



YOUNG MAGICIANS LTD SAFEGUARDING & CHILD PROTECTION POLICY

Reviewed: September 2026

Next review: September 2027, or sooner if guidance or legislation changes

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)	Jared Gale – Operations Manager
Deputy / alternative safeguarding contact	Richard Kettle – Director
Emergency	999 where there is immediate danger or a child is at immediate risk of harm
External safeguarding referral	Local Authority Children's Social Care / Police, as appropriate

1. Purpose and Scope

Young Magicians Ltd is committed to safeguarding and promoting the welfare of every child who attends our magic clubs, workshops, parties or other activities. Safeguarding is everyone's responsibility. We maintain a child-centred approach and act promptly where we have a concern about a child's welfare, safety or development.

This policy applies to all employees, contractors, club leaders, volunteers and other adults acting on behalf of Young Magicians Ltd. It applies to provision delivered in schools and other venues. Where our activities take place on school premises, our staff must also follow the school's safeguarding procedures and cooperate with the school's Designated Safeguarding Lead (DSL) and other safeguarding arrangements.

2. Policy and Guidance Framework

Young Magicians Ltd is an out-of-school activity provider rather than a school or college. KCSIE is statutory guidance for schools and colleges, but we use its safeguarding principles and relevant expectations as a benchmark for our work in schools. Our procedures are also informed by the Department for Education's guidance for out-of-school settings and by the wider statutory safeguarding framework.

Keeping Children Safe in Education (KCSIE) 2026 – particularly safeguarding, information sharing, record keeping, safer recruitment, allegations against adults and whistleblowing.

Working Together to Safeguard Children 2026 – multi-agency safeguarding and child protection.

Out-of-school settings: safeguarding guidance for providers – Department for Education, updated February 2026.

Information sharing to safeguard children and young people – statutory guidance applying from September 2026.

Prevent Duty Guidance for England and Wales – including safeguarding against radicalisation and extremism.

UK data protection legislation, including the UK GDPR and Data Protection Act 2018.

3. Safeguarding Principles

The welfare and safety of children takes priority over commercial, operational or performance considerations.

Safeguarding is everyone's responsibility; staff must act on concerns rather than assuming somebody else will do so.

Children should be listened to, treated with dignity and taken seriously.

Information is shared on a need-to-know basis where this is lawful, necessary and proportionate to safeguard a child.

We maintain professional boundaries and avoid situations that could place children or staff at unnecessary risk.

We recognise that children may face multiple and overlapping risks, including harm online, at home, in the community and from other children.

4. Safer Recruitment and Suitability

Young Magicians Ltd follows safer recruitment procedures appropriate to the roles being undertaken. Checks are proportionate to the role and the level of contact with children.

Identity verification.

Right-to-work checks where applicable.

Appropriate DBS checks, including enhanced checks and barred-list checks where the role and legislation require them.

Verification of relevant qualifications and training.

Professional or employment references.

Consideration of safeguarding concerns or other information relevant to suitability.

Appropriate induction, safeguarding training and ongoing supervision.

Review of suitability where circumstances, role or safeguarding information changes.

A DBS check is one part of safer recruitment and is not, by itself, evidence that an individual is suitable to work with children.

5. Safeguarding Training and Awareness

All staff must complete safeguarding induction before undertaking unsupervised work with children.

Staff receive appropriate refresher safeguarding training and updates.

Staff must understand the company's reporting arrangements and know how to contact the DSL.

Training includes recognising signs of abuse, neglect, exploitation, peer-on-peer abuse, online harms, radicalisation and other safeguarding concerns.

Staff are expected to remain professionally curious and report changes in a child's presentation, behaviour or circumstances where these give rise to concern.

6. Types and Indicators of Abuse and Harm

Safeguarding concerns are not limited to the categories below. Staff should consider the child's circumstances as a whole.

Neglect

Persistent failure to meet a child's basic physical or emotional needs, including inadequate supervision, food, clothing, warmth, medical care or emotional support.

Physical abuse

Deliberately causing physical harm or failing to protect a child from significant physical harm.

Emotional abuse

Persistent or significant emotional maltreatment, including humiliation, intimidation, threats, controlling behaviour or exposure to harmful adult behaviour.

Sexual abuse

Involving or exposing a child to sexual activity, whether through contact, non-contact activity, exploitation, sexualised behaviour or online activity. Children can be harmed by adults or by other children.

Domestic abuse

Children may experience domestic abuse directly or indirectly, including witnessing, hearing or experiencing its effects. This can cause significant harm even where the child is not physically assaulted.

Child sexual exploitation

A form of child sexual abuse in which children may be manipulated, coerced or exploited, including through gifts, money, status, attention, relationships or technology.

Child criminal exploitation

Children may be manipulated, coerced or exploited into criminal activity, including through county lines, gangs, drugs, violence, theft or online activity.

Peer-on-peer / child-on-child abuse

Harm between children can include bullying, harassment, sexual violence and sexual harassment, physical abuse, sharing intimate images, coercive behaviour and other abusive conduct.

Online harm

Children may experience grooming, sexual exploitation, bullying, harassment, harmful or age-inappropriate content, fraud, coercion or other forms of abuse online.

Radicalisation and extremism

Children may be vulnerable to extremist narratives or radicalisation online or offline. Concerns should be treated as safeguarding concerns and reported through the normal safeguarding route.

Other vulnerability

Staff should consider additional vulnerabilities, including disability or SEND, communication difficulties, isolation, care experience, family circumstances and other factors that may increase safeguarding risk.

7. Responding to a Disclosure or Safeguarding Concern

Listen calmly and allow the child to speak without interruption.

Take the child seriously. Do not promise confidentiality.

Do not investigate, interrogate or ask leading questions. Use only enough open questions to clarify what is necessary to pass the concern on.

Reassure the child that they have done the right thing by telling an adult.

Explain, where appropriate, that the information may need to be shared with people who can help keep them safe.

Record the concern as soon as possible, using the child's own words where practicable and separating fact from opinion or interpretation.

Report the concern immediately to the DSL or, if the DSL is unavailable, to the alternative safeguarding contact.

If a child is in immediate danger, contact the emergency services without waiting for internal approval.

If a staff member believes that the DSL has failed to act appropriately, or the concern relates to the DSL, they must use the alternative reporting route and, where necessary, seek advice from the relevant Local Authority Children's Social Care, LADO, Police or other safeguarding partner.

8. Information Sharing and Confidentiality

Safeguarding information must be handled carefully, but confidentiality must not prevent appropriate action to protect a child. Information will be shared lawfully, securely and proportionately with those who need it to safeguard the child.

Do not discuss safeguarding concerns with other parents, children or colleagues who do not need the information.

Do not promise a child or another person that information will remain secret.

Use secure company systems and approved communication channels for safeguarding records.

Only collect and retain information that is relevant and necessary.

Where we operate within a school, follow the school's safeguarding and information-sharing procedures in addition to our own.

9. Allegations or Concerns About Adults Working With Children

Any allegation or concern that an adult working for or on behalf of Young Magicians Ltd may have harmed a child, may pose a risk of harm, or may have behaved in a way that indicates they may be unsuitable to work with children must be reported immediately to the DSL/Director.

Do not investigate the allegation yourself.

Do not contact or question the child about the allegation beyond immediate safeguarding needs.

The company will seek appropriate advice and make referrals to the Local Authority Designated Officer (LADO), Children's Social Care, Police or DBS where required.

Suspension is not automatic and will be considered only where appropriate following advice and a risk assessment.

Staff must cooperate with safeguarding enquiries and maintain confidentiality.

Where an allegation meets the relevant threshold for a referral to the DBS, Young Magicians Ltd will comply with its legal duties. Staff must not assume that resignation ends the company's safeguarding responsibilities.

10. Low-Level Concerns and Professional Boundaries

Young Magicians Ltd promotes an open culture in which staff can raise concerns about behaviour that may fall below the threshold of an allegation but may nevertheless indicate poor practice or a potential safeguarding risk.

Maintain professional boundaries at all times.

Avoid unnecessary physical contact, rough play, horseplay or lap-sitting.

Do not use private social media accounts to communicate with children or their families.

Do not arrange private meetings with children.

Work in open or observable environments wherever practicable.

Follow school procedures when using rooms, toilets, registers, phones or other facilities.

Report concerns about a colleague's behaviour rather than relying on informal assurances.

11. Mobile Phones, Digital Registers, Photography and Devices

Club leaders may use an authorised smartphone or device where required to access Young Magicians Ltd's internal digital register or other approved safeguarding/operational systems. Use must be limited to the legitimate purpose for which the device is authorised.

Personal use of phones during sessions should be avoided.

Children's personal or safeguarding information must not be stored in personal notes, photographs or messaging apps.

Photographs or video of children may only be taken where specifically authorised and where the required parental/school permissions are in place.

Images must be stored and deleted in accordance with company procedures and must not be shared through personal social media.

Staff must protect devices with appropriate security measures and report any loss, theft or data breach immediately.

12. Physical Contact and Behaviour Management

Physical intervention must only be used where necessary to prevent immediate harm and must be proportionate to the circumstances.

Staff should use calm verbal instructions, positioning, redirection and other positive behaviour strategies wherever possible.

Rough play, inappropriate touching, corporal punishment, humiliation, intimidation and threatening behaviour are prohibited.

Any significant physical intervention, injury, distress or incident involving physical contact must be recorded and reported to the DSL/management.

Staff must consider whether repeated or serious behaviour between children may constitute a safeguarding concern rather than treating it solely as a behaviour issue.

13. Toileting and Personal Care

Children should be encouraged to manage personal care independently where they are able to do so.

Staff must follow the company's Toileting & Personal Care Policy and the individual school's arrangements.

Staff should not enter a toilet cubicle with a child unless there is an immediate safeguarding or welfare reason to do so.

Any assistance provided must be necessary, proportionate, respectful and recorded where appropriate.

14. Prevent, Radicalisation and Extremism

Young Magicians Ltd recognises that safeguarding includes protecting children from the risk of radicalisation. Staff should report concerns about a child's vulnerability to extremist influence through the normal safeguarding route. The DSL will consider whether advice or a referral to the relevant Prevent/Channel process is appropriate.

15. FGM, Forced Marriage and Other Specific Safeguarding Risks

Female Genital Mutilation (FGM): concerns or disclosures must be reported immediately to the DSL. The DSL will consider the applicable statutory reporting and safeguarding requirements.

Forced marriage: concerns should be treated as safeguarding concerns. Staff must not approach family members or attempt to mediate without appropriate safeguarding advice.

Modern slavery and trafficking: concerns that a child is being exploited, moved, controlled or coerced must be reported immediately.

Missing or unexplained absence: where relevant to our provision, unexplained absence or a child being collected by an unauthorised person must be dealt with in accordance with the school's or venue's procedures.

16. Whistleblowing

Young Magicians Ltd encourages staff to raise safeguarding concerns openly. Staff may report concerns about management, the DSL or another member of staff without fear of retaliation.

Where internal reporting is inappropriate or has not resulted in appropriate action, staff may seek advice from the relevant Local Authority safeguarding service, LADO, Police, NSPCC or other appropriate external body.

17. Record Keeping

Safeguarding records must be clear, factual, dated and signed/attributed to the person making the record.

Records should distinguish observed facts, the child's own words and professional opinion.

Records must be stored securely and separately from routine administrative information where appropriate.

Safeguarding records should only be accessed by authorised people with a legitimate need.

Records will be retained and securely disposed of in accordance with company retention procedures and applicable data protection requirements.

18. Working With Schools and Other Organisations

When delivering clubs or activities within a school, Young Magicians Ltd recognises the school's safeguarding arrangements and works cooperatively with the school's DSL. Club leaders must follow reasonable safeguarding instructions issued by the school and report concerns through the school's agreed route as well as Young Magicians Ltd's internal procedure where appropriate.

Parents and carers should be able to obtain information about Young Magicians Ltd's safeguarding arrangements and how to raise a safeguarding concern. The company's DSL contact details will be made available through appropriate company or activity information.

19. Good Practice Checklist

Put children's welfare before the success of the activity.

Be alert to changes in behaviour, presentation or circumstances.

Maintain professional boundaries.

Keep activities observable and appropriately supervised.

Treat children fairly, respectfully and without discrimination.

Challenge unsafe or inappropriate behaviour.

Record and report concerns promptly.

Never assume that someone else will report a concern.

Follow both Young Magicians Ltd procedures and the school's safeguarding arrangements when working on school premises.

20. External Contacts

Police: 999 for immediate danger; 101 for non-emergency matters where appropriate.

NSPCC Helpline: 0808 800 5000.

Childline: 0800 1111.

Local Authority Children's Social Care: use the relevant local authority's current safeguarding referral route.

Local Authority Designated Officer (LADO): use the relevant local authority's current LADO contact where an allegation concerns an adult working with children.

Because local safeguarding arrangements and contact details can change, staff should use the current contact details published by the relevant local authority rather than relying on an outdated noticeboard or document.

21. Review and Approval

This policy will be reviewed annually and sooner where there are significant changes to legislation, statutory guidance, company operations or identified safeguarding risks.

Policy owner	Young Magicians Ltd
Reviewed	September 2026
Next scheduled review	September 2027

Young Magicians Ltd – Safeguarding & Child Protection Policy – September 2026