguarding arrangements of the host school;
- procedures for reporting online concerns.

14. Artificial Intelligence and Emerging Technology

STEMPOINT recognises that children may encounter safeguarding risks associated with artificial intelligence and emerging technology.

These may include:

- inappropriate or harmful content;
- manipulation or grooming;
- impersonation;
- deepfakes;
- image-based abuse;
- inappropriate generation or sharing of images;

- cyberbullying;
- exploitation;
- inappropriate contact.

Where AI tools are used within STEMPOINT activities, staff must ensure that their use is appropriate, proportionate and consistent with STEMPOINT's safeguarding, data protection and acceptable-use requirements.

Children should not be encouraged to share personal or sensitive information with AI tools.

15. Recognising and Responding to Safeguarding Concerns

Anyone who has a safeguarding concern must act without delay.

A concern may arise because:

- a child makes a disclosure;
- a staff member observes concerning behaviour;
- an injury or unexplained change in behaviour is noticed;
- information is received from another person;
- an online concern is identified;
- there is concern about an adult's behaviour towards a child.

Staff should:

1. Listen calmly.
2. Take the child seriously.
3. Reassure the child that they have done the right thing by speaking up.
4. Avoid asking leading or investigative questions.
5. Never promise confidentiality.
6. Explain that the information may need to be shared to keep them safe.
7. Record the concern as soon as possible using the appropriate safeguarding form.
8. Report the concern immediately to the DSL or Deputy DSL.

If the child is in immediate danger, or there is an immediate risk of serious harm, emergency services should be contacted by calling 999.

Staff must not delay reporting a concern because they are unsure whether it meets a particular threshold.

15.1 Low-Level Concerns

STEMPOINT recognises the importance of recording and monitoring low-level concerns about the behaviour or conduct of adults working with children and young people, even where the concern does not meet the threshold for a safeguarding referral or formal allegation.

All low-level concerns received will be recorded in STEMPOINT’s safeguarding log, including the nature of the concern, the date it was raised, the individuals involved, any action taken and the outcome.

Low-level concerns will be reviewed regularly by the Designated Safeguarding Lead (DSL), or their deputy, to identify any patterns, repeated concerns or emerging safeguarding risks. Where

appropriate, individual concerns may be considered alongside other information to determine whether further action, advice, training or management intervention is required.

The DSL will ensure that low-level concerns are monitored and reviewed appropriately and that any information indicating that a concern may have increased in seriousness is escalated in accordance with STEMPOINT's safeguarding procedures.

Records of low-level concerns will be handled confidentially and retained in accordance with STEMPOINT's data protection and record-keeping requirements.

16. Safeguarding Concerns During School or Host Activities

Where a safeguarding concern arises during an activity taking place at a school or other host organisation, the concern should be reported immediately in accordance with the host organisation's safeguarding procedures.

The STEMPOINT DSL should also be informed where appropriate.

The STEMPOINT DSL must be informed where the concern:

- involves a STEMPOINT employee, volunteer, contractor or representative;
- relates to STEMPOINT's activity or arrangements;
- may have wider implications for STEMPOINT;
- requires action by STEMPOINT.

STEMPOINT will cooperate with the school or host organisation and relevant statutory agencies.

17. Allegations and Concerns About Adults

STEMPOINT will take seriously any allegation or concern about the behaviour of an adult towards a child.

This includes concerns about:

- employees;
- trustees;
- volunteers;
- STEM Ambassadors;
- Workshop Leaders;
- contractors;
- agency workers;
- anyone otherwise working on behalf of STEMPOINT.

Concerns should be reported immediately to the DSL or, where the concern involves the DSL, to the appropriate senior safeguarding contact or safeguarding trustee.

STEMPOINT will not conduct its own investigation where doing so could prejudice a formal safeguarding investigation.

Where an allegation meets the relevant threshold, STEMPOINT will contact the appropriate Local Authority Designated Officer (LADO) and/or other relevant statutory agency in accordance with local procedures.

STEMPOINT will cooperate fully with any investigation.

18. Low-Level Concerns

STEMPOINT encourages staff and volunteers to raise concerns about inappropriate or concerning behaviour even where the behaviour does not meet the threshold for an allegation of abuse.

Examples may include:

- overly familiar behaviour;
- inappropriate language;
- unnecessary physical contact;
- favouritism;
- inappropriate communication with children;
- inappropriate use of social media;
- boundary concerns;
- behaviour that causes discomfort or concern.

Low-level concerns must be reported to the DSL or another designated safeguarding contact.

The DSL will ensure that concerns are appropriately recorded and considered.

Individual low-level concerns may appear minor, but patterns of behaviour may indicate a wider safeguarding concern. STEMPOINT will therefore monitor concerns for recurring themes or patterns.

19. Whistleblowing

STEMPOINT encourages a culture in which safeguarding concerns can be raised openly.

Staff and volunteers should raise concerns if they believe:

- safeguarding procedures are not being followed;
- a safeguarding concern has not been acted upon;
- an adult may pose a risk to children;
- there is a wider safeguarding failure;
- a senior member of staff or trustee is involved in a concern.

Where an individual does not feel able to raise a concern internally, they should seek advice from an appropriate external safeguarding organisation or statutory agency.

Staff may also seek advice from the NSPCC Whistleblowing Advice Line where appropriate.

20. Information Sharing and Confidentiality

STEMPOINT recognises that appropriate information sharing is essential to effective safeguarding.

Information will be:

- shared where necessary to protect a child;
- shared lawfully and proportionately;
- shared with relevant professionals or agencies on a need-to-know basis;
- recorded appropriately;
- stored securely.

Confidentiality must not prevent necessary safeguarding information from being shared.

Staff should seek advice from the DSL where they are unsure whether information should be shared.

The Data Protection Officer may also be consulted where appropriate, but data protection should not unnecessarily delay urgent safeguarding action.

21. Recording and Record Keeping

All safeguarding concerns must be recorded accurately and promptly.

Records should include, where known:

- the date and time;
- the name of the child;
- the nature of the concern;
- what was seen, heard or disclosed;
- the child's own words where possible;
- action taken;
- who the concern was reported to;
- decisions made;
- reasons for decisions;
- referrals made;
- outcomes or follow-up actions.

Records must be factual and should clearly distinguish between fact, observation and opinion.

Safeguarding records will be stored securely and access will be restricted to those who need the information for safeguarding purposes.

22. Photography, Filming and Images

STEMPOINT recognises that photographs and video can present safeguarding and privacy risks.

Staff and volunteers must follow STEMPOINT's procedures concerning:

- consent;
- photography;
- filming;
- use of images;
- storage;
- publication;
- social media;
- sharing of children's work.

Personal devices should not be used to capture or store images of children unless specifically authorised under STEMPOINT procedures.

23. Research Placements and Young People Aged 16–18

Where students aged 16–18 undertake research placements or other activities in external workplaces, STEMPOINT will ensure that appropriate safeguarding arrangements are considered as part of the placement risk assessment.

The host organisation should provide appropriate supervision and safeguarding arrangements.

STEMPOINT will ensure that:

- safeguarding responsibilities are clearly established;
- the host organisation's safeguarding contact is identified;
- appropriate risk assessments are completed;
- safeguarding concerns can be reported to STEMPOINT;
- relevant emergency arrangements are understood.

24. Safeguarding Concerns, Complaints and Whistleblowing

Any complaint relating to the safety or welfare of a child must be considered as a potential safeguarding concern.

A safeguarding concern must not be dealt with solely through STEMPOINT's ordinary complaints procedure where the concern relates to the safety or welfare of a child.

The DSL must be informed of relevant safeguarding complaints.

Where appropriate, STEMPOINT will refer matters to the relevant statutory or safeguarding authority.

25. Local Safeguarding Arrangements

STEMPOINT will maintain awareness of the safeguarding arrangements operated by the relevant Local Safeguarding Children Partnership.

Where a concern requires referral to children's social care, the police, the LADO or another statutory agency, STEMPOINT will follow the relevant local procedures.

Current local safeguarding contact details will be maintained alongside this policy and reviewed regularly.

26. Training and Awareness

All staff and workshop leaders and helpers who work with children will receive appropriate safeguarding training.

Training will cover, as appropriate:

- recognising abuse and neglect;
- reporting concerns;
- professional boundaries;
- online safety;
- exploitation;
- radicalisation and Prevent;

- information sharing;
- allegations against adults;
- low-level concerns;
- whistleblowing;
- relevant STEMPOINT procedures.

Safeguarding training will be refreshed at appropriate intervals and when significant changes to legislation, guidance or organisational procedures occur.

Training records will be maintained and currently stored through STEMPOINT's training software where applicable.

27. Monitoring, Assurance and Review

STEMPOINT will monitor the effectiveness of its safeguarding arrangements.

Monitoring may include:

- number and type of safeguarding concerns;
- response times;
- referrals;
- training completion;
- DBS compliance;
- low-level concerns;
- safeguarding incidents;
- lessons learned;
- policy compliance;
- risk assessments;
- feedback from staff, volunteers, schools and other stakeholders.

The DSL will report relevant safeguarding information and assurance to the Board of Trustees. Safeguarding risks will be reflected within the organisational risk register where appropriate. The Board will review safeguarding arrangements at least annually.

28. Safeguarding Review

This policy will be reviewed annually and whenever there are significant changes to:

- legislation;
- statutory guidance;
- local safeguarding arrangements;
- STEMPOINT activities;
- safeguarding risks;
- organisational structure.

The annual review will consider whether the policy remains effective and whether any safeguarding incidents, complaints, audits, training or lessons learned require changes.

29. Data Protection

STEMPOINT will handle safeguarding information in accordance with applicable data protection legislation.

Safeguarding information will be:

- collected and recorded appropriately;
- stored securely;
- shared only where lawful and necessary;
- retained in accordance with STEMPOINT's data retention requirements.

The Data Protection Officer is responsible for overseeing data protection compliance and can provide advice where appropriate.

However, data protection must not be used to prevent necessary safeguarding information from being shared to protect a child.

30. STEMPOINT's Safeguarding Commitment

STEMPOINT seeks to keep children and young people safe by:

- valuing, listening to and respecting them;
- creating a culture in which everyone feels safe and able to speak up;
- appointing a Designated Safeguarding Lead and Deputy;
- appointing a safeguarding trustee;
- adopting safeguarding and child protection best practice;
- maintaining effective safeguarding policies and procedures;
- ensuring staff and volunteers understand their responsibilities;
- providing appropriate training and supervision;
- recruiting and selecting staff and volunteers safely;
- undertaking appropriate risk assessments;
- maintaining appropriate online safety arrangements;
- ensuring concerns are acted upon quickly and appropriately;
- cooperating with schools, parents/carers and statutory agencies;
- maintaining appropriate complaints and whistleblowing arrangements;
- recording, storing and sharing safeguarding information securely;
- ensuring children and young people know how to raise concerns;
- reviewing safeguarding arrangements regularly and learning from experience.

31. Safeguarding Contacts

Designated Safeguarding Lead / Nominated Child Protection Lead

Name: Helen Spencer
Telephone: 01438 419458
Email: safeguarding@stempoint.org.uk

Deputy Designated Safeguarding Lead

Name: Elena Evryviades
Telephone: 01438 419453
Email: safeguarding@stempoint.org.uk

Trustee/Senior Lead for Safeguarding and Child Protection

Name: Edward Hutchings
Email: ehutchings@kts.school

NSPCC Helpline

Telephone: 0808 800 5000

Emergency

If a child is in immediate danger or there is an immediate risk of serious harm, call 999.

32. Approval and Review

Policy approved by: Edward Hutchings
Date approved: 25 September 2026
Effective from: 25 September 2026
Next review: September 2027
Policy owner: Designated Safeguarding Lead
Version: 2026

Appendix A – Safeguarding Reporting Procedure

Anyone who has a safeguarding concern should:

1. Recognise
Take the concern seriously.
2. Respond
Listen calmly and reassure the child. Do not investigate.
3. Report
Tell the DSL or Deputy DSL immediately.
4. Record
Complete the Safeguarding Log of Concern as soon as possible.
5. Escalate
Where necessary, the DSL will refer the concern to children's social care, the police, the LADO or another appropriate agency.
6. Emergency
If a child is in immediate danger, call 999.

Remember:

- Do not promise confidentiality.
- Do not investigate yourself.
- Do not delay reporting because you are uncertain.
- Record facts accurately.
- Use the child's own words wherever possible.
- If you believe the concern has not been acted upon, escalate it.

Reporting Guidelines

This form is used for reporting both suspicions and disclosures of possible abuse or causes of concern; therefore, not all sections may be appropriate. Please complete with as much information as possible. This information will be treated in the strictest confidence, however, the information contained within this form may be shared with appropriate agencies.

Once completed pass to your Designated Safeguarding Lead (DSL) or in their absence to the Deputy DSL as soon as is reasonably possible.

STEMPOINT SAFEGUARDING/LOG OF CONCERN FORM

Details of person Reporting Concern:

Name of person reporting concern:
Date:
Job role:
Work address:
Email:
Contact number(s):

Description of Incident/Concern

This log of concern relates to (please tick)

Child ☐ Young person ☐ Vulnerable adult ☐

Subject(s) details

Subject(s) name(s):
Name of parents/carers (if appropriate):
Telephone number:
Mobile number:
First language (if known):
Address:
Any special factors to be considered? (e.g. language difficulties, disability or anything else of relevance):

Details

Are you reporting your own concerns or passing on those of somebody else?
Date and time of the incident/concern: Date: Time:
What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay: *(please continue on a separate sheet if required):*
What (if any) physical, behavioural or indirect signs were present?
Have you spoken to the child, young person or vulnerable adult? Yes ☐ No ☐
Record what was said using the subjects own words:
Have you spoken to the parents/carers? Yes ☐ No ☐
Record what was said using their own words *(please continue on a separate sheet if required):*
Has anybody been alleged to be the abuser? Yes ☐ No ☐ Details:
Have you consulted anyone else? Yes ☐ No ☐

Details:
Is there anyone else who might be involved in the incident? (e.g. anyone you think has seen or heard things relating to the incident?) Yes ☐ No ☐ Details:
Signature of person completing log:

Please ensure this form is immediately handed securely to a Designated Safeguarding Lead or e-mailed to the DSLs h.spencer@stempoint.org.uk

Designated Safeguarding Lead (DSL) Use Only

Date form received:
Name:
Contact number(s):
Job title:
Action taken by DSL:
Any previous information on file? If yes, please give details:
Feedback of action taken (including follow-up calls, feedback from other professionals etc and details):
Date reviewed:
Date case closed:

Appendix B – Safeguarding Expectations for Staff and Volunteers

All staff and volunteers must:

- put children's welfare first;
- maintain professional boundaries;
- complete required safeguarding training;
- report concerns immediately;
- follow STEMPOINT's safeguarding procedures;
- follow the safeguarding procedures of host schools and organisations;
- maintain appropriate online behaviour;
- avoid inappropriate private contact with children;
- report concerns about adults as well as concerns about children;
- report low-level concerns;
- maintain confidentiality while sharing information where necessary to safeguard a child;
- seek advice if unsure.

REPORTING PROCESS

