SHOCKOUT

Shockout Safeguarding Policy 2025/2026

1. Purpose

Shockout has a duty to ensure the safety, welfare and wellbeing of all staff and students. This document provides guidance and outlines procedures to be followed in all cases of suspected abuse or situations presenting a serious risk to any individual within the organisation.

All employees and adults in regular contact with young people and vulnerable adults at Shockout are required to familiarise themselves with this policy and follow the referral process detailed herein.

2. Safeguarding Policy Statement

Shockout believes that the welfare of every individual is paramount. We recognise our duty and responsibility to protect when there is cause for concern.

Shockout also acknowledges its duties under section 26(10) of the **Counter Terrorism and Security Act 2015**, requiring institutions to prevent individuals from being drawn into terrorism.

All staff and students have the right to:

- Live, work, and study in a safe environment and be protected from harm.
- Experience emotional wellbeing.
- Feel valued and supported by professional relationships.
- Have a positive self-image and secure sense of cultural, social, and racial identity.
- Understand, recognise, and promote **fundamental British values**, including democracy, rule of law, individual liberty, mutual respect, and tolerance for those of different faiths and beliefs.

Shockout believes that all staff and students—without exception—have the right to protection from abuse regardless of gender, ethnicity, disability, age, sexuality, or beliefs, and to be protected from extremist behaviour or ideologies.

Shockout is committed to the principles of **safe recruitment, selection, and vetting** of all staff.
(See also: *Equal Opportunities Policy* and *Staff Recruitment Policy*.)

3. Definitions

- **Safeguarding:** Preventing harm, abuse, or neglect and promoting welfare.
- **Child Protection:** Measures taken when there is risk or evidence of harm.
- **Abuse:** A violation of an individual's human and civil rights by another person.

- **Physical abuse:** injury, violence, or bullying.
- **Emotional abuse:** harassment, coercion, or bullying.
- **Sexual abuse:** non-consensual sexual acts.
- **Financial abuse:** coercion or theft of money.
- **Neglect:** failure to act or provide necessary care.

- **Extremism:** Vocal or active opposition to fundamental British values, including support for terrorism.

4. Designated Safeguarding Personnel

Role	Name	Email	Phone
Designated Safeguarding Lead (DSL)	Lisa Norris	safeguardingarts@weareshockout.com lisanorris@weareshockout.com	0161 833 9937
Local Designated Safeguarding Person (LDSP)	Dannielle West	danniellewest@weareshockout.com	0161 833 9937
Local Designated Safeguarding Person (LDSP)	Rennae Wilson	rennaewilson@weareshockout.com	0161 833 9937
Local Designated Safeguarding Person (LDSP)	Michael Lowry	michaellowry@weareshockout.com	0161 833 9937
Local Designated Safeguarding Person (LDSP)	Eric Carpenter	Eric@weareshockout.com	0161 833 9937

All issues must be handled sensitively and respectfully. Concerns should never be dealt with in isolation.

5. Reporting Procedure

5.1 Initial Disclosure

If a safeguarding concern or disclosure arises:

- Contact the **LDSP immediately** and log all details.
- Email all concerns to:
  - **Lisa Norris (DSL):** safeguardingarts@weareshockout.com
  - **and one of the LDSPs listed above.**

5.2 Handling a Disclosure

- Inform the individual you **cannot promise confidentiality** if they disclose information suggesting harm.
- Listen without judgment or interruption.
- Avoid leading questions.
- Record details promptly using the **SG1 pro-forma**.

5.3 Documentation

Records must include:

- Date, time, and names of all present.
- A brief factual account.
- Visible injuries or evidence.
- Signatures of staff and (if appropriate) the individual.

5.4 Designated Lead's Duties

- Report all allegations to the DSL within **24 hours**.
- The DSL will contact Social Services, Police, or NSPCC as appropriate.
- Keep all records securely and indefinitely.

6. Allegations Against Staff or Students

- All allegations must be reported immediately to the **DSL** and **Principal**.
- Where allegations concern the DSL, report directly to the **Principal**.
- Where allegations concern Senior Management, report to the **Chair of the Board of Trustees**.

6.1 Local Authority Designated Officer (LADO)

In line with statutory guidance, all allegations against staff that involve potential harm to a child or vulnerable adult **must be reported to the Local Authority Designated Officer (LADO)** within **one working day**.
The LADO oversees investigations and advises on disciplinary or safeguarding actions.

6.2 Whistleblowing

Staff have a duty to report any concerns about unsafe practices or failures in safeguarding.
If internal systems fail or concerns remain unresolved, staff should use Shockout's **Whistleblowing Policy** or contact the **LADO** directly.

7. Information Sharing and Data Protection

Shockout upholds the principles of **UK GDPR (2018)** and the **Data Protection Act 2018**.
Information will only be shared where it is:

- **Lawful, necessary, and proportionate**, and

- In line with the **DfE's Information Sharing Guidance (2018)**.

Confidential information will be shared on a **"need to know" basis** for the purpose of safeguarding.
See also: *Shockout GDPR and Data Protection Policy.*

8. Online and Digital Safeguarding

Shockout recognises that online activity presents additional safeguarding risks.

8.1 Areas of Concern

- Cyberbullying, grooming, sexting, online harassment.
- Inappropriate use of digital learning platforms.
- Sharing of harmful content or extremist material.

8.2 Preventive Measures

- All staff and students must adhere to Shockout's **Acceptable Use and Cyberbullying Policy**.
- Training will reference **Teaching Online Safety in Schools (DfE, 2019)** guidance.
- Shockout will promote responsible digital citizenship and online boundaries.

9. Staff Training

- All staff receive safeguarding and PREVENT training at induction.
- **Refresher training** occurs every three years or sooner if required.
- LDSPs are trained to **Level 2**, DSLs to **Level 3**.
- Ongoing CPD ensures alignment with current statutory guidance.

10. Recruitment and Vetting

Shockout follows **Safer Recruitment** procedures:

- Enhanced **DBS checks** for all staff prior to employment and every three years thereafter.
- Rigorous identity, reference, and qualification verification.
- Recruitment practices that actively deter unsuitable candidates.

11. General Safeguarding Advice

Staff are well placed to recognise signs of abuse, neglect, extremism, or radicalisation.
If concerns arise:

- Treat the matter seriously.
- Contact the DSL/LDSP immediately.
- Record concerns and actions taken.

- Do not promise confidentiality, investigate independently, or contact parents directly.

12. Protecting Staff

To protect professional boundaries, staff should:

- Avoid being alone in enclosed spaces with students.
- Refrain from offering lifts.
- Keep communications professional (no personal social media contact).
- Use “No Caller ID” when phoning students and include colleagues in emails (BCC).

13. Relevant Legislation and Guidance

This policy aligns with current statutory guidance including:

- **Working Together to Safeguard Children (DfE, 2023)**
- **Keeping Children Safe in Education (DfE, 2024)**
- **Children and Families Act 2014**
- **Safeguarding Vulnerable Groups Act 2006**
- **Care Act 2014**
- **Counter Terrorism and Security Act 2015**
- **Data Protection Act 2018 / UK GDPR**
- **DfE Information Sharing Guidance (2018)**
- **Teaching Online Safety in Schools (DfE, 2019)**

14. Useful Contacts

Service	Details
NSPCC	0808 500 5000 • www.nspcc.org.uk
Childline	0800 1111 • www.childline.org.uk
Parentline	0808 800 2222 • www.parentline.co.uk
Respond	0808 808 0700 • www.respond.org.uk
ThinkUKnow	www.thinkuknow.co.uk
Trafford Children’s First Response	0161 912 5125 (day) / 0161 912 2020 (emergency)
PREVENT / Channel Team	101 quoting “Channel” or 0800 789 321 (emergency)
GMP Channel Project	channel.project@gmp.police.uk / 0161 856 6362
Social Care (Manchester)	0161 234 5001
Homelessness Support	0161 234 5001
Civil Emergency Line	0161 223 722

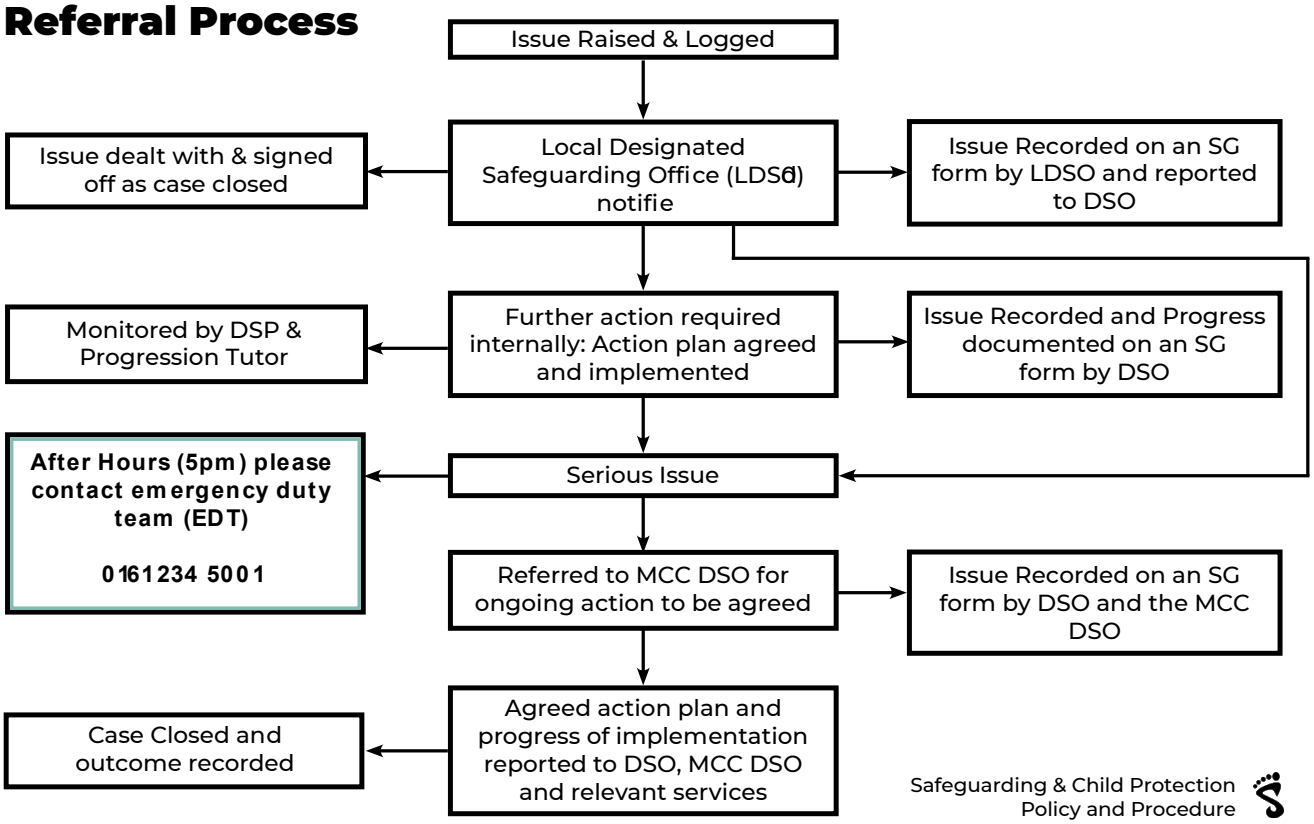
15. Policy Review and Ownership

This policy will be:

- **Reviewed annually** by the **Designated Safeguarding Lead (DSL)**.
- **Approved by the Senior Leadership Team**.
- Updated immediately in response to changes in statutory guidance or legislation.

Next Review Date: July 2026
Policy Owner: Lisa Norris, Designated Safeguarding Lead

Safeguarding Issue Referral Process



SHOCKOUT

Safeguarding Form

Please Complete In Block Capitals

Name of Person Making Report:	**Date:**			
Learner Details: **Name:** **D.O.B:** **Year group:** **Emergency Contact:**				
Details of Concern: (please include time of incident) **If you're reporting a concern involving possible marks on a learner's skin complete the body map on the reverse side.**				
Has the Learner Been Consulted? (Please tick) (Have you explained to the learner that you will need to share this information?)	**Yes**		**No**	
If you answered no to the above please explain why you chose not to consult the learner: This is a record of an ongoing behavioural issue.				
Name of Person This Report Is Passed To: (Designated Safeguarding Officer/Local Designated Safeguarding Officer/Safeguarding team)				
Nature of Concern (Person Receiving Form to Assess Based on Details of Concern, and Tick Please: This will determine action to be taken):				

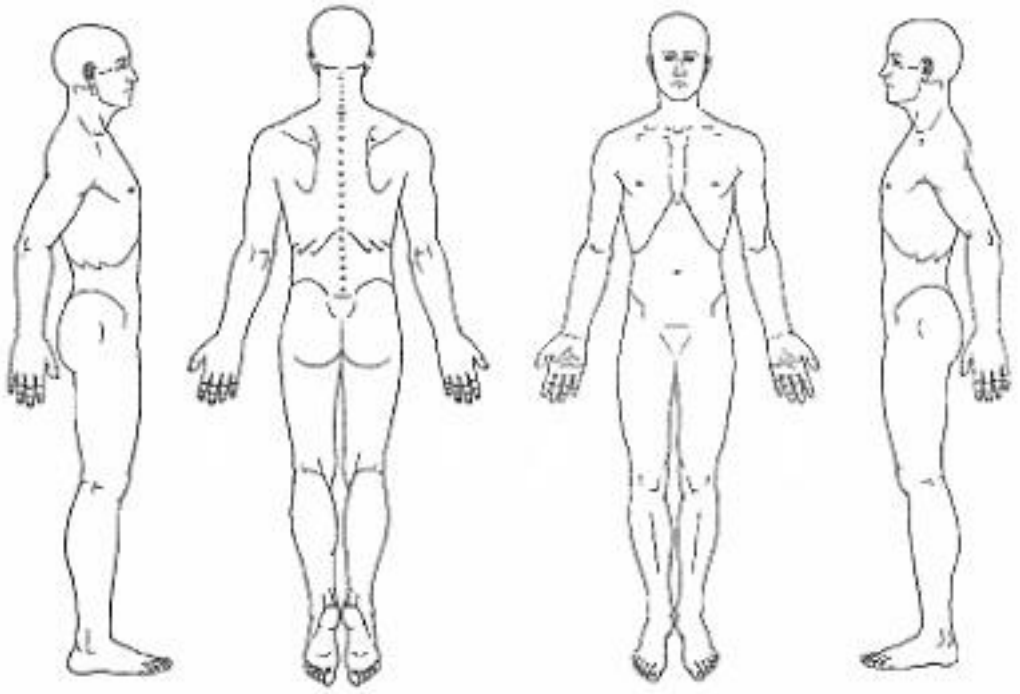
Safeguarding		Conduct		Complaint		General Concern	

Action:					
Action for Person Making Report: **Date actions completed: _____**					
Action for Person Receiving Report: **Date actions completed: _____**					
Safeguarding Incidents: Please Record Other Agencies/Parties Notified/Involved:					
Emergency Duty Team		LADO		Security	
SG Designated Officer		Principal		Police	

Social Services		Manchester City Council		Safeguarding Team	
Date Single Record Category (Person Receiving Form to Assess Based on Details of Concern, and Tick Please)					
Safeguarding		Conduct		Complaint		General Concern	

Please Complete In Block Capitals

Name of Person Making Report:	**Date:**
Learner Details: **Name:**	
If you reporting a concern involving possible marks on a learners skin complete the body map below noting the position and type of marks.	



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Reviewed July 2025 DW