



POLICY

Safeguarding Policy

Children, young people and adults at risk

Organisation	Early Help Support CIC, trading as ANCHOR Inclusion® (Company no. 17322790)
Registered office	60 Tottenham Court Road, Office 1408, London W1T 2EW (not a service venue)
Policy owner	S Asha, Founder and Designated Safeguarding Lead
Approved by	The Board of Directors
Version	1.0
Effective date	24 September 2026
Next review	September 2027

1. Policy statement

ANCHOR Inclusion trains the adults around children with special educational needs and disabilities (SEND) to respond consistently at home and at school. Every part of that work brings us into contact with children, families and adults who may be at risk. Keeping them safe comes before everything else we do.

We believe every child and every adult at risk has the right to be safe, to be listened to and to be treated with dignity. Safeguarding is everyone's responsibility. Anyone working on behalf of ANCHOR who is worried about a child or an adult must act on that worry the same day.

If a child or adult is in immediate danger, call **999**. Then tell the Designated Safeguarding Lead.

2. Who this policy applies to

This policy applies to everyone who works for or represents ANCHOR Inclusion, whether paid or unpaid:

- directors, including the founder and non-executive directors;
- employees and freelance trainers;
- ANCHOR practitioners on the practitioner register, including trainee practitioners;
- volunteers and students on placement; and
- anyone else representing ANCHOR at an event, exhibition or meeting.

In this policy, “ANCHOR staff” means all of the people listed above.

3. Where ANCHOR works

Our safeguarding arrangements are built around the four settings we work in. Each one has its own section in this policy.

Setting	What happens there	See section
Schools	Training for school staff, delivered live online or on site	11
Online sessions	Parent workshops, practitioner training and some practitioner sessions with families	10
Family homes	Sessions delivered by ANCHOR practitioners, booked through the ANCHOR platform	9
Community venues and events	Parent workshops at community and NHS venues, exhibitions and conferences	12

4. Legal and statutory framework

This policy follows current UK legislation and statutory guidance, including:

- Children Act 1989 and Children Act 2004;
- Working Together to Safeguard Children (current edition);
- Keeping Children Safe in Education (current edition), which applies whenever we work in or with schools;
- London Safeguarding Children Procedures;
- Care Act 2014 and Mental Capacity Act 2005;
- Safeguarding Vulnerable Groups Act 2006;
- Counter-Terrorism and Security Act 2015 (the Prevent duty);
- Children and Families Act 2014 and the SEND Code of Practice;
- Data Protection Act 2018 and UK GDPR; and
- Equality Act 2010 and Human Rights Act 1998.

5. Definitions

Child	Anyone who has not yet reached their 18th birthday.
Adult at risk	A person aged 18 or over who has care and support needs and, because of those needs, may be unable to protect themselves from abuse or neglect.
Safeguarding	Protecting people from abuse and neglect, preventing harm to their health or development, and taking action so that they can have the best outcomes.
Designated Safeguarding Lead (DSL)	The person responsible for receiving concerns, keeping records and making referrals on behalf of ANCHOR.

LADO

The Local Authority Designated Officer, who manages allegations against adults who work with children.

6. Recognising abuse

Abuse can take many forms, and a child or adult may experience more than one. These include physical, emotional and sexual abuse; neglect; domestic abuse; online abuse; child criminal and sexual exploitation; radicalisation; financial, discriminatory and organisational abuse; modern slavery; and self-neglect in adults.

Children with SEND

Children with SEND can face extra barriers to being recognised as at risk. ANCHOR staff must keep these barriers in mind in every setting:

- a change in behaviour, mood or injury can be wrongly put down to the child's disability without further thought;
- a child may be more affected by bullying or isolation, and may not show outward signs;
- a child may find it hard to tell anyone what is happening, especially if they communicate without speech; and
- a child may be more dependent on adults for intimate care, which increases their vulnerability.

ANCHOR teaches adults to notice a child's state before responding. The same habit applies here: notice the change, and do not explain it away.

7. Roles and responsibilities

The Board of Directors

- makes sure safeguarding arrangements are in place, resourced and working;
- appoints a DSL, a Deputy DSL and a Lead Director for Safeguarding;
- receives a safeguarding report at every board meeting (numbers and themes only, never names); and
- reviews and approves this policy every year.

Designated Safeguarding Lead (DSL)

- receives and records all safeguarding concerns;
- decides on and makes referrals to children's or adult social care, the police or the LADO;
- supports ANCHOR staff who raise a concern;
- keeps safeguarding records secure; and
- makes sure all ANCHOR staff complete safeguarding training.

Deputy DSL and Lead Director for Safeguarding

The Deputy DSL covers the DSL's role when the DSL is not available. The Lead Director for Safeguarding is a non-executive director who oversees safeguarding at board level. Because the DSL is also the founder, the Lead Director is the person who receives any concern or allegation about the DSL (see section 14). Until a Lead Director is appointed, the Deputy DSL takes on this responsibility.

Safeguarding contacts

Role	Name	Contact
Designated Safeguarding Lead	S Asha, Founder	07438 863194 info@anchorinclusion.co.uk
Deputy DSL	Kim, SEN Practice Advisor	Via info@anchorinclusion.co.uk
Lead Director for Safeguarding	Non-executive director (appointment in progress)	Until appointed, contact the Deputy DSL

Everyone working for ANCHOR

- reads and follows this policy and the ANCHOR code of conduct;
- completes safeguarding training before starting work and keeps it up to date;
- reports every concern to the DSL on the same day; and
- never investigates a concern themselves.

8. Safer recruitment and the practitioner register

No one works with children or families on behalf of ANCHOR until these checks are complete:

- proof of identity and right to work in the UK;
- two references, at least one from a recent role involving children or adults at risk;
- an enhanced DBS check with a check of the children's barred list, for any role that is regulated activity with children, and the adults' barred list where the role involves adults at risk;
- an interview that includes questions about safeguarding; and
- completion of ANCHOR safeguarding training.

Practitioners are admitted to the ANCHOR practitioner register only after the DSL has approved these checks. Practitioners must be on the DBS Update Service, or renew their DBS check every three years, and ANCHOR checks their status every year. Any practitioner who receives a caution, conviction or barring decision must tell the DSL straight away.

For directors, the DBS check level depends on whether the director's role includes regulated activity. The DSL will confirm the correct level for each appointment.

9. Working in family homes

ANCHOR practitioners support families in their own homes. These rules protect both the child and the practitioner:

1. All sessions are booked through the ANCHOR platform, with approved families only. Work arranged outside the platform is not ANCHOR work and is not covered by ANCHOR supervision or insurance.
2. A parent or carer stays in the home for the whole session. A practitioner is never left alone with a child.
3. Practitioners do not share personal phone numbers or social media accounts with families. All contact goes through the ANCHOR platform or ANCHOR contact details.

4. Practitioners do not photograph, film or record children.
5. Practitioners follow the ANCHOR Lone Working Policy, including telling ANCHOR when they arrive at and leave each home.
6. Practitioners do not transport children.
7. Trainee observations take place by video call with the parent present. They are never recorded.

10. Online sessions

- We use approved platforms only, with waiting rooms and host controls switched on.
- We do not record sessions that include children. Where an adult-only session is recorded, everyone is told before recording starts.
- In group sessions, participants must not share a child's name or other identifying information. This is an ANCHOR house rule, and the facilitator states it at the start of every session.
- If someone discloses a safeguarding concern in a group session, the facilitator thanks them, moves the conversation to a private follow-up and reports to the DSL the same day.
- Parent workshops are for adults unless the session states otherwise.

11. Working in schools

- When ANCHOR staff work in or with a school, the school's own safeguarding policy applies. Staff follow the school's sign-in and visitor procedures.
- Any concern about a child in a school is reported to the school's DSL straight away, and to the ANCHOR DSL the same day.
- The ANCHOR app is designed so that school staff record their own practice. The app does not collect a child's name or any detail that could identify a child, and staff must not enter one in any free-text field.

12. Community venues and events

- Before any in-person session, the facilitator checks the venue's fire, first aid and safeguarding arrangements.
- Children attending with a parent remain the parent's responsibility at all times.
- Photographs are taken only with written consent, using the ANCHOR photography and recording consent form.

13. What to do if you are worried

1. If anyone is in immediate danger, call 999.
2. Stay calm and listen. Let the person speak in their own words, and do not ask leading questions.
3. Do not promise to keep a secret. Explain that you will need to tell someone whose job is to help.
4. Write down what was said or seen as soon as possible, using the person's own words. Sign and date your note.
5. Tell the ANCHOR DSL the same day. If the concern is in a school, also tell the school's DSL straight away.
6. Do not investigate, and do not contact anyone the concern is about.

The DSL decides whether to refer to the local authority's children's social care team (the MASH or front door), adult social care or the police. The DSL normally discusses a referral with the parent or carer first, unless doing so could put the child or anyone else at greater risk.

Anyone can refer directly to children's social care or the police if they believe a child is at risk and the DSL cannot be reached. You can also call the NSPCC Helpline on 0808 800 5000 for advice.

14. Allegations against ANCHOR staff, practitioners or directors

An allegation is any information suggesting that someone working for ANCHOR has harmed a child, may have committed a criminal offence against a child, or has behaved in a way that suggests they may pose a risk to children.

1. Report the allegation to the DSL straight away.
2. The DSL contacts the LADO for the area where the child lives within one working day, and follows the LADO's advice.
3. If the allegation is about the DSL or the founder, report it to the Lead Director for Safeguarding (or, until one is appointed, the Deputy DSL), who contacts the LADO directly. Anyone can also contact the LADO themselves.
4. A practitioner who is the subject of an allegation is suspended from the practitioner register while the allegation is investigated. Suspension is a neutral act and does not assume guilt.
5. ANCHOR will refer a person to the Disclosure and Barring Service where it is legally required to do so, including when someone is removed from regulated activity because they harmed, or posed a risk of harm to, a child or adult at risk.

15. Confidentiality and information sharing

Safeguarding information is shared only with people who need it to keep someone safe. Data protection law does not stop us sharing information when a child or adult is at risk. If in doubt, speak to the DSL and share.

16. Records

- Safeguarding records are kept separately from other records, stored securely and accessed only by the DSL and the Deputy DSL.
- Records about a child are kept until the child's 25th birthday.
- Records of allegations against ANCHOR staff are kept until the person's normal retirement age or for 10 years from the date of the allegation, whichever is longer.
- ANCHOR is registered with the Information Commissioner's Office (registration ZC037104).

17. Professional boundaries

ANCHOR staff must:

- keep relationships with children and families professional;
- not connect with children or families on personal social media;
- not give or accept gifts beyond small tokens of thanks, and declare any gift to the DSL;

- avoid physical contact unless it is needed to keep a child safe, and record it if it happens; and
- never use their position to gain money, favours or influence.

18. Whistleblowing

Anyone who is worried about unsafe practice at ANCHOR should tell the DSL or the Lead Director for Safeguarding. No one will be treated unfairly for raising a concern in good faith. If you do not feel able to raise it internally, you can call the NSPCC Whistleblowing Advice Line on 0800 028 0285.

19. Local safeguarding contacts

Much of ANCHOR's work takes place online, with families and schools in many different areas. A referral always goes to the local authority where the child or adult lives, not where ANCHOR is based.

- To find the right children's social care team, use the GOV.UK service "Report child abuse to your local council" and enter the child's postcode.
- The LADO is reached through the same local authority, usually via its children's services front door.
- Concerns about an adult at risk go to the adult social care team of the council where the adult lives.
- The DSL records which local authority was contacted, the name of the person spoken to, and the date and time, in the safeguarding record.

National contacts: Police emergency 999, non-emergency 101. NSPCC Helpline 0808 800 5000. Childline (for children) 0800 1111.

20. Monitoring and review

The Lead Director for Safeguarding reports to the board at every meeting on the number of concerns and referrals, training completion and DBS status across ANCHOR staff. The board reviews this policy every year, and sooner if the law or guidance changes, if ANCHOR starts working in a new setting, or after any serious safeguarding incident.

Approval

Approved by (director)	
Print name	S Asha, Founder and Director
Signature	
Date approved	24 September 2026
Next review date	September 2027



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Trading name of Early Help Support CIC.

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60 Tottenham Court Road, Office 1408,

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