



Institute for  
Advanced Learning  
& Metacognition

**INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION**

*Advancing the Science of Learning*

# Safeguarding Children Policy

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Policy and Procedures

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## Document Control

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## Approval and Review

Approved by	Role	Date	Signature
Fabian Lord	Chair of the Board of Trustees	24 <sup>th</sup> June 2026	

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## 1. Purpose and commitment

The Institute for Advanced Learning and Metacognition (IALM) is committed to safeguarding and promoting the welfare of children and young people, and expects everyone connected with the Institute to share that commitment. We recognise that safeguarding is everyone's responsibility, and that the welfare of the child is paramount.

IALM has a moral and legal obligation to provide a safe environment for all children and young people who take part in, or are affected by, its activities. This Policy sets out how we meet that obligation and what everyone connected with the Institute must do if they have a concern about a child.

## 2. Scope

This Policy applies to all trustees, employees, volunteers, consultants, members and any other individual who acts for or on behalf of IALM, in any activity that involves or may affect children and young people — whether in person or online.

## 3. Legislative and guidance framework

This Policy reflects the requirements of relevant legislation and guidance, including:

- the Children Act 1989 and 2004;
- Working Together to Safeguard Children (current edition);
- Keeping Children Safe in Education, where the Institute works with schools;
- the Charity Commission's safeguarding guidance for charities; and
- the Safeguarding Vulnerable Groups Act 2006 and associated DBS requirements.

## 4. Roles and responsibilities

**The Board of Trustees** holds ultimate responsibility for safeguarding within the Institute, and ensures that this Policy and supporting practices are in place, resourced and reviewed.

**The Trustee lead for safeguarding** provides board-level oversight of safeguarding and champions it within the Institute's governance.

**The Designated Safeguarding Lead (DSL)** is the first point of contact for safeguarding concerns, is responsible for managing referrals and liaising with external agencies, and ensures records are kept securely. A Deputy Safeguarding Lead acts in the DSL's absence.

**All staff, volunteers and members** are responsible for being alert to the signs of abuse and neglect, for acting on and reporting any concern without delay, and for following this Policy.

## 5. Key safeguarding contacts

Any concern about the safety or welfare of a child must be raised immediately. The Institute's key safeguarding contacts are:

Role / service	Name	Contact details
Designated Safeguarding Lead (DSL)	Fabian Lord	+44 (0)1772 628745
Deputy Safeguarding Lead	Montgomery Lord	info@theialm.org
Trustee lead for safeguarding	Montgomery Lord	info@theialm.org
Local authority children's social care	Lancashire County Council	0300 123 6720
Local Authority Designated Officer (LADO)	Lancashire County Council Local Authority Designated Officer (LADO)	01772 536 694
NSPCC Helpline	—	0808 800 5000 / help@nspcc.org.uk
Childline (for children)	—	0800 1111
Police	—	999 (emergency) / 101 (non-emergency)

In an emergency, or where a child is in immediate danger, call the police on 999 without delay.

## 6. Recognising abuse and neglect

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The main categories are:

**Physical abuse** — may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm, including by fabricating or inducing illness.

**Emotional abuse** — the persistent emotional maltreatment of a child so as to cause severe and lasting adverse effects on their emotional development, including conveying that they are worthless, unloved or inadequate.

**Sexual abuse** — forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It includes contact and non-contact activities, such as involving children in looking at or producing sexual images, and grooming a child in preparation for abuse, including online.

**Neglect** — the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of their health or development.

Abuse can also take other forms, including online abuse, child sexual or criminal exploitation, bullying and cyberbullying. Concerns of any kind — including concerns that a child may be at risk of radicalisation — should be raised through the process set out below.

## 7. If you have a concern about a child

You may be concerned because of something you have seen or heard, or because a child chooses to tell you something. If a child discloses information to you, you should:

- listen carefully, without displaying shock or disbelief, and take it seriously;
- not promise confidentiality — explain, honestly and age-appropriately, that you will need to share the information to keep them safe;
- reassure the child that they have done the right thing in telling you, and that they are not to blame, but make no promises you cannot keep;
- not interrogate the child or ask leading questions — it is not your role to investigate;
- not ask the child to repeat the information to others; and
- make a written record as soon as possible, noting the date, time, place, and the child's own words (not your interpretation).

Whatever the nature of your concern, you must report it to the Designated Safeguarding Lead (or Deputy) without delay.

## 8. Making a referral

Where there are concerns that a child is suffering, or is likely to suffer, significant harm, the Designated Safeguarding Lead will refer the matter to the local authority children's social care without delay. A verbal referral will be followed up in writing within 48 hours. If a child is in immediate danger, the police will be contacted on 999.

Anyone may, if they feel a child is at immediate risk and they cannot reach the DSL, contact children's social care, the police or the NSPCC directly. Safeguarding a child always takes priority.

## 9. Allegations against staff, volunteers or members

All allegations that a person who works with or for IALM has harmed a child, may have committed a criminal offence against a child, or has behaved in a way that indicates they are unsuitable to work with children, must be taken seriously and reported to the Designated Safeguarding Lead (or, where the allegation concerns the DSL, to the Chair of Trustees) within one working day.

Such allegations will be considered against three possible strands:

1. a police investigation of a possible criminal offence;
2. enquiries and assessment by children's social care as to whether the child needs protection or services; and
3. consideration by the Institute of disciplinary action.

The Institute will consult the Local Authority Designated Officer (LADO) about any such allegation, and will refer serious matters to the police or children's social care immediately.

Lower-level concerns about the conduct of an adult will also be recorded and addressed, to help maintain a safe culture.

## **10. Safer recruitment**

IALM seeks to prevent unsuitable people from working with children through safe recruitment practices, including identity, reference and (where the role is eligible) Disclosure and Barring Service (DBS) checks. Full details are set out in the IALM Safe Recruitment Policy.

## **11. Online and remote activities**

Where IALM delivers activities online — such as webinars, resources or coaching — the same safeguarding principles apply. We will take appropriate steps to keep children safe in digital settings, including clear expectations for safe online conduct, and any safeguarding concern arising online will be reported and managed in the same way as any other concern.

## **12. Safe working practices**

Everyone working with children on behalf of IALM is expected to maintain professional boundaries, treat children with respect, avoid being alone with a child where it can be avoided, and never behave in a way that could be interpreted as harmful or inappropriate. Breaches of these expectations will be treated as a safeguarding and/or disciplinary matter.

## **13. Training and awareness**

All those connected with the Institute will be made aware of this Policy as part of their induction. The Designated Safeguarding Lead and others in relevant roles will undertake appropriate safeguarding training, refreshed regularly, and the Institute will provide briefings and updates as guidance evolves.

## **14. Records, confidentiality and data protection**

Safeguarding records will be kept securely, shared only with those who need the information to keep a child safe, and processed in accordance with the IALM Privacy Policy and data protection law. The duty to safeguard a child overrides any duty of confidentiality.

## 15. Related policies

- IALM Safe Recruitment Policy;
- IALM Whistleblowing Policy;
- IALM Equal Opportunities Policy;
- IALM Members' Charter; and
- IALM Privacy Policy.

## 16. Review of this Policy

Given its importance, this Policy will be reviewed by the Board of Trustees at least annually — including a check that all names, contact details and external references remain current — and sooner if required by changes in legislation or guidance.