



Dan Gaze Support Service

WORKING WITH YOUNG PEOPLE TO MAKE A DIFFERENCE

Registered Address: Building 18 Gateway, 1000 Arlington Business Park, Whittle Way,
Stevenage SG1 2FP

Mobile: 07306 253821 Email: dgssltd@outlook.com
Company's House no: 14235066

SAFEGUARDING/CHILD PROTECTION POLICY

The purpose of this policy:

- To protect children and young people who receive Dan Gaze Support Services care.
- To provide staff and volunteers, as well as children and young people and their families with the principles that guide our approach to safeguarding and child protection.

This policy applies to anyone working for Dan Gaze Support Services, including schoolteachers, paid staff, volunteers and students (for the purpose of this policy referred to as 'staff').

Dan Gaze Support Services: believes that a child or young person should never experience abuse of any kind. He has a responsibility to promote the welfare of all children and young people and to keep them safe. He is committed to practice in a way that protects them.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. A summary of the key legislation is available from nspcc.org.uk/learning.

Dan Gaze has received safeguarding training, has an enhanced DBS check and pre-employment screening with Hertfordshire/Cambridgeshire County.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and practice in a way that protects them.

We recognise that:

- The welfare of the child is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender re-assignment, race, religion or belief, sex or sexual orientation, have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Informing safeguard leader of any safeguarding issues.
- Adopting child protection and safeguarding practices through our policies, procedures and code of conduct for staff
- Developing and implementing an effective online safety policies and related procedures
- Providing effective management for staff through support, training and quality assurance measures so that all staff know about, and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]



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- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately in accordance with school procedures.
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Reporting Policy:

In the instance of identifying an incident/disclosure, or what you perceive to be an Incident/disclosure, relating to child protection, the following procedure must be actioned:

1. Use record of concern form or on sheet of paper if form unavailable, to make note of:
 - a. Name of child/young person
 - b. Class/year group
 - c. Date and time concern raised
 - d. Nature of concern
 - e. Place of disclosure
 - f. Detail concerns (what you saw, what you heard, in the child's words. Include brief, accurate details and who else was present. Was it 1st or 2nd hand opinion (distinguish between fact and opinion)
2. Report in accordance with schools safeguarding policy procedure
3. Report to school Child Protection Lead (ensure that this includes the details of who you reported the incident to, and keep confidential name of child - just include name of school and child's initial and year group)

Definitions:

Staff - includes all adults working with children, in whatever capacity or setting, paid or unpaid.

Mentees/Young people - People under the age of 18.

Young adults - including young adults from 18 to 25 years of age.

Principles:

Dan Gaze Support Services should:

- Be aware that the welfare of the child is paramount.
- Understand their responsibilities to safeguard and promote the welfare of children.
- Be responsible for their own actions and behaviour and avoid any conduct which could lead any reasonable person to question their motives and intentions.
- Work, and be seen to work, in an open and transparent way.



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- Acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Take responsibility for their own actions and behaviour and discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Apply the same professional standards regardless of culture, disability, gender language, racial origin, religious belief and sexual orientation.
- Not consume or be under the influence of alcohol or any substance, including prescribed medication which may affect their ability to care for children.
- Be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
- Continually monitor and review practice to ensure this guidance is followed.
- Be aware of the child protection policy, arrangements for managing allegations against staff, staff behaviour policy, and whistle blowing policy.

Concerns about the conduct of a member of staff:

- Any concern that the conduct of a member of staff or volunteer could pose a risk to children has to be reported to the safeguarding point of contact in the school.
- Record what you have noticed or what has been said and sign and date it.

All concerns or allegations about adults working with children must be taken seriously and responded to promptly, fairly, and in line with statutory guidance.

A concern may arise where an adult 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 in a way that may have breached professional boundaries

How to Report a Concern

Staff:

- Must report concerns immediately to the Designated Safeguarding Lead (DSL).
- Staff may also report concerns directly to the Local Authority Designated Officer (LADO) or Children's Social Care if they feel unable to raise the concern internally.

Young people:

- Should be encouraged to report concerns to any trusted adult within the organisation.
- Concerns will be taken seriously, listened to, and recorded appropriately.
- Students will be reassured that they have done the right thing and will be supported throughout the process.

Parents/Carers:



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- Can report concerns to the DSL or senior leadership team.
- Concerns can also be raised directly with the relevant Local Authority or the LADO where appropriate.

Please find LADO numbers below.

Designated Safeguarding Leads-

Dan Gaze- Dgssltd@outlook.com - 07787446670

Jade Smith- jadedgss@outlook.com- 07572079573

Rob Taylor- rctaylorss@aol.com - 07538214452

Racism

We are committed to anti-racist practice as a fundamental part of safeguarding. We recognize that racism and discrimination cause harm and can prevent individuals from feeling safe and supported.

We will actively challenge discriminatory behaviour, promote equality, and ensure safeguarding responses are fair, inclusive, and culturally informed. All concerns about discrimination will be taken seriously and addressed promptly.

Recording, Reporting, and Analysing Racist Harm

Racist harm is treated as a safeguarding concern.

Staff and volunteers must record and report all incidents or concerns promptly, using clear and accurate language.

We will monitor and review incidents of racist harm to identify patterns and improve practice, ensuring appropriate and timely responses for those affected.

Training and Development

All staff and volunteers will receive safeguarding training that includes anti-discriminatory practice.

This will cover recognising and responding to racist harm, as well as clear reporting procedures.

Regular updates will ensure knowledge remains current, and safeguarding leads will receive additional training to support best practice.



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• **MAKING PROFESSIONAL JUDGEMENTS:**

Dan Gaze Support Services should:

- Discuss the circumstances that informed their action, or their proposed action, with the Lead or where appropriate the schools designated safeguarding lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
- Always discuss any misunderstanding, accidents or threats with your Lead, and if appropriate the schools designated safeguarding lead.
- Always record discussions and actions taken with their justifications.
- Record any areas of disagreement.

Family Help and Multi-Agency Working

Identifying Families Needing Coordinated Family Help

Dan Gaze Support Services identifies families who may benefit from coordinated support through ongoing assessment, concerns raised by staff or partners, and indicators such as unmet needs or emerging safeguarding issues. Where appropriate, staff will initiate or contribute to a Family Help assessment in line with local procedures, seeking consent unless there is a safeguarding risk.

Collaboration in Family Help Planning

Dan Gaze Support Services will work in partnership with other agencies by contributing to multi-agency meetings, sharing relevant information, and supporting agreed actions within Family Help plans. The service will promote the voice of the child and escalate concerns if risks increase or progress is limited.

Multi-Disciplinary Information Sharing

Information will be shared in a timely, proportionate, and secure way, in line with data protection and safeguarding requirements. Consent will be obtained where appropriate, but information will be shared without consent if there is a risk of harm. All information sharing decisions will be recorded clearly.

Safeguarding Unborn Children

Indicators

Concerns may include previous children removed, parental substance misuse, mental health issues, domestic abuse, poor antenatal engagement, housing instability, or any risk of significant harm to the unborn child.

Referral Expectations

Staff must refer concerns to Children's Social Care as early as possible, in line with local procedures. Consent should be sought where appropriate unless this increases risk. All concerns and actions must be recorded.

Multi-Agency Responsibilities

Dan Gaze Support Services will share relevant information, and contribute to assessments and plans to reduce risk and support the baby's wellbeing at birth.

POWER AND POSITIONS OF TRUST AND AUTHORITY:

Dan Gaze Support Services should NOT:

- Use their position to gain access to information for their own advantage and/or a family's detriment.



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- Use their power to intimidate, threaten, coerce or undermine children.
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

CONFIDENTIALITY:

Dan Gaze Support Services:

- Needs to know the name of their designated safeguarding lead at school and be familiar with child protection procedures and guidance.



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- Are expected to treat information they receive about pupils and families in a discreet and confidential manner.
- Should seek advice from the designated safeguarding lead in their school if they are in any doubt about sharing information they hold or which has been requested of them.
- Need to be clear about when information can/must be shared and in what circumstances
- Need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported.
- Need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure

STANDARDS OF BEHAVIOUR:

Dan Gaze Support Services should NOT:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Make, or encourage others to make sexual remarks to, or about, a child.
- Use inappropriate language to or in the presence of children.
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such.

Dan Gaze Support Services SHOULD:

- Be aware that behaviour by themselves, those with whom they share a household, or others in the personal lives, may impact on their work with children.

DRESS AND APPEARANCE:

Dan Gaze Support Services should wear clothing which:

- Promotes a positive and professional image
- Is appropriate for their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment, or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory

GIFTS, REWARDS, FAVOURITISM AND EXCLUSION:

Dan Gaze Support Services should:

- Not receive any gift of any sort from a student under any circumstance
- Ensure that all selection processes of pupils are fair and these are undertaken and agreed with the school.
- Ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils

INFATUATIONS AND 'CRUSHES':

Dan Gaze Support Services should:

- Report any indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff
- Always maintain professional boundaries



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SOCIAL CONTACT OUTSIDE OF MENTOR WORK HOURS:

Dan Gaze Support Services should:

- Refrain from sending personal communication to pupils.
- Inform safeguarding lead of school for any requests or arrangements where parents wish to use their services outside of the agreed hours e.g., tutoring, mentoring, community events.

COMMUNICATION WITH CHILDREN (INCLUDING THE USE OF TECHNOLOGY):

Dan Gaze Support Services should:

- Not seek to communicate/make contact to respond to contact with children outside of the purposes of their work
- Not give out their personal details
- Use only my equipment and internet services provided and secured.
- Ensure that the use of technologies could not bring Dan Gaze Support Services into disrepute.

PHYSICAL CONTACT:

Dan Gaze Support Services should:

- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or person to whom the action is described.
- Never touch a child in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Never indulge in horseplay or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age appropriate.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Establish the preferences of pupils.
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.

OTHER ACTIVITIES THAT REQUIRE PHYSICAL CONTACT (e.g. demonstrating an activity)

Dan Gaze Support Services should:

- Treat Mentees with dignity and respect and avoid contact with intimate parts of the body
- Consider alternatives, where it is anticipated that a child may misinterpret any such contact
- Be familiar with and follow recommended guidance and protocols
- Conduct activities where they can be seen by others, or in view of CCTV
- Be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact.

INTIMATE OR PERSONAL CARE:

Dan Gaze Support Services should NOT:



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- Undertake any intimate or personal care, this must be done by parent/carer/school.

BEHAVIOUR MANAGEMENT:

Dan Gaze Support Services should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate (e.g., distraction)
- Advise Parent/Carer/school point of contact informed of any sanctions or behaviour management techniques used.
- Be mindful of and sensitive to factors both inside and outside of the school setting which may impact on a child's behaviour.
- Follow the behaviour management policy.

Safeguarding & Reporting Policy; Safe working in Education Settings (June 2022)

- Behave as a role model
- Avoid shouting at children other than as a warning in an emergency/safety situation
- Comply with legislation and guidance in relation to human rights and restriction of liberty.

THE USE OF CONTROL AND PHYSICAL INTERVENTION:

Dan Gaze Support Services should:

- Use intervention as a last resort, if Mentee is creating serious harm to self or others - STEP Crisis Intervention trained. (Step on & step up)

SEXUAL CONDUCT:

Dan Gaze Support Services should:

- Not have any form of sexual contact with a child from the school or setting
- Avoid any form of touch or comment which is or may be considered indecent.
- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation, e.g. verbal comments, letters, notes, by email or on social media connections or comments, phone calls, texts, physical contact.
- Not make sexual remarks to or about a child.
- Not discuss sexual matters with or in the presence of children other than within agreed curriculum content.

ONE TO ONE SITUATIONS:

Dan Gaze Support Services should:

- Ensure that wherever possible there is visual access and/or an open door in one to one situations.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a pupil becomes distressed or angry to the school point of contact.
- Consider the needs and circumstances of the child involved.



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EDUCATIONAL VISITS:

Dan Gaze Support Services should:

- Participate in educational visits as support to Mentee when agreed.
- Any participation in educational visits with Mentees, permission will be requested through school lead/parent/carer.

FIRST AID AND MEDICATION

Dan Gaze Support Services should:

- Adhere to any specific medical needs of Mentees in their sessions.
- Always ensure that an appropriate health/risk assessment is undertaken for any Mentee with specific medical needs

PHOTOGRAPHY, VIDEOS AND OTHER IMAGES:

Dan Gaze Support Services should:

- Adhere to their company policies.
- Only take images where the pupil is happy for them to do so (children sign up to a disclaimer upon whereby these images are for their personal protection, as well as staff from the Dan Gaze Mentor)
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place.
- Ensure that the parent/carer/school is aware that the photography/image equipment is being used and for what purpose.
- Be able to justify images of pupils in their possession.
- Avoid making images in one-to-one situations.

Dan Gaze Support Services should NOT:

- Use the images of children for their personal use
- Display or distribute images of pupils
- Take images of children using personal equipment
- Take images of children in a state of undress or semi-undress
- Take images of children which could be considered as indecent or sexual.

EXPOSURE TO INAPPROPRIATE IMAGES:

Dan Gaze Support Services should:

- Abide by the school's acceptable use and e-safety policies when applicable
- Ensure that children cannot be exposed to indecent or inappropriate images
- Ensure that any films or material shown to children are age appropriate.

SHARING CONCERNS AND RECORDING INCIDENTS:

Dan Gaze Support Services should:

- Be familiar with reporting and recording concerns and allegations
- Take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting



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Safer Recruitment and Ongoing Suitability

Safer Recruitment Procedure

Dan Gaze Support Services follows safer recruitment practices, including obtaining full employment history, checking references, verifying identity and qualifications, conducting safeguarding-focused interviews, and completing appropriate DBS checks before employment begins.

Ongoing Suitability Checks

Staff must disclose any changes affecting their suitability. The service will monitor suitability through supervision, renew DBS checks where appropriate, and respond promptly to any concerns.

All Local Authority Contacts -

Hertfordshire County Council

Local Authority Designated Officer (LADO)

The Hertfordshire County Council **Local Authority Designated Officer (LADO)** manages allegations against adults who work with children.

- **Telephone:** 0300 123 4043
- **Email:** lado@hertfordshire.gov.uk

Hertfordshire Children's Social Care

Safeguarding concerns relating to a child should be reported to Hertfordshire Children's Services:

- **Telephone (during office hours):** 0300 123 4043
- **Email:** csfreferrals@hertfordshire.gov.uk

Out-of-Hours Emergency Duty Team

If a safeguarding concern arises outside normal working hours and cannot wait until the next working day, staff must contact the Emergency Duty Team:

- **Telephone:** 0300 123 4043

Buckinghamshire Council

Local Authority Designated Officer (LADO)

The Buckinghamshire Council **Local Authority Designated Officer (LADO)** manages allegations against adults who work with children.

- **Telephone:** 01296 382070
- **Email:** lado@buckinghamshire.gov.uk



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Buckinghamshire Children's Social Care

Safeguarding concerns relating to a child should be reported to Buckinghamshire Children's Services:

- **Telephone (during office hours):** 01296 383962
- **Email:** secure-cyfirstresponse@buckinghamshire.gov.uk

Out-of-Hours Emergency Duty Team

If a safeguarding concern arises outside normal working hours and cannot wait until the next working day, staff must contact the Emergency Duty Team:

- **Telephone:** 0800 999 7677

Bedford Borough Council

All staff must be aware that safeguarding concerns can be reported externally where required, particularly if there are concerns about immediate risk, or where internal reporting routes are not appropriate.

Local Authority Designated Officer (LADO)

The Bedford Borough Council **Local Authority Designated Officer (LADO)** manages allegations against adults who work with children.

- **Telephone:** 01234 718099
- **Email:** lado@bedford.gov.uk

Reporting Concerns to Bedford Borough Children's Social Care

All staff have a responsibility to take prompt action where there are concerns about a child's safety or welfare. Referrals to external agencies must be made without delay where a child may be at risk of harm.

Safeguarding concerns should be reported to Bedford Borough Council Children's Social Care using the contact details below:

During Office Hours:

- **Telephone:** 01234 267422
- **Email:** childrens.services@bedford.gov.uk

Out-of-Hours Emergency Contact

If a safeguarding concern arises outside of normal working hours and cannot safely wait until the next working day, staff must contact the Emergency Duty Team (EDT):



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- **Telephone: 0300 300 8123**



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FGM

Dan Gaze Support Services should:

- Be familiar with the following information provided by the NSPCC
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/> &
<https://learning.nspcc.org.uk/child-abuse-and-neglect/fgm>
- Take responsibility and report any matter related to FGM to the relevant authorities

The PREVENT Duty

Dan Gaze Support Services should:

- Be familiar with the following government guidelines
<https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation/the-prevent-duty-an-introduction-for-those-with-safeguarding-responsibilities>

We are committed to reviewing our policy and good practice annually.

Signed:

Date: 01/06/2026

Review date: 01/06/2027

NSPCC Helpline

0808 800 5000



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Appendix: Safeguarding Concern Reporting Form

This form must be completed as soon as possible after a safeguarding concern is identified and submitted in line with the organisation's safeguarding procedures.

1. Details of Person Reporting the Concern

- Name:
- Role:
- Contact details:
- Date of report:
- Time of report:

2. Details of Young Person / Individual at Risk

- Name:
- Date of Birth:
- Address:
- Parent/Carer Name(s):
- Contact details:

3. Nature of Concern

(Please tick or specify)

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Other (please specify):

4. Details of the

Concern.

5. Immediate Actions Taken

- Was the young person in immediate danger? Yes No
- Actions taken (e.g. first aid, contacted DSL, emergency services):



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6. Details of Any Witnesses

- Name(s):
- Role/relationship:
- Contact details:

7. Has This Concern Been Reported to the Designated Safeguarding Lead (DSL)?

- Yes
- No
- If yes:
- Name of DSL:
- Date and time reported:

8. Further Action / Outcome (to be completed by DSL)

- Action taken:
- External agencies contacted (if applicable):
- Outcome:
- Date closed:

9. Signature

- Staff signature:
- Date: