Child Protection Policy, Procedure and Guidance

Published September 2026

COMPASS CONNECTIONS

Compass Connections has been nurturing wellbeing through imaginative and creative explorations since 2011. We support schools nationwide in nurturing wellbeing techniques for young people, focusing on regulation strategies which are easy and manageable for the young people to implement and are sustainable in the long term for their mental and emotional health.

Our sessions are provided in-person, with a wealth of regularly updated online resources to access, for both schools and young people. They are in line with the DFE statutory guidance on 'Physical Health and Mental Wellbeing for Primary and Secondary schools' (2025).

It is led by Maria Caneda, who is the Director of Wellbeing and Learning, with over 25 years of experience in education. Her previous roles include classroom teacher, senior leader, and consultant.

Compass Connections also delivers CPD training for primary colleagues.

Maria Caneda is the Safeguarding Officer at Compass Connections.

Policy Statement

Aims

- To provide staff working at *Compass Connections* with the framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities.
- To ensure consistent good practice across our organisation.
- To demonstrate our commitment to protecting children and young people.

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the **best interests** of the child.'* KCSiE

- *Compass Connections* recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.
- We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.
- We maintain an attitude of "it could happen here" where safeguarding is concerned.
- The purpose of this policy is to provide staff and volunteers with the framework they need in order to keep children safe and secure in our organisation, and to inform parents and guardians how we will safeguard their children whilst they are in our care.
- Specific guidance is available to staff within the procedure documents.

DEFINITIONS

Within this document:

Child protection is an aspect of safeguarding but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

The term ***staff*** applies to all those working for or on behalf of *Compass Connections*, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday. On the whole, this will apply to pupils who receive the services at *Compass Connections*.

Parent refers to birth parents and other adults in a parenting role for example adoptive parents, step-parents, guardians and foster carers.

Abuse could mean neglect, physical, emotional or sexual abuse or any combination of these, as well as children witnessing domestic abuse. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.

Principles and Values

- Children have a right to feel secure and cannot learn effectively unless they do so.
- All children have a right to be protected from harm.
- All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm, whilst taking into account any contextual safeguarding.
- We acknowledge it is essential that we work in partnership with other agencies that protect children and reduce risk and so we will engage in partnership working throughout the child protection process to safeguard children.
- Whilst *Compass Connections* will work openly with parents as far as possible, it reserves the right to contact Children's Social Care or the police, without notifying parents if this is believed to be in the child's best interests.
- All adults working within *Compass Connections* should maintain professional curiosity if they are concerned about a child.

Leadership and Management

We have established clear lines of accountability, training and advice to support the process of child protection and individual staff within that process.

In this organisation, any individual can contact the Safeguarding Officer (SO) if they have concerns about a child or young person and there are signpost arrangements for periods when the SO is unavailable due to illness, leave or other circumstances.

As an employer we follow safer recruitment guidance as set out in KCSiE 2026 including informing shortlisted candidates that online searches will be carried out.

Training

All staff at *Compass Connections* are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately. Refresher training is provided as required yearly from the NSPCC https://learning.nspcc.org.uk/training/. Separate training is provided to all new staff on appointment through the NSPCC Training Portal. The SO will attend training every year to enable them to fulfil their role.

Any update in national or local guidance will be shared with all staff at *Compass Connections*. This policy will be updated during the year to reflect any changes brought about by new guidance.

Referral

Following any concerns raised, the SO will assess the information and consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached, or if it is not clear if the threshold is met, the SO will contact The Hampshire Local Authority Designated Officer (LADO) using the Hampshire County Council LADO Portal.

The SO may also contact children's social care support or for urgent non-police reporting, may contact Hampshire Children's Services at **0300 555 1384**

Generally, the SO will inform the parents prior to making a referral. However, there are situations where this may not be possible or appropriate, particularly when informing parents, may place the child at further risk. ***N.B.*** *The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the police. The Hampshire Local Authority Designated Officer (LADO) should also be made aware by using the Hampshire County Council LADO Portal*

The SO should keep detailed, accurate, and secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA Children's Social Care or the Prevent program.

Confidentiality

- We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2024) guidance.
- There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.
- Information will be shared with individuals within the organisation who 'need to know'.
- All staff are aware that they cannot promise a child to keep a disclosure confidential
- As an organisation, we will educate children to recognise when they are at risk and how to get help when they need it through:
- An ethos which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Dealing with concerns and allegations against staff

If a concern is raised about the practice or behaviour of a member of staff, this information will be recorded and passed to the SO Maria Caneda. The SO will make an assessment to determine if the matter is a 'low level concern' or an 'allegation'.

The Local Authority Designated Officer (LADO) will be contacted for all allegations, and the relevant guidance will be followed. If the SO needs advice or guidance they will contact the LADO. If the allegation is against the SO, the person receiving the allegation will contact the LADO directly. (Annex 8)

Dealing with children abusing children

If a concern is raised that a child under 18 is abusing another child under 18, the 'Child on Child Abuse' guidance will be followed (Annex 5)

Legal context:

- *Section 175 of the education act 2002; the Education (Independent School Standards) Regulations 2014; the Non-Maintained Special Schools (England) Regulations. Children Act 2004 & 1989*
- *Guidance: Hampshire Safeguarding Children Partnership protocols and guidance and their procedures*
- *Working together to safeguard children 2026*
- *FGM Act 2003 Mandatory Reporting Guidance (2016)*
- *Keeping children safe in education 2026 (comes into force from 1 September 2026)*

Policy review

As an organisation, we review this policy at least annually in line with DfE, HSCP and HCC requirements and other relevant statutory guidance.

Other policies which sit alongside this policy:

- Safeguarding policy
- Code of Conduct policy for Children and Young People
- Code of Conduct policy for Adults
- Data Protection policy.

Signed: Maria Caneda

Director of Learning and Wellbeing

Date Approved: 19/08/2026

Date Reviwed: 19/08/2027

ROLES AND RESPONSABILITIES WITHING COMPASS CONNECTIONS

Staff responsibilities

All staff have a key role to play in identifying concerns early, providing help for children and preventing concerns from escalating. To achieve this, they will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Attend training in order to be aware of and be alert to the signs of abuse, neglect, exploitation and modern slavery, understanding that children can be at risk of harm inside and outside of the *Compass Connections*, inside and outside the home and online
- Maintain an attitude of "it could happen here" with regards to safeguarding.
- Be aware that mental health problems can, in some cases, develop into safeguarding concerns. This could include self-harm, suicidal ideation or risk of suicide. This could also be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation
- Recognise that abuse, neglect, or other adverse childhood experiences, can have an impact on the mental health, behaviour and education of children.
- Record their concerns if they are worried that a child is being abused and report these to the SO as soon as is practical that day. If the SO is not contactable immediately the LADO should be contacted.
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the SO is not available.
- Follow the allegations procedures (Annex 4) if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the HSCP and take account of guidance issued by the DfE.
- Treat information with confidentiality but never promise to "keep a secret".
- Liaise with other agencies that support children and provide early help.
- Ensure they know who the SO is and know how to contact them.
- Have an awareness of the Child Protection Policy, the Safeguarding Policy and the Codes of Conduct for children and young people and the Code of Conduct for Adults.

Compass Connections Director responsibilities:

- Carry out tasks such as training of staff, safer recruitment and maintaining a single central record.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the organisation.
- Treat any information shared by staff or children with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against staff are dealt with in accordance with guidance from Department for Education (DfE) and the Hampshire Safeguarding Children Partnership (HSCP) procedures.
- Determine if a concern about a member of staff is a 'low level concern' or an allegation.[1]
- Ensure that *Compass Connections* has effective safeguarding policies and procedures including a Child Protection Policy, and Codes of Conduct for both children and adults
- Ensure recruitment, selection and induction follows safer recruitment practice, including all appropriate checks.
- Ensure allegations against staff are dealt with by the SO. Allegations against the Director are dealt with by the LADO.
- Ensure staff have been trained appropriately, and this is updated in line with guidance
- Ensure any safeguarding deficiencies or weaknesses are remedied without delay

[1] See Keeping Children Safe in Education 2026 Part 4 section 1 paragraph 497 onwards

Supervision

For most activities and events, our procedure for supervision of children is as follows:

- Children will be supervised at all times.
- Where our after-school sessions take place within a school as part of a booking, children will be supervised at all times.
- Should children need to visit the toilet, the children will be supervised in the corridors outside the toilet, and the venue will be risk assessed prior.
- Should the children be taken outside as part of the session, the children will be supervised at all times and remain within view of the adult in charge.
- Where Compass Connections hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that their children are properly supervised.

COMPASS CONNECTIONS CHILD PROTECTION PROCEEDURES

Overview

The following procedures apply to all staff working at *Compass Connections* and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a child is being harmed or is at risk of harm.

The prime concern at all stages must be for the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

All staff are aware that very young children, those with disabilities, special needs, certain medical conditions or with language deficit/English as a second language may have more difficulty in communicating concerns or feelings. They may be more likely to communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility, which will include children (for example younger siblings) visiting the site in addition to pupils.

If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:

1. Make an initial record of the information on paper.
2. Report it to the SO immediately.
3. The SO will consider if there is a requirement for immediate medical intervention. Urgent medical attention should not be delayed if the SO is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence. Include everything that has happened, including details of:

    - Dates and times of observations
    - Dates and times of any discussions in which they were involved
    - Any injuries
    - Explanations given by the child / adult
    - What action was taken
    - Any actual words or phrases used by the child
    - The records must be signed and dated by the author.
5. In the absence of the SO, be prepared to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate, significant harm.

Following a report of concerns the SO must:

1. Decide whether or not there are sufficient grounds for suspecting significant harm, in which case the SO will seek advice from the LADO.
2. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the SO will seek advice from the LADO.
3. If there is indication that the child is suffering significant harm, the SO will seek advice from the LADO.
4. If a child is in immediate danger and urgent protective action is required, the police must be called. The SO will seek advice from the LADO.
5. When a child needs *urgent* medical attention and there is suspicion of parental abuse causing the medical need, the SO will seek advice from the LADO.
6. In cases of allegations against staff or low level concerns, the SO will seek advice from the LADO.

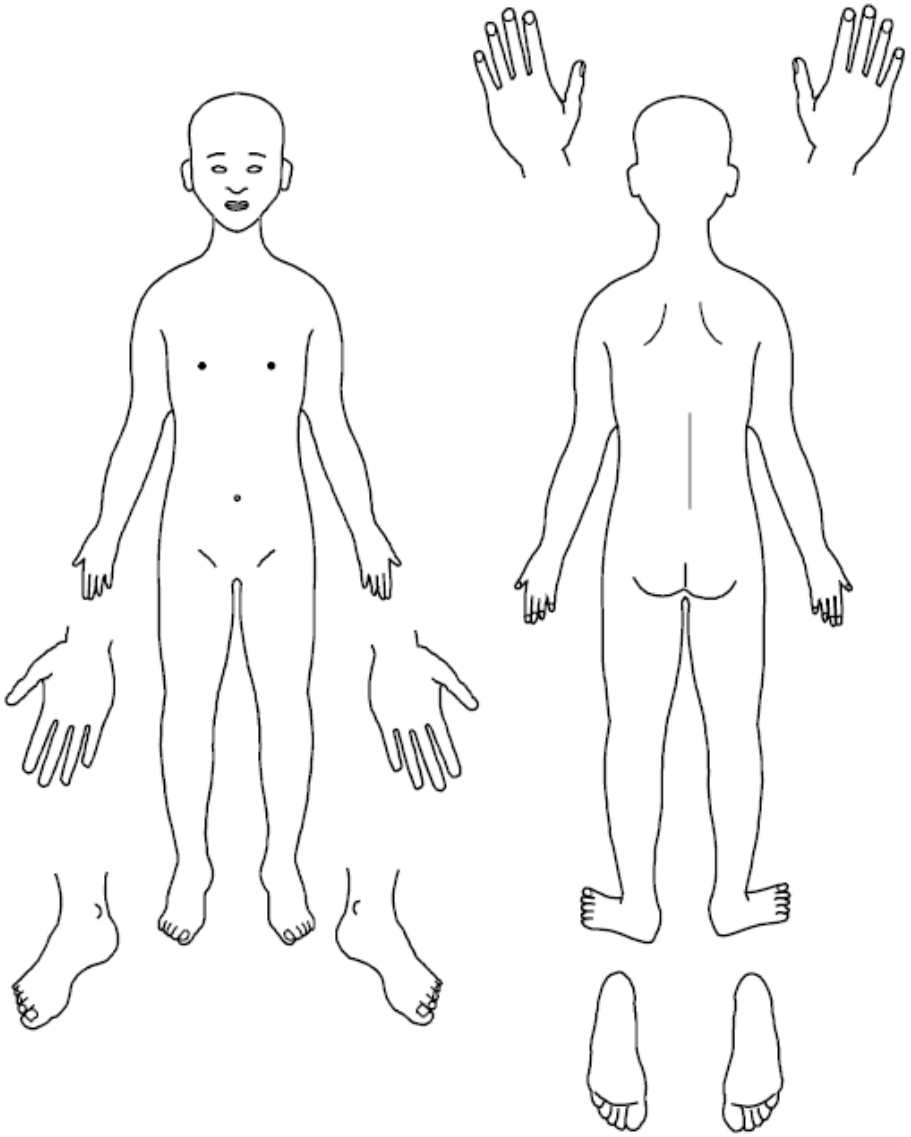
ANNEX 1 - RECORDING FORM

Child's name:	
Date and time:	
Name and role of person raising concern:	

Details of concern (where? when? what? who? behaviours? Use child's words)

Actions taken			
Date	Person taking action	Action taken	Outcome of action

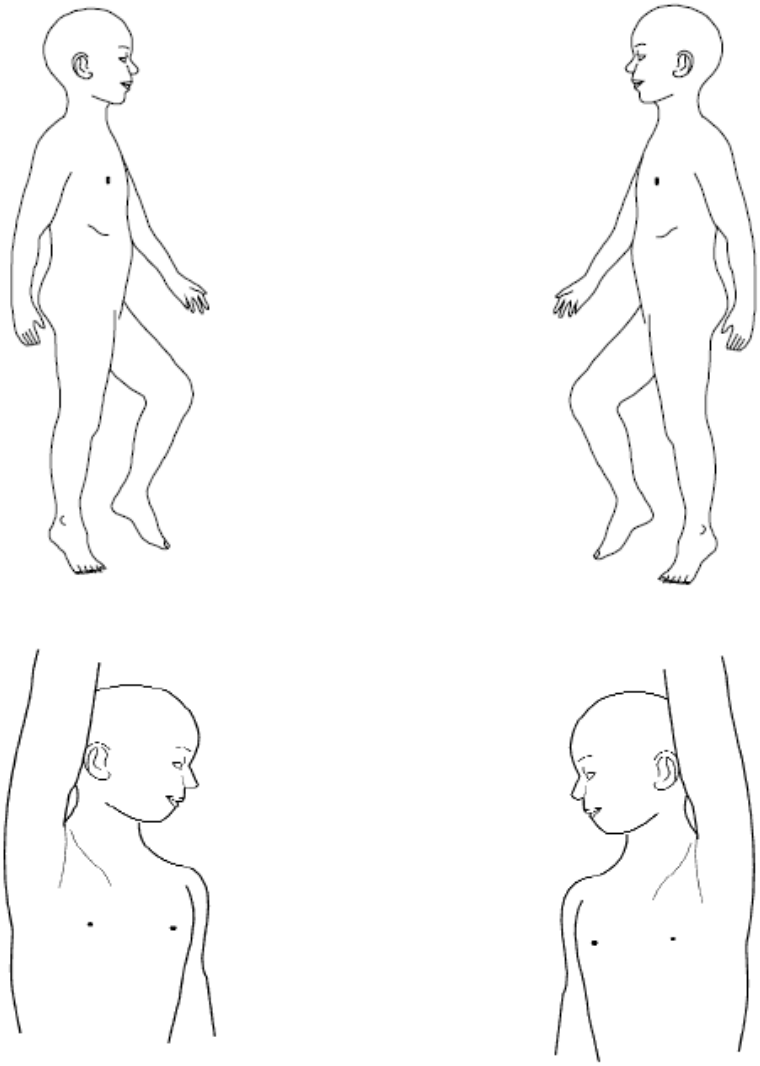
ANNEX 2 - SKIN MAP



Name of Child:

Date of birth: _____ Date of recording: _____

Name of completer: _____



Any additional information:

ANNEX 3 - DEALING WITH DISCLOSURES

All staff should

A member of staff who is approached by a child should maintain a positive attitude and try to reassure them. They should not promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preferred communication method.

All staff should know who the SO is and who to approach if the SO is unavailable. Ultimately, all staff have the right to make a referral to the police directly and if they have concerns about sending a child home.

Guiding principles, the seven R's

1. Receive

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and take it seriously.
- Make a note of what has been said as soon as practicable.

2. Reassure

- Reassure the child, but only so far as is honest and reliable.
- Don't make promises you may not be able to keep e.g. 'I'll stay
- with you' or 'Everything will be alright now' or 'I'll keep this confidential'.
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'.

3. Respond

- Respond to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Do not ask 'leading' questions i.e. 'Did he touch your private parts?' or 'Did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court. Use TED if asking questions to avoid leading – 'Tell me…', 'Explain…', 'Describe…'
- Do not ask the child why something has happened.
- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.
- Do not ask the child to repeat it all for another member of staff. Explain what you have to do next and to whom you need to talk. Reassure the pupil that it will be a senior member of staff in confidence.

4. Report

- Share concerns with the SO as soon as possible.
- If you are not able to contact the SO, and the child is at risk of immediate harm, contact the LADO.

5. Record

- If possible, make some very brief notes at the time, and write them up as soon as possible.
- Keep your original notes on file.
- Record the date, time, place, child's present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Complete a body map to indicate the position of any noticeable bruising or marks.
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'.

6. Remember

- Support the child: listen, reassure, and be available.
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues.
- Try to get some support for yourself if you need it.
- All staff should be aware that children may not feel ready or know how to tell somebody that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful.

7. Review (led by SO)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the SO what has happened after the report being made. If they do not receive this information, they should be proactive in seeking it out.

If a staff member believes that their concerns have not been dealt with effectively or that the child remains at risk, they should initially ask the SO to reconsider ensuring that the risks are understood. If this does not result in a satisfactory outcome, or the SO's rationale appears to miss the risk to the child, then the Whistleblowing procedures of the organisation should be followed.

Receiving a disclosure can be upsetting for the member of staff *Compass Connections* will support them after the disclosure. This might include reassurance that they have followed the procedure correctly and that their swift actions will enable the allegations to be handled appropriately. For some staff, use of an employee-based counselling service may be appropriate.

ANNEX 4 - ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN

Working Together to Safeguard Children (2026) states that organisations should have clear policies for dealing with allegations against people who work with children. Those policies should make a clear distinction between an allegation, a complaint or a concern about the quality of care or practice.

Allegations as defined by KCSiE should be reported to the LADO. Complaints or concerns can be managed independently by the organisation under internal procedures.

Complaints could include: -

- Breaches of the code of Conduct
- Any breach of data protection or confidentiality
- Poor behaviour management
- Inappropriate use of social media

Concerns could include: -

- Inappropriate use of language, shouting or swearing
- Discussing personal or sexual relationships with, or in the presence, of children
- Making (or encouraging others to make) unprofessional comments which scapegoat, demean or humiliate children, or might be interpreted as such.

Further guidance on contacting the LADO can be found at: Allegations against adults in the children's workforce | Children and Families | Hampshire County Council

Procedure for Allegations that meet the harm threshold.

This procedure should be used in all cases when it is alleged that an individual working in or behalf of *Compass Connections* in a paid or unpaid capacity (i.e. a member of staff, volunteer, contractor, , or another adult who works with children) has either:

- **behaved in a way that has harmed a child, or may have harmed a child; or**
- **possibly committed a criminal offence against or related to a child; or**
- **behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children; or**
- **behaved or may have behaved in a way that indicates they may not be suitable to work with children.**

When considering allegations of suitability, (the fourth criteria above) the LADOs would consider the following situations:

- Parents of children who are placed on a CIN plan or are receiving Early Help;
- Arrests for offences against adults;
- Presentation to other professionals around mental health, domestic abuse and/or substance misuse;
- Extreme political or religious viewpoints which could be considered Hate Crime;
- Concerns about behaviour in their private lives which may impact on children.

In any of these situations the LADO criteria for intervention will be assessed against the likelihood and impact of transferable risk to children.

In line with our referral process:

- Staff will report any concerns about the conduct of any member of staff, supply staff, volunteer or contractor to the SO as soon as possible.
- If an allegation is made against the Director, the concerns need to be raised with the LADO directly.
- There may be situations when the Director will want to involve the police immediately, if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- Once an allegation has been received by the Director, they will contact the LADO via the Hampshire LADO Enquiry Form sent to LADO@hants.gov.uk as soon as possible.

In liaison with the LADO, *Compass Connections* will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

Contracted Staff

While contracted staff provided by an employment agency or business are not employees of *Compass Connections*, it is still required that the organisation ensures allegations are dealt with properly and are reported to the LADO.

Low Level Concerns (LLCs)

The LLC policy is part of the whole organisation approach to safeguarding. The purpose of the policy is to encourage an open and transparent culture, which enables the organisation to identify concerning, problematic or inappropriate behaviour at an early stage. It should also empower staff to share LLCs with the DSL. LLCs will be managed independently by the organisation under internal procedures.

Examples of LLCs include, but are not limited to: -_

- being over friendly with children;
- having favourites;
- humiliating children;
- taking photographs of children on their mobile phone, contrary to *Compass Connections* Safeguarding policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

The LLC policy will: -

• Ensure that staff are clear about what constitutes appropriate behaviour, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
• Empower staff to share any low-level safeguarding concerns with the SO
• Address unprofessional behaviour and support the individual to correct this at an early stage.
• Provide a responsive, sensitive and proportionate handling of such concerns when they are raised.
• Help identify any weakness in the organisation safeguarding system.

In line with the LLC policy: -

- All LLCs will be shared responsibly with the SO, recorded in writing and dealt with in an appropriate and timely manner.
- All LLCs will be reviewed, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.
- If LLCs are found to be escalating and are reaching the harm threshold, a referral will be made to the LADO.
- **If there is any doubt about the level at which behaviour needs to be addressed, LADO advice will be taken.**

ANNEX 5 - SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN

Context

This policy is about how staff should respond to all signs, reports and concerns of harmful sexual behaviour (HSB), child-on-child sexual violence and sexual harassment, including those that have happened outside of *Compass Connections* service premises, and/or online. All staff are advised to maintain an attitude of "It could happen here."

Organisations, acknowledging or understanding the scale of harassment and abuse, and /or downplaying some behaviours relating to abuse can lead to a culture of unacceptable behaviour, misogyny, an unsafe environment and in a worst-case scenario a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Harmful sexual behaviour, sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of HSB, sexual violence and sexual harassment will likely find the experience stressful and distressing. This can adversely affect their educational attainment as well as their emotional well-being. HSB, sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. It is also important to recognise that some perpetrators may themselves also be victims and that child-on-child abuse is a safeguarding issue for both the victim and alleged perpetrator.

Reports of HSB, sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children and young people including staff are supported and protected as appropriate.

Policy

We believe that all children have a right to receive the services that *Compass Connections* provides and be in a safe environment. Children should be free from harm by adults in the organisation and by other children.

We recognise that children are capable of abusing their peers and this will be dealt with under our child protection policy and in line with KCSiE (2026)

This policy is underpinned by the principle that there is a zero-tolerance approach to sexual violence and sexual harassment. We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

We will minimise the risk of child-on-child abuse by: -

Prevention:

- Taking a whole organisation approach to safeguarding and child protection.
- Providing training to staff.
- Engaging with specialist support and interventions.

Responding to reports of HSB, sexual violence and sexual harassment:

- Children making a report of HSB, sexual violence or sexual harassment will be taken seriously, kept safe and be supported.
- Understanding that our initial response to a report from a child is incredibly important and can encourage or undermine the confidence of victims of HSB, sexual violence and harassment to report or to come forward in the future.
- If the report includes an online element, the SO will seek advice from the LADO.
- Staff taking the report will inform the SO as soon as practicably possible but at least within 24 hours.
- Staff taking a report will never promise confidentiality.
- If a child is at risk of harm, is in immediate danger, or has been harmed, the SO will seek advice from the LADO.

Risk Assessment:

Following a report of sexual violence, the SO will seek advice from the LADO.

Following a report of HSB or sexual harassment, the SO will seek advice from the LADO.

Physical Abuse

While a clear focus of child-on-child abuse is linked to sexual abuse and harassment, physical assaults and initiation violence and rituals from pupils to pupils can also be abusive.

These are equally not tolerated and, if it is believed that a crime has been committed, will be reported to the police.

The principles from the anti-bullying policy will be applied in these cases, with recognition that any police investigation will need to take priority.

References: –
KCSiE (DfE 2026)

ANNEX 6 - WHISTLEBLOWING

Whistleblowing in a safeguarding context

Whistleblowing procedures protect staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties.

The whistleblowing procedures is not designed to be used for concerns that fall under statutory procedures (for example child protection or allegations against staff) as these should be reported under the relevant procedures. However, the whistleblowing procedures will apply if there is good reason to believe that the relevant procedure is not being followed or will not be followed effectively.

Within *Compass Connections*, Maria Caneda is the Director and responsible for all staff. If you are concerned that any member of staff within the organisation is not following safeguarding processes or behaving in a way that is placing children at risk, you should make the Director aware.

If your concern is about the Director, you should raise this with Children's Social Care by calling 0300 555 1384 (office hours) or 0300 555 1373 (outside of office hours) or the Local Authority Designated Officer at LADO@hants.gov.uk. Hampshire County Council LADO Portal.

ANNEX 7 – ALLERGY SAFETY POLICY

Section 34 of the Children's Wellbeing and Schools Act 2026 requires that LA-maintained schools, academies and PRUs must have an allergy safety policy. At *Compass Connections*, we incorporate certain elements as part of our Child Protection policy and procedures.

Allergy safety procedures will be reviewed at annually, or more frequently, particularly where incidents or "near misses" suggest areas for improvement. Any review should take account of any incidents and "near misses" and should seek to learn lessons from them. This is essential where incidents suggest that procedures may leave individuals with allergy at risk.

At *Compass Connections*, we provide services both in schools and after-school sessions at external venues. The responsibility of managing the allergy safety procedures lies with the schools when we are providing sessions contracted to the school directly, and in joint partnership with parents and carers when we are providing sessions externally as part of our after-school provision at an external venue.

Culture

Awareness training

The Director at *Compass Connections* will be trained in allergy awareness and the emergency response, at least annually.

All staff should receive allergy awareness training. This includes permanent staff, contractors and regular volunteers.

Allergy awareness training should ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
  - calling emergency services and informing parents;
  - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
  - training on how to use the medication/device in an emergency
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the allergy safety policy;
- Be aware of any individual attending out of school sessions has a known allergy
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

Compass Connections recognise that the risk posed by allergy (and the possibility of anaphylaxis) can be a significant cause of anxiety for children and young people and will support and promote them accordingly. By doing this, we will also address the risk of bullying posed to the children and young people.

Minimising risk

Compass Connections will minimise the risk of individuals (whether children, young people, staff or visitors) coming into contact with their known allergens.
This includes:

- Although we do not provide food to the children or young people, we understand that there may be risks of exposure to a food allergen and would recommend that no children, adults or staff bring any food into the sessions which include the 14 recognised food allergens.
- Where children and young people have known allergy to airborne or contact allergens, we will put reasonable measures in place to manage the risk of the child or young person being exposed to such allergens.
- An expectation that staff planning any activity should consider the risk of exposure to allergens

In our school-based sessions, the responsibility lies directly with the school in accordance with their allergy policy.
In our after-school based sessions, at an external venue, the responsibility lies directly with Compass Connections.

Food allergy

Compass Connections will manage the risk of food allergy. Although we do not provide food to the children or young people, we understand that there may be risks of exposure to a food allergen and would recommend that no children, adults or staff bring any food into the sessions which include the 14 recognised food allergens. To further minimise the risk, no food will be used in the activities nor food brought into the session.

Individual children and young people

Identification

In school sessions:
The responsibility of managing individual children with allergies lies with the school. Upon arrival, *Compass Connections* will ask the school to make them aware of any children with known allergies who are taking part in the sessions. Any allergy response will be managed and carried out by the school staff.

In after-school sessions at an external venue:
The responsibility of managing individual children with allergies lies *Compass Connections*. Our booking forms ask parents and carers to make us aware of any children with known allergies who are taking part in the sessions and whether they carry medication (for example adrenaline autoinjector (AAI) devices). Any allergy response will be managed and carried out by the staff at *Compass Connections*.

A record will be kept of all individuals with allergies, including whether children and young people have Individual Healthcare Plans and/or an Allergy Action Plan.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school college or setting;
- they are at risk of harm as a result of their allergy
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the child or young person with their medical condition or allergy, including in emergency situations and how they may require specific support arrangements. This includes children and young people whose allergies require flexibility and "reasonable adjustments", as well as those who require medication (either proactively or in an emergency situation).

Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. We ask that parents and carers provide updated information when the IHP is reviewed.

In our school-based sessions, the responsibility lies directly with the school in accordance with their allergy policy.
In our after-school based sessions, at an external venue, the responsibility lies directly with Compass Connections.

Prescribed adrenaline

Children and young people who are prescribed adrenaline devices must have rapid access to their devices at all times, and the case of anaphylaxis, adrenaline should be administered within five minutes.

In our after-school external provision, we ask parents and carers to ensure that the children or young people to always provide the prescribed adrenaline devices and that they are in date.

Records will be kept of which children, and young people have been provided with prescribed adrenaline devices (and an Allergy Action Plan).

In our school-based sessions, the responsibility lies directly with the school in accordance with their allergy policy.
In our after-school based sessions, at an external venue, the responsibility lies directly with Compass Connections.

"Spare" adrenaline devices

In our school-based sessions, the responsibility lies directly with the school in accordance with their allergy policy.
In our after-school based sessions, at an external venue, the responsibility lies directly with Compass Connections.

Compass Connections do not have the facilities to provide 'spare' adrenaline devices, and ask that the parents and carers provide this for the duration of our after-school based sessions at our external venues.

Serious incidents and "near misses"

Compass Connections will record, report and respond to any serious incidents or "near misses" involving allergy safety.

Information sharing

Compass Connections will store information about children and young people with allergy in line with the UK GDPR Data Protection.

A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections.

Compass Connections have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children and young people who may not want to be singled out.

Awareness of allergy safety

Allergy Safety awareness, as part of our Child Protection Policy is published on the *Compass Connections* website. All staff should be aware of and understand the policy, as part of annual allergy awareness training.

Awareness of allergy safety will be raised among children and young people. Where children and young people are prescribed adrenaline devices, it may be appropriate for their friends to be made aware of how to seek help in an emergency.

Any wider awareness or training should be considered carefully and discussed with the child or young person and their parents and should not replace staff emergency response arrangements.

ANNEX 8 – MANAGING RISKS

Bullying

It is important for all adults engaged by Compass Connections to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- Repeated; and
- Has the intention of hurting somebody either physically or emotionally

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can also include:

- Physical harm perpetrated against another child
- Name calling and threats
- Cyberbullying (threats and abusive comments made via technology).

Any instances of bullying or concern relating to possible bullying between children at any event or activities arranged by Compass Connections will usually be dealt with by us in the first instance.

Where any behaviour amounting to bullying continues to follow this, if our activities take part at a school as part of a booked session, their safeguarding officer will be notified in person and followed up in writing.

Children's Conduct

Whenever any adult engaged by Compass Connections is faced with challenging or inappropriate conduct from a child or with conflict between children, they must:

- Treat each child fairly and equally
- Approach the situation in a calm and neutral manner
- Only ever use physical restraint / intervention I order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others.
- Make a written record of the incident and ensure this is reported appropriate to an available allocated safeguarding officer.

Consent Forms

Compass Connections will always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via email and written letters.

Consent forms will include emergency contact details and will set out any specific safety needs/ requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Bookings for after-school clubs will be handled by www.classforkids.io where parents are invited to register and consent to their data being stored. The information used is for class registers and for emergency contacts as well as relevant medical information and the accessible needs of the child.

ANNEX 9 –PROTECTING CHILDREN AT EVENTS AND ACTIVITIES

Responsibilities

Compass Connections may arrange the following types of events and/or activities which could involve children:

- In person: During school time, on a school site premises.
- In person: After-school sessions on a school site or external site premises.
- Online: Online & On-Demand sessions. All online activities are password protected and only shared with the school or parents/carers as part of our sessions. These activities are 'read only' and can be downloaded or listened to in the case our audio sessions.

Where the creative sessions are delivered onsite to a primary school establishment, or at an approved venue, the safeguarding procedures of the school or organisation shall be followed in the first instance. The school or organisation holds ultimate responsibility for the safety and appropriateness of an event.

Compass Connections will liaise with the school/ organisation and be familiar with the relevant safeguarding policies.

ANNEX 10 - USEFUL CONTACTS

Key Personnel	Name (s)	Telephone No.
SO	Maria Caneda maria@compassconnections.co.uk	07398502445
Children's Reception Team		01329 225379
Out of hours social care		0300 555 1373
Police	NPCC guidance	101 or in emergencies 999
Safeguarding advisors / Local Authority Designated Officers (LADOs)	LADO@hants.gov.uk	HCC Safeguarding Unit 01962 876364 Child.protection@hants.gov.uk LADO@hants.gov.uk