

Safeguarding Policy



The Spark Group

Introduction

The Spark Group is committed to safeguarding and promoting the welfare of all young people, particularly those aged 14-19, who engage with our services. We recognise our responsibility to create and maintain a safe and supportive environment where every individual is respected, valued, and protected from harm.

This policy outlines our approach to safeguarding and sets out the procedures that all employees must follow to ensure the safety, wellbeing, and protection of all young people.

Scope of the Policy

This policy applies to:

- All employees;
- All sub-contractors;
- All contractors;
- All volunteers;
- Anyone working on behalf of The Spark Group

It is the responsibility of everyone involved with The Spark Group to familiarise themselves with this policy and adhere to its guidelines.

Legal Framework

This policy is based on and complies with the following legislation and statutory guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2025
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- Data Protection Act 2018 (GDPR)

Key Principles

The Spark Group's safeguarding approach is guided by the following principles:

- The welfare of young people is paramount;
- All young people have the right to be protected from abuse, neglect, and exploitation;
- Safeguarding is everyone's responsibility, and all employees are accountable for their actions;
- The voice of the young person will be listened to, respected and acted upon.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for ensuring the effective implementation of safeguarding practices and is the primary point of contact for any safeguarding concern. The DSL will:

- Respond to and investigate concerns;
- Liaise with statutory agencies when appropriate;
- Maintain confidential records of safeguarding incidents;
- Ensure employees are trained and up to date on safeguarding responsibilities

DSL Contact Details:

Daniel Canavan

07818 410292

daniel@thespark.group

All employees

All employees must:

- Complete enhanced DBS checks before starting their role;
- Undergo regular training in safeguarding, Prevent, and online safety at the appropriate level;
- Be vigilant and report any concerns regarding the safety or wellbeing of young people to the DSL;
- Follow the safeguarding procedures outlined in this policy

Safer Recruitment

The Spark Group uses safer recruitment practices to ensure unsuitable individuals are not working with young people. All applicants, including volunteers, must:

- Undergo an Enhanced DBS check;
- Provide proof of identity, qualifications, and work history;
- Supply two professional references;
- Complete an interview process that includes safeguarding related questions.

Safeguarding Training

Employees will complete the following training:

- Safeguarding (every 3 years)
- Keeping Children Safe in Education Update (annually)
- Prevent (every 3 years)
- Online Safety (every 2 years)
- Safer Recruitment (for managers) (every 2 years)

Training will be completed sooner than these frequencies if required due to changes in legislation, guidance, or identified organisational need.

Recognising and Reporting Concerns

Employees must be vigilant and aware of the signs of abuse, neglect, or other safeguarding issues. When a concern arises, employees must:

1. Record the concern, including the date, time, and details of the concern;
2. Report the concern to the DSL immediately;
3. Maintain confidentiality and only share information only on a need-to-know basis

Responding to Disclosures

If a young person discloses a safeguarding issue to an employee, the employee should:

- Listen carefully and without interruption;
- Reassure the young person that they have done the right thing by speaking up;
- Avoid making promises, especially around confidentiality as it may need to be reported elsewhere;
- Record the disclosure accurately and report it to the DSL immediately

Allegations against Employees

If a safeguarding concern is raised about an employee, this must be reported to the DSL immediately. The DSL will:

- Take steps to ensure the safety of the young person;
- Consider suspension or temporary removal from duties if required;
- Maintain full records of the investigation and outcome

Prevent Duty

The Spark Group has a duty to prevent the risk of radicalisation and extremism. All employees will receive Prevent training to help them:

- Recognise warning signs of radicalisation;
- Understand reporting procedures;
- Protect young people from extremist influence

Online Safety

We are committed to ensuring that young people are safe in their digital interactions. All employees will receive online safety training.

All online teaching and communication tools are used in a way that protects learners and employees, particularly regarding safeguarding, data protection, and professional boundaries.

CCTV

All areas of the centre are covered by CCTV. In the case of allegations, CCTV may be accessed and reviewed for investigative purposes.

Confidentiality and Information Sharing

Safeguarding concerns will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with data protection laws. The safety of the young person will always take precedence over confidentiality.

Monitoring and Review

This policy will be reviewed annually or when there are changes to legislation, statutory guidance, or operational needs. Lessons from incidents or audits will be used to update this policy where needed.

Approval

This policy has been approved by The Spark Group's Senior Leadership Team.

Signed: Debbie Sturridge

Position: Business Enablement Manager

Revision Date: 15.09.25

Next Review Date: 01.09.26

Other Contact Information

Local Authority Safeguarding Contact:

<https://safeguardingchildren.stoke.gov.uk/homepage/46/about-us>

Children's advice and duty service (CHAD) on 01782 235100