

DESTINATION LOADING CIC

Safeguarding and Child Protection Policy

Organisation: Destination Loading CIC

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Designated Safeguarding Lead (DSL):

Julianne Percival — julianne@destinationloadingcic.org

Deputy Designated Safeguarding Lead (Deputy DSL):

Felicity Smith — felicity@destinationloadingcic.org

1. Policy Statement

Destination Loading CIC delivers programmes to young people aged 11–18 in a range of educational and community settings, including secondary schools, colleges, alternative provision, youth organisations, community venues and school holiday programmes across the North East of England.

We are fully committed to safeguarding and promoting the welfare of every young person we work with. We believe:

- the welfare of children is paramount
- all children have an equal right to protection
- safeguarding is everyone's responsibility
- concerns must be acted on immediately
- partnership working strengthens protection

This policy applies to all directors, staff, volunteers and associates representing Destination Loading CIC.

2. Legal and Statutory Framework

This policy is informed by:

Children Act 1989 & 2004; Working Together to Safeguard Children (2023); Keeping Children Safe in Education (2024); Education Act 2002; Safeguarding Vulnerable Groups Act 2006; Data Protection Act 2018 & UK GDPR; Equality Act 2010; Counter-Terrorism and Security Act 2015 (Prevent Duty); Safer Working Practice Guidance (Safer Recruitment Consortium, 2022).

When delivering in schools or colleges, we follow the host institution's safeguarding procedures alongside our own. In community settings, Destination Loading CIC takes full safeguarding responsibility.

3. Designated Safeguarding Leads

Both directors hold Enhanced DBS certificates, subscribed to the DBS Update Service.

- Julianne Percival — DSL

Holds accredited Level 3 safeguarding training (completed September 2025). Refresher due September 2027.

- Felicity Smith — Deputy DSL

Holds Level 2 safeguarding training (completed April 2026) Level 3 training is scheduled as part of our 2026–27 development plan.

The DSL is responsible for receiving concerns, maintaining records, liaising with host DSLs, making referrals, and ensuring all personnel understand their safeguarding duties.

All concerns must be reported to the DSL or Deputy DSL on the same day.

4. Safer Recruitment

Destination Loading CIC currently operates with two directors. For any future staff, volunteers or associates working with young people, we will:

- require an Enhanced DBS with Children's Barred List check before unsupervised contact
- verify identity and take up references
- provide safeguarding induction before any delivery
- subscribe DBS certificates to the Update Service
- re-check DBS every three years
- include safeguarding questions in interviews
- ensure all personnel understand professional boundaries

5. Working in Schools, Colleges and Community Settings

We will:

- engage with the host DSL or venue safeguarding lead before delivery
- follow all visitor sign-in and behaviour protocols
- ensure a responsible adult is present or immediately accessible
- never be alone with a young person in a closed or unsupervised space
- never transport a young person in a private vehicle
- obtain written consent before any photography or filming
- obtain parental consent for all community/holiday workshops

- report concerns to both the host DSL and Destination Loading CIC's DSL immediately

6. Code of Conduct

All personnel must:

- maintain professional boundaries
- treat all young people with dignity and respect
- avoid physical contact unless necessary for safety
- never share personal contact details
- never connect with young people via personal social media
- avoid gifts, favouritism or behaviour that could be misinterpreted
- use professional language at all times
- challenge and report unsafe practice

7. Recognising Abuse and Harm

Personnel must be alert to:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- domestic abuse
- child criminal exploitation (CCE)
- child sexual exploitation (CSE)
- peer-on-peer abuse
- online abuse
- radicalisation (Prevent)
- mental health concerns
- honour-based abuse and forced marriage
- contextual safeguarding risks

8. Reporting Concerns

8.1 If a child makes a disclosure

1. Listen calmly; do not show shock.
2. Do not promise confidentiality.
3. Reassure the child they have done the right thing.
4. Record the disclosure using the child's own words.
5. Report immediately to the DSL and host DSL.

8.2 Reporting procedure

The DSL will:

- record the concern
- assess risk
- liaise with the host DSL
- refer to Children's Services or Police where required
- call 999 in an emergency

Personnel must not investigate concerns themselves.

8.3 Allegations against Destination Loading CIC personnel

- Allegations about staff → report to DSL → DSL contacts LADO within 1 working day
- Allegations about DSL → report to Deputy DSL and/or LADO directly

9. Prevent Duty

We recognise our duty to prevent young people from being drawn into terrorism.

We will:

- report radicalisation concerns to the DSL
- follow local Prevent referral pathways
- work with schools' Prevent leads
- promote critical thinking and safe online behaviour

10. Online Safety

We will:

- use only school-approved platforms
- ensure staff are present or accessible
- avoid recording sessions unless agreed in writing
- never communicate with young people via personal accounts
- report online concerns in line with Section 8

11. Photography and Media Consent

We require written consent from:

- the school or venue
- the parent/carer
- the young person

Images will be stored securely and used only for agreed purposes.
Young people will not be named publicly without explicit permission.

12. Confidentiality and Record Keeping

Safeguarding information is shared only on a need-to-know basis or with statutory agencies.

Records are:

- stored securely in encrypted digital storage
- accessible only to the DSL and Deputy DSL
- retained for seven years or until the young person is 25 (whichever is later)

13. Training and Review

- DSL holds Level 3
- Deputy DSL holds Level 2 (Level 3 planned)
- All future personnel receive safeguarding induction
- Policy reviewed annually or after significant change

14. Whistleblowing

Concerns about unsafe practice should be raised with the DSL, or with the Deputy DSL/LADO if the concern involves the DSL.

No one will be penalised