



Skills Kit – Safeguarding & Child Protection Policy (Lone Provider)

Effective date: 15 January 2026

Provider/safeguarding lead: Alex Kitson (Skills Kit).

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1. Safeguarding statement (for families and young people)

- Skills Kit is committed to keeping children and young people safe.
- Most sessions are confidential, but confidentiality may be broken if Skills Kit believes someone is at risk of harm.
- If there is an immediate risk of harm or an emergency, call 999.

If you are worried about your own safety or someone else's, you can also contact:

- Childline (under-19s): 0800 1111
- Samaritans (24/7): 116 123
- NHS 111 (urgent health advice) or 999 in an emergency

2. Scope and principles

This policy applies to all Skills Kit work with under-18s and vulnerable adults. Skills Kit is a lone provider; this policy sets out how concerns are recognised, recorded and escalated.

- Welfare of the child is paramount.
- Concerns are taken seriously and acted on promptly.
- Information is shared on a need-to-know basis.
- Records are factual, dated and stored securely.

3. Roles and responsibilities

- Skills Kit Safeguarding Lead: Alex Kitson.
- Where work is commissioned by a school/college, Skills Kit will follow the school's safeguarding and reporting routes (e.g., Designated Safeguarding Lead/DSL).
- Where the work is private, Skills Kit will contact appropriate services where needed (parents/guardians, local authority, police, NHS, or other agencies depending on the concern).

4. Recognising concerns

A concern may arise from disclosure, observed behaviour, communications, or information from parents/schools. Concerns may include (not exhaustive):

- Disclosures or signs of abuse/neglect.
- Self-harm, suicidal ideation, or serious mental health deterioration.
- Exploitation, bullying, harmful sexual behaviour, or online harms.
- Domestic abuse, substance misuse in the home, or severe safeguarding risk factors.

5. Responding to a disclosure (what Skills Kit will do)

- Listen calmly, take the disclosure seriously, and avoid leading questions.

- Explain that confidentiality may need to be broken to keep someone safe.
- Record what was said as accurately as possible (using the Concern Report Form).
- Escalate promptly using the routes below.

6. Reporting and escalation routes

6.1 School/organisation commissioned work

- Report concerns to the school's DSL (or deputy DSL) as soon as possible, following their policy.
- If immediate risk: call 999 and then inform the DSL as soon as it is safe to do so.

6.2 Private work (no school DSL route)

- If immediate risk of harm: call 999.
- If not immediate but serious: contact parent/guardian unless doing so increases risk; consider contacting local authority children's social care or police depending on the concern.
- Where appropriate, encourage the young person/family to contact NHS 111/GP or emergency services.

7. Recording, notes and confidentiality in safeguarding contexts

Skills Kit may record online sessions for safeguarding and quality purposes where there is informed agreement. Where recording is not used, Skills Kit may keep written notes. Confidentiality may be broken where necessary to safeguard a child/young person or comply with legal obligations.

8. Safer working and professional boundaries (summary)

- Communication is via agreed channels (usually email) with parents/schools copied where appropriate.

- 1:1 work with under-18s is conducted in agreed online meeting links; Skills Kit does not use private social media messaging with minors.
- Any concerns about boundaries are recorded and escalated.

9. Storage and retention of safeguarding records

- Safeguarding records are stored securely with restricted access.
- Safeguarding records are retained until the young person's 25th birthday unless a longer period is required.

Appendix A – Safeguarding Concern Report Form (template)

- Date and time of concern:
- Name of child/young person:
- DOB / year group (if known):
- Who raised the concern (name/role):
- Setting (private / school – name):
- Nature of concern (factual description):
- Exact words used (if disclosed):
- Immediate risk? (yes/no) Actions taken:
- Who was informed (DSL/parent/social care/police) + time/date:
- Outcome/next steps:
- Signed (Skills Kit):