



DMNW Policy Cover Sheet

Policy Name Safeguarding Children Policy & Procedure 2026

Target Audience: *(Please tick as appropriate)*

<input checked="" type="checkbox"/>	Employee
<input checked="" type="checkbox"/>	Trustees
<input checked="" type="checkbox"/>	Volunteers

Date Authorised:	
Authorised By:	DMNW Board
<p>Changes Made by CEOs due to legislation/ operational requirements:¹ Because DMNW works with children, young people and families, WTSC (Working Together to Safeguard Children) fully applies to us. We are required to:</p> <ul style="list-style-type: none"> • Follow WTSC 2026 • Align with multi-agency Tameside SCP procedures • Have appropriate policies, procedures, and training • Ensure governance oversight of safeguarding • Share information lawfully and promptly • Participate in Early Help and safeguarding partnerships 	
<p>Key legislations and guidance used to inform policy / strategy:</p> <ul style="list-style-type: none"> • Working Together to Safeguard Children 2026 (statutory guidance) Working together to safeguard children 2026: a guide to multi-agency working to help, protect and promote the welfare of children • Children Act 1989 and 2004 (statutory framework referenced within Working Together 2026) Working Together to Safeguard Children • Tameside Safeguarding Children Partnership (local safeguarding procedures, referral pathways) Worried about a child? - Tameside MBC • Tameside MASH / Emergency Duty Team referral system (local authority safeguarding children procedures) Contents • Tameside Children’s Services Procedures Manual (Early Help, Thresholds, Assessments) Tameside Childminders - Safeguarding Children Policy • Charity Commission expectations for safeguarding in voluntary organisations (voluntary/charity roles referenced in Working Together 2026) Working together to safeguard children 2026: a guide to multi-agency working to help, protect and promote the welfare of children 	

¹ As agreed by DMNW Board 6th March 2024

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DMNW Safeguarding Leads are Gemma Gaskell and Rehana Begum

DMNW Safeguarding Trustee Lead is Asma Begum

If at any point you feel that the Safeguarding lead is not taking the concern seriously, please contact the Safeguarding Trustee Lead:

chair@diversitymattersnw.org.uk

Policy

Policy Statement

DMNW is fully committed to safeguarding and promoting the welfare of **children, young people and their families**. We recognise our duty to ensure that every child who comes into contact with our organisation is safe, protected from harm, and supported to thrive.

This policy sets out how DMNW meets its statutory responsibilities under Working Together to Safeguard Children (WTSC) 2026, the national guidance governing multi-agency working to help, protect and promote the welfare of children in England. The 2026 guidance reinforces that safeguarding is everyone's responsibility, requires a child-centred approach within a whole-family context, and emphasises strong partnership working with parents/carers and professional agencies²

DMNW's approach reflects the strengthened 2026 expectations, including:

- Early identification of risks and swift access to help and support, consistent with the national focus on Early Help and prevention
- Understanding the lived experience of the child, considering their home, community and online environments.
- Responding to harms occurring inside or outside the home, including domestic abuse, online harm, exploitation, grooming, and contextual safeguarding risks highlighted in the updated guidance.
- Working in partnership with the Tameside Safeguarding Children Partnership (TSCP), using local policies, procedures and multi-agency pathways.

DMNW believes that all children have a right to safety, protection, and access to support regardless of their age, disability, gender identity, race, religion, sexual orientation, or family circumstances. We are committed to:

- Creating a safe, positive and inclusive environment.
- Maintaining a zero-tolerance approach to abuse, neglect, exploitation, discrimination or unsafe practice.
- Ensuring that every child's voice is listened to, respected, and taken seriously.
- Supporting families as key safeguarding partners, in line with the whole-family focus in national guidance³.
- Challenging discrimination, racism and bias in practice, reflecting strengthened expectations within Working Together 2026⁴.

All trustees, Employee and volunteers share responsibility for safeguarding.

Everyone must be aware of:

- The legislation, guidance and local safeguarding procedures relevant to children.
- How to recognise signs of abuse, neglect, or harm.
- How to respond appropriately to concerns or disclosures.

² [Working together to safeguard children 2026: a guide to multi-agency working to help, protect and promote the welfare of children](#) | [Working Together to Safeguard Children](#) | [Working Together to Safeguard Children 2026 published](#) | [Safeguarding Network](#)

³ [Working Together to Safeguard Children 2026: Key Updates - Hampshire SCP](#)

⁴ [CYP Now - What latest Working Together changes mean for safeguarding practice](#)

- How and when to make referrals or seek advice from the Tameside MASH or emergency services. [Tameside Council Children's Services](#)

DMNW will always act in the best interests of the child, working collaboratively with statutory agencies and the TSCP to safeguard children, promote welfare, and support families effectively.

Purpose

The purpose of this Safeguarding Children Policy is to set out the procedures, structures and expectations that ensure DMNW acts promptly and effectively when safeguarding concerns arise. This policy provides clear guidance to trustees, Employee and volunteers on how to recognise concerns, respond appropriately and follow the required steps to safeguard and promote the welfare of children and young people.

Working Together to Safeguard Children 2026 outlines the actions organisations must take when they identify concerns about a child's welfare or safety, including recognising risk, responding proportionately and sharing information with safeguarding partners when needed. This policy translates those statutory expectations into practical procedures for use across DMNW's activities and community work.

This policy enables all DMNW personnel to:

- Understand what to do if they are worried about a child, including how to raise concerns internally and when referrals should be made to the Tameside Multi-Agency Safeguarding Hub (MASH). [Worried about a child? - Tameside MBC](#)
- Follow the local safeguarding procedures established by the Tameside Safeguarding Children Partnership (TSCP), including thresholds, Early Help pathways and referral processes.
- Respond appropriately to disclosures or signs of abuse, using clear, consistent organisational procedures.
- Record, store and share safeguarding information correctly and lawfully, in line with statutory guidance on appropriate information-sharing in safeguarding contexts.
- Ensure that safeguarding considerations are embedded into DMNW's daily operations, decision-making and engagement with children, young people and their families.

The policy also ensures DMNW is fully aligned with the statutory multi-agency safeguarding framework and meets the expectations placed on voluntary and charitable organisations involved with children under the 2026 guidance.

Scope

This Safeguarding Children Policy and Procedure applies to all aspects of DMNW's work where children, young people, or their families may be present, supported or affected. It sets the safeguarding expectations for everyone representing DMNW, in every environment, without exception.

Who this policy applies to

This policy applies to:

- All DMNW employees, including sessional workers, freelancers and contractors.
- All DMNW volunteers, including peer mentors, trainees and activity assistants.
- All DMNW trustees and board members.
- Any individual working on behalf of DMNW, formally or informally.
- Partner organisations delivering work on DMNW premises or jointly delivering activities (they must follow TSCP procedures and DMNW standards).
[\[tameside.gov.uk\]](http://tameside.gov.uk)

Everyone under this scope has a responsibility to safeguard children as required under the statutory duties of Working Together to Safeguard Children 2026.

Who this policy protects

This policy covers all safeguarding concerns relating to:

- **Children and young people under the age of 18** who:
 - Participate in DMNW programmes, activities or events.
 - Access support, advice or engagement through DMNW.
 - Are present at DMNW venues or community settings.
 - Engage with DMNW representatives in person, online or in the community.
- Children indirectly affected through DMNW's work with adults or families (e.g., parental support, family sessions, community events).

This aligns with the whole-family safeguarding expectations in the 2026 guidance, which require organisations to consider children within the context of their families and wider networks.

Activities and settings covered by this policy

This policy applies wherever DMNW operates or interacts with the community, including:

- DMNW premises and offices
- Community venues and outreach locations
- Events, workshops and group activities
- Home-based or outdoor sessions
- Online and digital engagement platforms
- Public spaces where DMNW activities take place

WTSC 2026 places safeguarding duties on organisations across all environments where children may be at risk, including community and extra-familial settings.

Children present at Non-Child Specific DMNW Activities

Although DMNW does not offer dedicated children's services, children may attend:

- Community events
- Parent-led activities
- Family sessions
- Drop-ins
- Social or cultural gatherings

Under Working Together to Safeguard Children 2026, safeguarding duties apply to any organisation that encounters children, including voluntary and charitable organisations. This includes situations where children attend alongside their parents or carers.

Therefore:

a) Parents/carers remain responsible for supervising their children

DMNW staff and volunteers do not act as childcare providers or take responsibility for direct supervision in these settings.

b) DMNW still has a duty to act on concerns

If staff or volunteers see or hear anything that may indicate a child is at risk, they must follow:

- DMNW’s safeguarding procedures
- Local TSCP procedures
- Referral processes to Tameside MASH where necessary

c) DMNW will ensure a safe environment

DMNW will take reasonable steps to keep children safe while they are present by:

- Risk-assessing events
- Managing safe spaces
- Ensuring staff follow safe working practices

d) No 1:1 supervision or physical care

Staff and volunteers must not:

- Separate children from parents
- Take children to toilets
- Provide personal or physical care
- Take on any caring role

e) Clear communication with families

DMNW will ensure it is clear in session descriptions, posters or sign-in information that:

- Activities are not children’s services
- Parents remain responsible for supervision
- DMNW will still act on safeguarding concerns

Geographic scope

This policy applies to all DMNW activity within Tameside and requires Employee and volunteers to follow the local safeguarding arrangements of the Tameside Safeguarding Children Partnership, including its policies, thresholds and referral pathways. [\[tameside.gov.uk\]](http://tameside.gov.uk)

Where activities involve families living outside Tameside, DMNW will follow Tameside procedures for initial action while liaising with the relevant local authority.

Expectations of external or partner organisations

Any external organisation, session leader, contractor or partner working with DMNW must:

- Adhere to this policy and local TSCP safeguarding procedures.
- Demonstrate appropriate safeguarding arrangements, including DBS checks and safer recruitment, when requested.

This requirement reflects the expectations placed on all relevant agencies and VCSE partners under WTSC 2026.

Definitions

Term	Definition
Child / Children	Anyone under the age of 18, including babies, young people aged 16–17, and unborn babies where concerns exist.

Parent / Carer	Includes birth parents, adoptive parents, foster carers, kinship carers, adults with parental responsibility, and adults providing day-to-day care. WTSC requires a whole-family approach.
Safeguarding	Protecting children from maltreatment, preventing impairment of health/development, ensuring safe and effective care, and enabling best outcomes. Applies to all organisations with functions involving children, including charities.
Child Protection	Action taken when a child is suffering or likely to suffer significant harm, including statutory intervention under Section 47 Children Act 1989.
Abuse & Neglect – Physical Abuse	Deliberate physical harm such as hitting, shaking, burning, poisoning or fabricated illness.
Abuse & Neglect – Emotional Abuse	Persistent emotional maltreatment including bullying, humiliation, rejection or exposure to domestic abuse. WTSC 2026 emphasises the impact of domestic abuse.
Abuse & Neglect – Sexual Abuse	Forcing or enticing a child to take part in sexual activities, including online sexual harm and grooming.
Abuse & Neglect – Neglect	Persistent failure to meet a child’s basic physical and emotional needs.
Child Sexual Exploitation (CSE)	Sexual abuse involving manipulation, coercion or grooming. WTSC 2026 highlights hidden harms such as child sexual abuse and teenage relationship abuse.
Child Criminal Exploitation (CCE)	Manipulation or coercion of a child into criminal activity, including county lines. Part of contextual safeguarding responsibilities.
Grooming	The process of building trust with a child to exploit or abuse them, including online grooming.
Online Harm	Abuse or risk occurring via digital platforms, with WTSC 2026 recognising the link between online and in-person harm.
Domestic Abuse	Patterns of controlling or violent behaviour between adults in a child’s environment. WTSC 2026 strengthens recognition of domestic abuse impact, including teenage relationship abuse.
Significant Harm	The threshold justifying compulsory intervention under the Children Act 1989, referenced in the WTSC statutory framework.
Early Help	Support offered early to prevent issues escalating. WTSC 2026 places strong emphasis on Early Help as a shared responsibility.
Contextual Safeguarding / Extra-Familial Harm	Risks occurring outside the home (peer abuse, exploitation, gangs, online harm). WTSC 2026 reinforces duties to address harm outside the home.

Tameside MASH	Local point of contact for raising safeguarding concerns. Screens referrals and coordinates multi-agency responses.
Tameside Safeguarding Children Partnership (TSCP)	Statutory partnership overseeing safeguarding practice, procedures, thresholds and training locally.
Designated Safeguarding Lead (DSL)/ Safeguarding Lead (SL)	This is the person within DMNW is has the overall responsibility for Safeguarding.
LADO (Local Authority Designated Officer)	The Local Authority Designated Officer (LADO) in Tameside is responsible for: <ul style="list-style-type: none"> • Coordinating and overseeing allegations against any person who works with children • Providing advice and guidance • Liaising with police and other agencies • Ensuring cases are managed fairly and promptly

Our Commitment

DMNW will ensure:

Compliance with Statutory and Local Safeguarding Procedures

- DMNW will follow the requirements of Working Together to Safeguard Children 2026, which applies to all organisations working with children, including charities.
- DMNW will follow TSCP procedures, including thresholds, Early Help pathways and referral processes.
- Safeguarding concerns will be referred to the Tameside MASH when appropriate.

Early Identification and Early Help

- DMNW will recognise emerging concerns early and support access to Early Help, in line with statutory expectations for early intervention.

Responding to All Forms of Harm

- DMNW will ensure Employee and volunteers can identify:
 - Abuse and neglect (physical, emotional, sexual, neglect)
 - Domestic abuse, including coercive control
 - Contextual/extrafamilial harm, including exploitation and peer-related risks
 - Online harm and grooming risks

Anti-Discriminatory and Inclusive Practice

- DMNW will challenge discrimination and bias, reflecting WTSC 2026 expectations for anti-racist and anti-discriminatory safeguarding practice.

Safer Working Practice

- DMNW will maintain safer recruitment standards and ensure that all trustees, Employee and volunteers receive appropriate safeguarding training.
- Employee will follow DMNW's procedures for responding to disclosures and concerns.

Safe Information-Sharing

- DMNWX will share safeguarding information promptly and proportionately in line with strengthened information-sharing expectations in WTSC 2026.

Safe Environments

- DMNWX will ensure activities, venues and online engagement are risk-assessed.
- Children’s views and experiences will consistently inform safeguarding considerations.

Continuous Improvement

DMNWX will review and update safeguarding practice annually or sooner if national or local guidance changes.

Record Keeping and Sharing Information

Clear, accurate and timely record keeping is essential for safeguarding practice. DMNWX will ensure that all safeguarding concerns, disclosures and actions are documented and stored securely, and that information is shared appropriately with safeguarding partners when necessary.

Recording Safeguarding Information

All trustees, employees and volunteers must keep safeguarding records that are:

- Accurate and factual
- Recorded as soon as possible after a concern or disclosure
- In the child’s own words where applicable
- Clear about actions taken, decisions made and who was informed

These expectations reflect the multi-agency accountability and information-sharing duties in WTSC 2026.

Records must include:

- What was seen, heard or disclosed
- Date, time and location
- Names of those involved
- Any direct quotes from the child or others
- Any immediate action taken
- Whether the Safeguarding Lead or MASH was contacted

Storage and Security of Records

- All safeguarding records will be stored securely and confidentially with restricted access
- Once Safeguarding Children Records have been completed and sent to the Safeguarding Lead (as password protected documents), Employee will delete these from their records, and the remaining copies will be stored in the Chief Officers Site on SharePoint (Only CEOs have access to this).
- Employee must not keep personal copies of safeguarding information.
- Records will be retained in line with legal and regulatory requirements and DMNWX Record Keeping Policy.

Internal Information Sharing

- Concerns must be shared with the Safeguarding Lead (SL) immediately.
- The SL may share information with the Trustee Safeguarding Lead where appropriate.
- Internal sharing is permitted where necessary for safeguarding

Sharing Information with External Agencies

DMNW will share information with external agencies when:

- A child is at risk of, or is suffering, significant harm
- A timely referral to the Tameside MASH is required
- It is necessary to support Early Help or multi-agency planning
- It is required to prevent harm to the child or others

Information should be shared promptly, lawfully, and proportionately across safeguarding partners.

Where safe and appropriate, the child and/or their parent/carer will be informed before information is shared—unless this increases risk or compromises a safeguarding enquiry.

When Consent Is Not Required

Consent is not required to share information if:

- A child is at risk of significant harm
- Not sharing information puts the child at further risk.
- Seeking consent increases the risk to the child
- A crime may have been committed
- A statutory duty applies under child protection legislation

Multi-Agency Working and Information-Sharing Pathways

DMNW will work within Tameside's multi-agency safeguarding arrangements, including:

- Consulting or referring through the Tameside MASH for safeguarding concerns
- Participating in multi-agency meetings when required (e.g., Early Help, Child in Need, Child Protection)

Decision-Making and Record of Rationale

All decisions about sharing or not sharing information must be:

- Clearly recorded
- Justified with a written rationale
- Linked to the child's safety and welfare

This includes decisions to escalate, refer or take no further action.

Procedure

DMNW Employee, volunteers and trustees must follow these procedures whenever a safeguarding concern arises involving a child or young person.

These procedures apply to concerns arising:

- During DMNW activities
- Online
- In the community
- In a child's home
- Through family work
- Via observations, disclosures or third-party reports

The priority is always the safety and welfare of the child.

Safeguarding disclosures can occur in several ways. A child may:

- disclose abuse directly in person,
- disclose indirectly through hints, behaviours or partial statements,
- have someone else disclose on their behalf, or
- have a third party report a concern (friend, neighbour, professional, community member).

Regardless of how the disclosure occurs, your responsibilities remain the same.

Allegations of abuse made towards DMNW Employees/ Volunteers



The Safeguarding Lead must be informed immediately, and the Safeguarding Children Report Form must be completed (Appendix 2).

Should a member of DMNW be accused of abuse relating to a child or children then the Tameside Local Authority Designated Officer (LADO) should be informed immediately (within 1 working day when an allegation or concern arises that an adult working with children has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (this includes behaviour outside of work)

This applies to staff, volunteers, trustees, agency staff, students, and anyone in a position of trust.

More information and how to contact Tameside LADO can be found here:

[Role of the Local Authority Designated Officer \(LADO\) - Tameside Safeguarding Children Partnership](#)

Safeguarding Adults Internal Process

1. General Principles for Any Disclosure

These apply every time, no matter how the information comes to you:

1.1 Listen and reassure

- ★ Stay calm, present, and non-judgemental.
- ★ Allow the child or person to speak freely.
- ★ Do not promise to keep the information a secret. Explain:

“I may need to share this with the Safeguarding Lead to keep you safe.”

1.2 Do NOT:

- ★ Investigate
- ★ Press for more detail
- ★ Ask leading questions
- ★ Confront the alleged person causing harm
- ★ Make assumptions or offer opinions
- ★ Discuss concerns with anyone outside appropriate safeguarding channels.

1.3 Prioritise immediate safety

Ask yourself:

- ★ Is the child in immediate danger?
- ★ Is urgent medical help needed?
- ★ Has a serious crime occurred?

If yes, call 999 immediately, then follow the rest of the procedure.



2. If the Disclosure Happens in Person (from a child)

This includes face-to-face conversations, during an activity, in a private conversation, or spontaneously during support work.

2.1 Step-by-step

Step 1 — Listen and acknowledge

- ★ Thank them for telling you.
- ★ Reflect back what you heard without judgement.
- ★ Validate their feelings (e.g., *“You’ve done the right thing telling me.”*)

Step 2 — Check immediate safety (if appropriate)

Ask simple, non-leading questions only if safe:

- ★ *“Are you safe right now?”*
- ★ *“Is anyone else in danger?”*

Step 3 — Explain what happens next

- ★ Explain your safeguarding reporting duties.
- ★ Keep the child informed.
- ★ Reassure them they will be involved where possible.

Step 4 — Record the disclosure accurately

- ★ Use their exact words where possible.

- ★ Note the date, time, place, and anything else relevant.

Step 5 — Report immediately

Report to the Safeguarding Lead before allowing the child to leave.



3. If the Disclosure Is Made on Behalf of a Child

This happens when:

- ★ A Parent
- ★ Another Child
- ★ A Neighbour
- ★ A Teacher/ Social worker
- ★ Another community Member

3.1 What to do

Step 1 — Take the report seriously

Second-hand information is still a safeguarding concern and must be acted upon.

Children's safeguarding concerns should never be dismissed

Step 2 — Clarify factual information

Ask open questions to understand:

- ★ What happened?
- ★ When and where?
- ★ Who was involved?

Do NOT request unnecessary detail or conduct your own investigation.

Step 3 — Assess risk

If the person reporting expresses that:

- ★ the child is in immediate danger,
- ★ there is a risk to others,
- ★ or a serious crime has occurred,

→ **Call 999 immediately.**

Step 4 — Explain your duty to report

Clearly state:

"I need to pass this on to our Safeguarding Lead so we can help make sure they are safe."

Step 5 — Record and report internally

Record exactly what the reporter said, not your interpretation.

Report to the Safeguarding Lead Immediately



4. If the Disclosure Comes from a Third Party or Indirect Information

Examples:

- ★ Observed bruising or marks
- ★ Concerning behaviour

- ★ Something seen online
- ★ Information from another organisation
- ★ Sudden changes in behaviour, absences from sessions or emotional state.

What to do

- ★ Treat the information as a safeguarding concern
- ★ Capture what was seen/heard/noticed
- ★ Avoid assumptions
- ★ Report to the Safeguarding Lead promptly

Even if information is incomplete or unclear, it must still be reported to the Safeguarding Lead Immediately



5. Immediate Danger * REMINDER*

Call 999 if:

- ★ A child is in immediate harm
- ★ A crime is happening
- ★ A serious injury has occurred
- ★ A serious risk is disclosed

Call 999 and inform the Safeguarding Lead.



6. After the Disclosure (All Types)

6.1 What YOU must do

- ★ Complete a Safeguarding Childre Concern Report Form (Appendix 2) as soon as possible
- ★ Submit it to the Safeguarding Lead the same day
- ★ Keep information secure and confidential- delete your copy once sent to the Safeguarding Lead
- ★ Maintain confidentiality

6.2 What the Safeguarding Lead will do

- ★ Assess risk and decide next steps
- ★ Contact emergency services or TAMESIDE MASH if needed
- ★ Decide whether to share information with other agencies
- ★ Keep accurate records (Appendix 2)



7. If the Person Making the Disclosure is Afraid or Requests Privacy

- ★ Acknowledge their feelings
- ★ Explain that safety over rides confidentiality

- ★ Prioritise safety over privacy if necessary
- ★ Record their wishes
- ★ Include their views in your report



8. Confidentiality and information sharing

Employees and volunteers must share safeguarding concerns on a 'need to know' basis only.

It is appropriate to share information without consent when:

- ★ A child is at risk of, or is suffering, significant harm
- ★ A crime has been committed
- ★ It will prevent further harm



9. Recording and storage

All safeguarding records must be:

- ★ Secure
- ★ Accurate
- ★ Factual

Once a Safeguarding form has been completed by an employee and sent to the Safeguarding Lead- the form must be deleted and the only copy should remain on the Chief Officer site on SharePoint.

Accessible only to

- ★ Authorised people
- ★ Assess risk
- ★ Make referrals
- ★ Coordinate actions
- ★ Maintain records

Summary



Recognise

Notice signs of harm, abuse, neglect, or concerning behaviour — including disclosures, physical signs, changes in behaviour, online risks, or concerns raised by others.

Listen

Stay calm, listen carefully, take what the child says seriously, and avoid leading questions. Children must always be believed and supported.

Reassure the Child

Acknowledge their feelings, affirm that they've done the right thing in telling someone, and explain you are there to help keep them safe.

Do NOT promise confidentiality

Make clear that you must share the information with professionals who can protect them.

Check immediate safety

If the child is at risk of immediate harm or danger, contact emergency services. Children cannot protect themselves in the same way adults might, so professionals must act quickly.

Record accurately

Document what the child said verbatim, including behaviour, injuries, and context. Record facts only not assumptions or judgments.

Report immediately to the Designated Safeguarding Lead (DSL)

Organisations working with children are legally required to have a DSL. The DSL decides whether to refer to children's social care or the police.

Follow DSL instructions and safeguarding procedures

Cooperate with any actions required, including strategy meetings, multi-agency work, or further monitoring of the child's safety. Safeguarding children is a multi-agency responsibility.

Responsibilities

The Board

- Have overall accountability for safeguarding
- Ensure this policy is implemented and reviewed
- Support a safe culture and respond to organisational risks

Chief Executive Officers

- Implement safeguarding procedures in day-to-day practice
- Ensure training, supervision and safe recruitment
- Act on safeguarding concerns and escalate when required

Safeguarding Lead

- Receive and manage safeguarding concerns
- Contact emergency services or Local Authority where needed
- Keep secure and accurate safeguarding records
- Support employees and volunteers

Employees & Volunteers

- Know the policy and follow procedures
- Report concerns immediately
- Do not investigate concerns
- Treat everyone with dignity and respect

Policy Review Details

This policy was adopted in 2026 and will be reviewed **every year** by the Board of Trustees, or earlier should legislation or circumstances demand.

Related Policies

- Employee Handbook
- Complaints Policy
- Record Keeping Policy
- Confidentiality Policy
- Grievance Policy

Appendices

Appendix 1 DMNW Role Description: Safeguarding Lead

DMNW Safeguarding Leads: Gemma Gaskell and Rehana Begum (Chief Officers) & Asma Begum (Trustee)

The designated person(s) within an organisation has primary responsibility for putting into place procedures to safeguard adults at risk, supporting club, county and regional welfare/safeguarding leads, where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
-
- Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Represent the organisation at external meetings related to safeguarding.

Appendix 2 Safeguarding Children Report Form

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

DMNW Safeguarding Children Concern Report Form



<i>Date</i>	
-------------	--

Section 1 — Details of the Child at Risk

Full Name:	
Address:	
Contact Number:	
Date of Birth / Age:	
Gender:	
Ethnicity / Religion (if relevant):	
Preferred Language / Communication Needs:	
Care & Support Needs (if known):	
Parent/ Carer Name	
Parent/ Carer Contact Details	
School name	

Section 2 — Immediate Safety Check

Is the Child in immediate danger?	Yes / No
If YES: Was 999 called?	Yes / No
Is a serious crime suspected or disclosed?	Yes / No
If YES: Police contacted?	Yes / No
Any Immediate Safety check information you feel maybe relevant:	

Section 3 — Details of the Concern

How were you told about the concern	1. In person	Yes / No
	2. On behalf of someone else	Yes / No
	3. By a third party	Yes / No

Describe what you have seen, heard, been told, or noticed:	
Date of incident:	
Time:	
Location:	

Section 4 — Child's Views (If Safe to Ask and disclosed by 1. In person method) if disclosed by 2. Or 3. Then the safeguarding lead will speak to the Child.

What did the Child say?	
Do they feel safe?	
What would they like to happen next?	
Was confidentiality explained?	Yes / No

Section 5 — Details of Person Allegedly Causing Harm

Name:	
Address:	
Relationship to Child:	
Age / DOB:	
Do they have care/support needs?	

Section 6 — Risks to Others

Are any children at risk?	Yes / No / Not known
Details	

Section 7 — Actions Taken So Far

Actions taken:	
Emergency services contacted:	Police / Ambulance
Who have you informed internally?	
Date and time reported:	

Section 8 — Information Sharing

Was the breach of confidentiality to share information due to safeguarding reasons explained? Please provide details of discussion.	
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Section 9 — Reporter Details

Your Name:	
Role:	
Contact Number:	
Email:	
Line Manager/Supervisor:	

Section 10 — For Safeguarding Lead Use Only

Date received:	
Risk Level when passed to Lead:	Low / Moderate / High
Risk Level after actions taken:	Low / Moderate / High
Actions taken	
Contacted Safeguarding Early Help Team	YES/NO
Details of discussion:	
Does a Safeguarding referral need to be made to MASH	YES/NO
If yes, please embed referral	
Was there a need to contact the LADO?	YES/NO
If yes, please give details	
What advice has been given from Children Social Care with regards to how DMNW safely supports the Child	
Will DMNW continue to work with/support the Child, in what capacity	
Details of discussion with Trustee Safeguarding Lead	
Any additional safeguarding measures to be put in place	
Any other information	
Summary of Decision and Outcome	
Follow Up Required / Next review date:	

Appendix 3- Sources of Information and Support

Key Local Authority Contacts	
Service	Contact
Children's Social Care – Office Hours	0161 342 4150
Children's Social Care – Out of Hours	0161 342 2222
Tameside Safeguarding Children Partnership (TSCP)	0161 342 4348 / tscp@tameside.gov.uk
Safeguarding Children Board (General)	0161 342 4101
GMP – Public Protection (Child-Related Crime)	0161 856 9314
TMBC LADO	0161 342 4343 (Option 3) Role of the Local Authority Designated Officer (LADO) - Tameside Safeguarding Children Partnership
<p>DMNW Safeguarding Leads are:</p> <ul style="list-style-type: none"> ✓ Gemma Gaskell: gemma@diversitymattersnw.org.uk ✓ Rehana Begum: rehana@diversitymattersnw.org.uk <p>DMNW Safeguarding Trustee Lead is:</p> <ul style="list-style-type: none"> ✓ Asma Begum: chair@diversitymattersnw.org.uk <p>If at any point you feel that the Safeguarding lead is not taking the concern seriously, please contact the Safeguarding Trustee Lead.</p>	