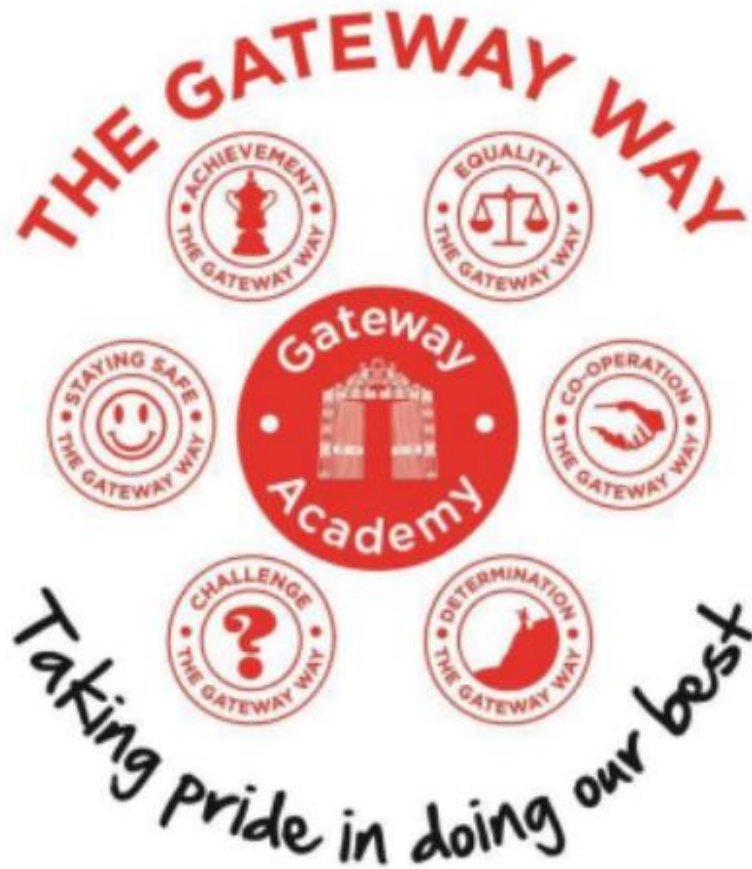


GATEWAY ACADEMY



Child Protection and Safeguarding Policy

Approved by:	Lisa Breslin and Claire Cleary FGB 22/09/26
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Last reviewed on:	September 2026
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Next review due by:	September 2027
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Key Contacts:

Designated Safeguarding Lead (DSL) **Robert Wood** (Deputy- Head Teacher)

Contact details: email: rwood@gateway-academy.co.uk 0207-723-4977

Deputy Designated Safeguarding Leads **Lisa Breslin and Claire Cleary** (Head Teachers)

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Designated Governor for Safeguarding **Gina Koutsika**

PURPOSE, SCOPE AND PRINCIPLES

Gateway Academy is committed to safeguarding and promoting the welfare of every child. Safeguarding is everyone's responsibility. This policy applies to all pupils, staff, volunteers, governors, contractors, visitors and anyone providing activities or services on the Academy's premises or on its behalf, including off-site activities and alternative provision commissioned by the Academy.

The Academy uses a child-centred, anti-discriminatory and trauma-informed approach. We act on concerns early, maintain professional curiosity, listen to children and work with families and partner agencies to secure the right help at the right time. Children are protected from abuse, neglect and exploitation whether harm occurs at home, in school, in the community or online.

Children with SEND, health conditions, EAL, caring responsibilities or other vulnerabilities may face additional barriers to recognising or reporting harm. Staff will consider these barriers actively and will not assume that behaviour, injury, distress or absence is explained by a child's additional needs or circumstances.

The Academy will challenge racism, sexism, misogyny/misandry, homophobia, biphobia, sexual harassment and violence, discriminatory behaviour and other harmful behaviour. Safeguarding is linked to the Behaviour, Attendance, RSHE/PSHE, Online Safety, SEND, Equality, Safer Recruitment, Positive Handling/Reasonable Force, Whistleblowing and other relevant policies.

This policy applies alongside the Local Safeguarding Children Partnership arrangements for Kensington and Chelsea and Westminster, the Academy's Funding Agreement and Articles of Association.

STATUTORY AND LEGAL FRAMEWORK

This policy reflects the statutory framework and guidance applying in England in September 2026. Principal references include:

- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children 2026.
- Information Sharing to Safeguard Children and Young People, including the statutory information-sharing duty under section 16LA of the Children Act 2004 from 30 September 2026.
- Education Act 2002, section 175; Education (Independent School Standards) Regulations 2014, Part 3; Children Acts 1989 and 2004.
- Counter-Terrorism and Security Act 2015 and Prevent duty guidance.
- Female Genital Mutilation Act 2003 and statutory FGM guidance.
- Equality Act 2010, including the Public Sector Equality Duty, and Human Rights Act 1998.
- Safeguarding Vulnerable Groups Act 2006, as amended, including changes made by the Crime and Policing Act 2026.
- Crime and Policing Act 2026, including removal of the supervision exemption from regulated activity from 1 September 2026 and any mandatory child sexual abuse reporting duty when commenced.
- Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025.
- Childcare Act 2006 and Childcare (Disqualification) Regulations 2018.
- Statutory framework for the Early Years Foundation Stage (EYFS).
- Rehabilitation of Offenders Act 1974 and relevant exceptions orders.

Important 2026 update

From 1 September 2026 the supervision exemption for regulated activity with children has been removed. Gateway will assess regulated activity and DBS requirements accordingly. The Academy will also implement any statutory mandatory-reporting requirements for child sexual abuse when they come into force and will keep staff guidance updated.

DEFINITIONS

Safeguarding and promoting the welfare of children means providing help and support as soon as problems emerge; protecting children from maltreatment; preventing impairment of health or development; ensuring safe and effective care; and taking action to enable the best outcomes.

Child protection is part of safeguarding and concerns specific children who are suffering, or are likely to suffer, significant harm. Abuse may occur online or offline and may be perpetrated by adults or other children.

For the purposes of this policy, a child is anyone under 18.

The Academy will use the terms 'victim', 'alleged perpetrator' or other child-centred terminology sensitively and according to the individual circumstances and preferences of the child.

ROLES AND RESPONSIBILITIES

Governing Board will:

- Ensure safeguarding and child protection are central to the Academy's culture, policies and decision-making.
- Approve this policy annually and hold the CoHeadteachers to account for implementation.
- Ensure the DSL has sufficient status, authority, time, funding, training and resources and that effective deputy cover is in place.
- Ensure staff receive safeguarding training, including online safety and Prevent, with regular updates.
- Ensure effective filtering and monitoring, cyber security and an annual review of their effectiveness.
- Ensure the Academy has effective arrangements for allegations, low-level concerns, whistleblowing, safer recruitment, information sharing and record keeping.
- Ensure children with SEND or health conditions receive appropriate safeguarding consideration.
- Ensure organisations using the premises have appropriate safeguarding arrangements and that safeguarding requirements are included in agreements.
- Appoint a safeguarding governor who is independent of the DSL role.

CoHeadteachers will:

- Implement this policy and ensure staff, volunteers and contractors understand safeguarding procedures.
- Ensure parents/carers can access the policy and understand how safeguarding concerns are managed.
- Ensure the DSL has appropriate time, resources and cover.
- Act as case manager for allegations against staff/volunteers unless the allegation concerns the Headteacher, when the Chair of Governors will act.
- Make final decisions on low-level concerns, with DSL input where appropriate.
- Ensure EYFS staffing, key-person and technology arrangements meet statutory requirements.

DSL and deputies

Robert Wood is the DSL. Lisa Breslin and Claire Cleary are deputy DSLs and provide cover. The DSL has lead responsibility for child protection and wider safeguarding, including online safety and understanding filtering and monitoring.

They will:

- Provide advice to staff and lead safeguarding referrals and multi-agency work.
- Maintain effective child protection records and ensure secure transfer of records when pupils move school.
- Understand harmful sexual behaviour and local support for sexual violence and harassment.
- Ensure staff understand referral routes, early help/family help, information sharing and escalation.
- Maintain awareness of local specialist support and the requirement for an appropriate adult where applicable in police processes.

All staff, volunteers and governors

Everyone has a responsibility to act on safeguarding concerns. Staff must know the DSL/deputies, understand this policy and follow local referral procedures. Staff must read KCSIE Part 1 in full; those who do not work directly with children must read the sections specified by KCSIE.

They will:

- Not promise confidentiality. Explain that information may need to be shared to keep the child safe.
- Record concerns promptly, factually and using the child's own words where possible.
- Do not investigate or ask leading questions unless directed by appropriate safeguarding professionals.
- If the DSL is unavailable, act without delay through the appropriate safeguarding or emergency route.

RESPONDING TO CONCERNS AND DISCLOSURES

If immediate danger or likely harm

Contact Westminster children's social care and/or the police immediately. Anyone can make a referral. Then inform the DSL as soon as possible. Children's Services: 020 7641 4000 / accesstochildrensservices@westminster.gov.uk. Emergency Duty Team: 020 7641 2388. Emergency: 999.

If a child tells you something

- Listen calmly and allow the child to speak freely.
- Believe and reassure the child; thank them for telling you.
- Do not promise secrecy and explain that you must pass the information to people who can help.
- Do not ask leading questions or investigate.
- Make a prompt factual record, using the child's words and separating fact from professional opinion.
- Sign/date the record and report it immediately to the DSL/deputy; use CPOMS.

CPOMS

- Record safeguarding concerns on CPOMS as soon as possible.
- For immediate risk, tell the DSL/deputy in person first and then record on CPOMS.
- Assign the concern to Robert Wood (DSL) and alert other staff only where there is a professional need to know.
- Use full names, dates, times and direct quotations where relevant.
- Record injuries on the CPOMS body map; do not photograph injuries for safeguarding records.
- The DSL records subsequent actions, decisions, referrals and outcomes.

Family help / Early help, referral and escalation

The Academy will identify emerging needs early and work with families and partner agencies through local Family Help/early-help arrangements. The DSL will normally coordinate the Academy's contribution, ensure the child's needs and voice remain central, and keep progress under review.

Where a child is suffering or likely to suffer significant harm, a referral to children's social care and/or police will be made immediately. Children's social care should make a decision on the referral within one working day. If the outcome is not received, risk increases, needs are not being met or the child's situation is not improving, the DSL will follow up and use local professional challenge/escalation procedures.

KEY SAFEGUARDING AREAS**Child-on-child abuse and harmful sexual behaviour**

The Academy recognises that children can abuse other children. This includes bullying, physical abuse, sexual violence, sexual harassment, harmful sexual behaviour, initiation/hazing, online abuse and self-generated intimate images. It will never be dismissed as 'banter', 'boys being boys' or an inevitable part of growing up.

All reports are taken seriously and passed to the DSL; staff do not investigate. The DSL will consider immediate safety, children's social care/police referrals, a written risk assessment where appropriate, support plans, parental involvement and wider school risks. Risk assessment will consider lessons, break/lunchtime, movement around school, clubs, school transport and any other setting in which children may come into contact. Children involved will have access to a trusted adult and support will be reviewed.

Support is provided to victims, children alleged to have harmed others and witnesses, recognising that a child who harms another may also be experiencing abuse. The Academy will address misogyny/misandry, sexualised language, coercion, online influences and other factors that may normalise harmful behaviour.

Self-generated intimate images, including AI-generated/deepfake imagery

All incidents require a safeguarding response, including consensual and non-consensual images and AI-generated or digitally manipulated images.

Staff must not view, copy, save, print, share or ask a child to send/download the image. If seen accidentally, report immediately to the DSL.

Do not ask pupils to delete images or investigate the content yourself.

The DSL will assess risk, consider police/social care referral, parental involvement and support.

Where an adult is involved, there is coercion, blackmail or grooming, unusual or violent sexual content, a child under 13 is involved in sexual imagery, or immediate harm is suspected, referral will be made immediately.

FGM and honour-based abuse

FGM, forced marriage and other so-called honour-based abuse are safeguarding concerns. Staff must never examine a child. A teacher who discovers, through disclosure or other qualifying evidence, that FGM appears to have been carried out on a girl under 18 must comply with the statutory duty to report to the police and inform the DSL unless there is good reason not to. Concerns about risk of FGM must be reported to the DSL immediately.

Forced marriage is not the same as an arranged marriage and involves lack of free and full consent and coercion. The Academy follows the local safeguarding route and the 'one chance' principle; staff must not alert family members where doing so could increase risk.

Prevent, radicalisation and extremism

The Academy fulfils the Prevent duty through risk assessment, staff training, curriculum provision, online safety, professional curiosity and referral through the DSL/Prevent SPOC. Gateway's Prevent SPOCs are Lisa Breslin and Claire Cleary.

Staff report concerns about radicalisation to the DSL/SPOC immediately.

The DSL considers Channel, children's social care and/or police referral according to risk.

Emergency concerns are reported to 999.

Domestic abuse and Operation Encompass

Domestic abuse can have significant and lasting effects on children. Gateway participates in Operation Encompass and will use information received from police to provide proportionate support and safeguarding responses.

Exploitation, county lines and serious violence

Staff must be alert to criminal and sexual exploitation, including group-based exploitation, county lines and serious violence. Indicators may include missing education, unexplained gifts or possessions, changes in friendships, older associates, substance misuse, injuries, self-harm, deteriorating wellbeing, school disengagement, coercion or controlling relationships. Different forms of exploitation and abuse can overlap. Concerns are reported to the DSL immediately.

Mental health and self-harm

Mental health difficulties can be safeguarding concerns and may also be indicators of abuse, neglect or exploitation. Staff do not diagnose. Where there is safeguarding risk, follow the safeguarding procedure immediately. In an emergency call 999; urgent non-emergency mental-health support can be accessed through NHS 111.

CHILDREN REQUIRING PARTICULAR SAFEGUARDING CONSIDERATION

SEND and health conditions

Staff must not assume that changes in behaviour, mood or injury are explained by SEND or a medical condition. Communication barriers, dependency on adults, isolation and bullying must be considered. The DSL will liaise with the SENCO and relevant professionals.

Young carers

Caring responsibilities can affect attendance, wellbeing, behaviour and attainment. The Academy will identify and support young carers and work with relevant services.

Children with a social worker

The DSL will consider social-worker involvement when making safeguarding, attendance, pastoral and educational decisions and will work constructively with social workers.

Looked-after and previously looked-after children

The Academy will safeguard these pupils through appropriate information sharing, the designated teacher role and close work with social workers and Virtual School Heads. Robert Wood is the designated teacher.

Children missing from education

Repeated or unexplained absence can indicate abuse, exploitation, radicalisation, FGM, forced marriage or other harm. The Academy follows its Attendance and CME procedures and notifies the local authority where required.

Private fostering

Staff must alert the DSL to arrangements where a child under 16, or under 18 if disabled, is cared for and accommodated by someone who is not a parent, person with parental responsibility or relevant relative for the qualifying period. The Academy will notify the local authority.

Homelessness

The DSL will know local housing referral routes and will act promptly where housing circumstances create safeguarding risks.

ALTERNATIVE PROVISION

Where Gateway Academy places a pupil in alternative provision, the Academy remains responsible for safeguarding that pupil. Before placement, Gateway will obtain written assurance that the provider has completed the safeguarding checks required for relevant staff and will satisfy itself that appropriate safeguarding arrangements are in place. The Academy will maintain oversight of the pupil's attendance, welfare, progress and safeguarding, share relevant information securely, and act promptly on any concerns.

CHILDREN QUESTIONING THEIR GENDER

The Academy will respond sensitively and in line with current KCSIE, safeguarding, equality and human-rights duties. The welfare and best interests of the child and other children remain central.

- The Academy will challenge bullying or abuse related to sex, gender or perceived gender.
- Parents/carers will normally be involved as a matter of priority where a child asks the school for support, unless doing so would create a greater safeguarding risk.
- Requests concerning social transition will be considered carefully, individually and in accordance with current statutory guidance and the Academy's legal duties.
- The Academy will protect single-sex facilities in accordance with current KCSIE and applicable law, while considering appropriate alternatives where required.

Decisions will be documented and reviewed if circumstances change.

Because the detailed statutory position is subject to current government guidance and legal developments, this section will be checked at each annual policy review and whenever relevant guidance changes.

ONLINE SAFETY, FILTERING, MONITORING, MOBILE PHONES AND AI

- Online safety is an integral part of safeguarding. The Academy addresses risks relating to content, contact, conduct and commerce.
- Filtering and monitoring will be appropriate to the school's risk profile, reviewed at least annually and tested across relevant internet-connected devices and locations.
- Staff will understand how filtering and monitoring work, how concerns are escalated and their own responsibilities.
- Online safety is taught through the curriculum and reinforced through behaviour, safeguarding and parent communication.
- AI tools are subject to safeguarding, data protection and filtering/monitoring requirements. New tools will be risk assessed before use.
- Personal mobile phones must not be used to photograph or record pupils. Phones and cameras are prohibited in toilets and changing areas.
- In Nursery and Reception, personal mobile phones and personal cameras must not be used while staff are working directly with children. Only Academy-approved devices may be used to photograph or record pupils, in accordance with the Academy's acceptable-use, image-consent and safeguarding arrangements.
- School devices and approved systems must be used in accordance with the Academy's acceptable-use and information-security arrangements.

INFORMATION SHARING, CONFIDENTIALITY AND RECORDS

Safeguarding information is shared on a need-to-know basis and in accordance with data protection law and safeguarding duties. Consent is not required where there is a lawful safeguarding basis for sharing. Staff must not promise confidentiality where information may need to be shared to protect a child.

September 2026 information-sharing change

The statutory information-sharing duty under section 16LA of the Children Act 2004 comes into force on 30 September 2026. Gateway will follow the statutory Information Sharing guidance and local safeguarding arrangements from commencement.

Child protection records

- Safeguarding records are held securely in CPOMS and separately from the main pupil record.
- Access is restricted to staff with a professional need to know.

- Records must be accurate, factual, dated and include actions, decisions, rationale and outcomes.
- When a pupil moves school, the child protection file is transferred promptly, securely and separately from the main pupil file.
- For significant or complex safeguarding cases, the DSL will speak directly with the receiving DSL before or at transfer so that appropriate arrangements can be made without delay.
- Retention will follow the Academy's records retention schedule and current data protection requirements.

SAFER RECRUITMENT AND VETTING

- Gateway is committed to safer recruitment. At least one member of every interview panel will have appropriate safer-recruitment training.
- Recruitment information will state the safeguarding commitment and relevant checks.
- Shortlisting will be carried out by at least two people where practicable and will consider employment gaps and inconsistencies.
- Shortlisted candidates will be asked to provide required safeguarding/criminal-record declarations and may be subject to proportionate online due diligence, with candidates informed.
- References will be obtained directly, verified and scrutinised before appointment is confirmed.
- Offers are conditional on satisfactory pre-employment checks.
- Identity, right to work, DBS, prohibition checks, management prohibition/section 128 checks, qualifications, overseas checks and childcare disqualification checks will be completed as applicable to the role.
- The Single Central Record will record the checks required by KCSIE.
- DBS certificates will not normally be copied or retained for longer than permitted by current guidance; where a record of the check is retained it will record the required information and recruitment decision.

Regulated activity – 2026 change

From 1 September 2026, the supervision exemption has been removed. Work or volunteering that is frequent or meets the relevant period/overnight condition may now constitute regulated activity even when supervised. Gateway will assess each role against the current DfE/DBS definition and obtain the appropriate DBS level.

Volunteers, contractors, agencies and trainees

- No person will undertake regulated activity without the required checks.
- Agency/third-party providers must provide written confirmation of the checks required by KCSIE, and Gateway will verify identity.
- Contractors will receive the appropriate DBS check according to their role and contact with children.
- Volunteers will be risk assessed and checked at the level required by their activity. The removal of the supervision exemption will be applied from 1 September 2026.
- Trainee teachers will be checked directly where salaried or confirmed as checked and suitable by the training provider where fee-funded.
- Trustees, members and local governors will receive the checks required by KCSIE, including section 128 where applicable.

ALLEGATIONS AGAINST STAFF, VOLUNTEERS AND CONTRACTORS

- The Academy will act quickly, fairly and consistently where an allegation or concern indicates that an adult working with children may have harmed a child, committed a criminal offence, posed a risk of harm, or may otherwise be unsuitable to work with children.
- Report concerns about staff, volunteers, supply staff, trainees or contractors to the Headteacher. If the concern is about a Headteacher, report to the Chair of Governors.
- If there is a conflict of interest, report directly to the LADO.
- The case manager will consult the LADO and, where necessary, police and/or children's social care before investigating or sharing information.
- Suspension is not automatic. Alternatives will be considered and risk assessed.
- Parents/carers will be informed as soon as appropriate, in agreement with partner agencies.
- The Academy will make DBS and Teaching Regulation Agency referrals where the legal criteria are met.
- Records will be kept securely and references will follow KCSIE rules concerning substantiated allegations and allegations found to be false, unfounded, unsubstantiated or malicious.

- Allegations can be historical/non-recent and will still be taken seriously and referred in accordance with local LADO arrangements.

LOW-LEVEL CONCERNS

- A low-level concern is any concern, however small, that an adult working in or on behalf of the Academy may have acted inconsistently with the staff code of conduct but does not meet the harm threshold for a referral to the LADO.
- Staff are encouraged to report concerns openly and without fear of unfair treatment.
- The CoHeadteachers will review the concern, gather proportionate information and decide whether action is required.
- All concerns are recorded securely with context, action and rationale.
- Records are reviewed for patterns. A pattern may require disciplinary action or escalation to the LADO if the harm threshold is met.
- Low-level concerns about agency staff/contractors will be shared with the employer where appropriate to identify patterns.
- Low-level concerns are not included in references unless they meet the relevant KCSIE threshold or relate to matters ordinarily included in a reference.

WHISTLEBLOWING AND COMPLAINTS

Staff must use the Academy's Whistleblowing Policy where they believe safeguarding practice is unsafe, ineffective or being deliberately ignored. Complaints involving possible abuse or serious safeguarding risk will be referred through safeguarding procedures rather than treated solely as ordinary complaints. The Academy will not allow a complaint process to delay a safeguarding referral or investigation.

TRAINING AND SUPPORT

All staff receive safeguarding and child protection training at induction and regular updates at least annually. Training covers signs of abuse/neglect/exploitation, child-on-child abuse, online safety, Prevent, FGM, information sharing, reporting procedures, low-level concerns and allegations.

The DSL and deputies undertake training at least every two years and regular updates at least annually. Governors receive safeguarding training appropriate to their responsibilities; the Chair receives appropriate training for managing allegations against the Headteacher.

Staff working directly with children have access to support, supervision and professional discussion where appropriate.

PREVENTATIVE EDUCATION AND CURRICULUM

Safeguarding is supported through the curriculum and wider school culture. RSHE/PSHE, computing and pastoral provision address healthy and respectful relationships, boundaries and consent, equality, prejudice, online safety, harmful sexual behaviour, exploitation, radicalisation and how to seek help. Teaching is age-appropriate and inclusive.

The Academy will make it easy for pupils to report concerns and will ensure that pupils know trusted adults and appropriate routes for seeking help.

VISITORS, LETTINGS AND ACTIVITIES

Visitors must sign in, provide identification where required and wear a visitor badge.

Unknown visitors will not be admitted until their identity and purpose have been checked.

Visitors who are not appropriately checked will be supervised as required.

Organisations using the premises must have appropriate safeguarding arrangements and comply with the Academy's safeguarding requirements.

Safeguarding expectations form part of lettings/third-party agreements and failure to comply may result in the agreement being terminated.

Off-site visits and extended-school activities must follow the Academy's safeguarding and risk-assessment arrangements.

POLICY MONITORING AND REVIEW

This policy will be reviewed at least annually and sooner where legislation, statutory guidance, local safeguarding arrangements or Academy practice changes. The review will include checking KCSIE, Working Together, information-sharing guidance, Prevent guidance, DBS/regulated-activity requirements, EYFS safeguarding requirements and relevant data-protection requirements.

Appendix 1 – Staff safeguarding quick reference

REMEMBER: IT COULD HAPPEN HERE

If you are worried about a child, act. You do not need proof before raising a concern.

1. Listen and reassure. Do not promise secrecy.
2. If immediate danger/likely harm: contact children's social care and/or police immediately.
3. Tell the DSL/deputy as soon as possible.
4. Record on CPOMS promptly, factually and using the child's words where relevant.
5. Do not investigate, confront an alleged perpetrator or share information beyond those who need to know.
6. If the concern is about an adult: report to the Headteacher; if about a Headteacher, report to the Chair of Governors; if a conflict of interest exists, contact the LADO.

Appendix 2 – Specific safeguarding issues: staff awareness

Issue	What staff should remember
Physical abuse	Injuries, explanations that do not fit, fear, changes in behaviour or signs of fabricated/induced illness.
Emotional abuse	Persistent belittling, rejection, inappropriate expectations, serious bullying, exposure to domestic abuse or other harmful treatment.
Sexual abuse	Any sexual activity involving a child, including grooming, exploitation, sexual images or online abuse.
Neglect	Persistent failure to meet physical or emotional needs, including inadequate food, clothing, supervision, medical care or emotional care.
Domestic abuse	Children may be harmed by witnessing, hearing or experiencing domestic abuse; consider coercive control and parental conflict.
CCE/CSE	Power imbalance, coercion, gifts, older associates, missing episodes, substance misuse, school absence, sexualised behaviour or changes in wellbeing.
FGM/HBV/forced marriage	Travel, family/community pressure, special ceremonies, disclosure, prolonged absence, fear of family members or requests for help.
Radicalisation	Changes in behaviour/friendships, extremist material, conspiracy thinking, intolerance, secrecy online or contact with recruiters.
Modern slavery/trafficking	Control, exploitation, unexplained movements, forced labour/criminality or sexual exploitation.
Serious violence	Weapons, injuries, older associates, missing episodes, unexplained possessions, self-harm or significant wellbeing changes.
Online harm/cybercrime	Harmful content, grooming, bullying, scams, hacking, malware, coercion, image-based abuse or unsafe online relationships.
Mental health/self-harm	Significant behavioural change, withdrawal, self-harm, suicidal thoughts or other signs requiring safeguarding consideration.

Appendix 3 – Safer recruitment: minimum checklist

- Safer recruitment-trained panel member.
- Application form and safeguarding declaration.
- Shortlisting and employment-gap scrutiny.
- References obtained and verified directly.
- Identity and right-to-work checks.
- Enhanced DBS and barred-list check where required.
- Prohibition checks and section 128 check where applicable.
- Overseas checks where applicable.
- Childcare disqualification checks where applicable.
- Qualifications/registration checks where applicable.
- Single Central Record updated.
- No person starts regulated activity until required checks are completed or the lawful pre-appointment arrangements are in place.

Appendix 4 - Allegations and low-level concerns: decision route

1. Concern raised.
 2. Is there possible harm, criminal conduct, risk of harm or unsuitability?
 3. If yes: Headteacher/Chair -> LADO and police/children's social care as appropriate. Do not begin an internal investigation before LADO consultation where the harm threshold may be met.
 4. If no: consider low-level concern -> record -> proportionate action -> review for patterns -> escalate if threshold is met.
 5. Staff may self-refer a low-level concern about their own conduct.
- The Academy will always prioritise child safety, preserve confidentiality as far as possible, avoid unnecessary information sharing and support both children and adults involved.

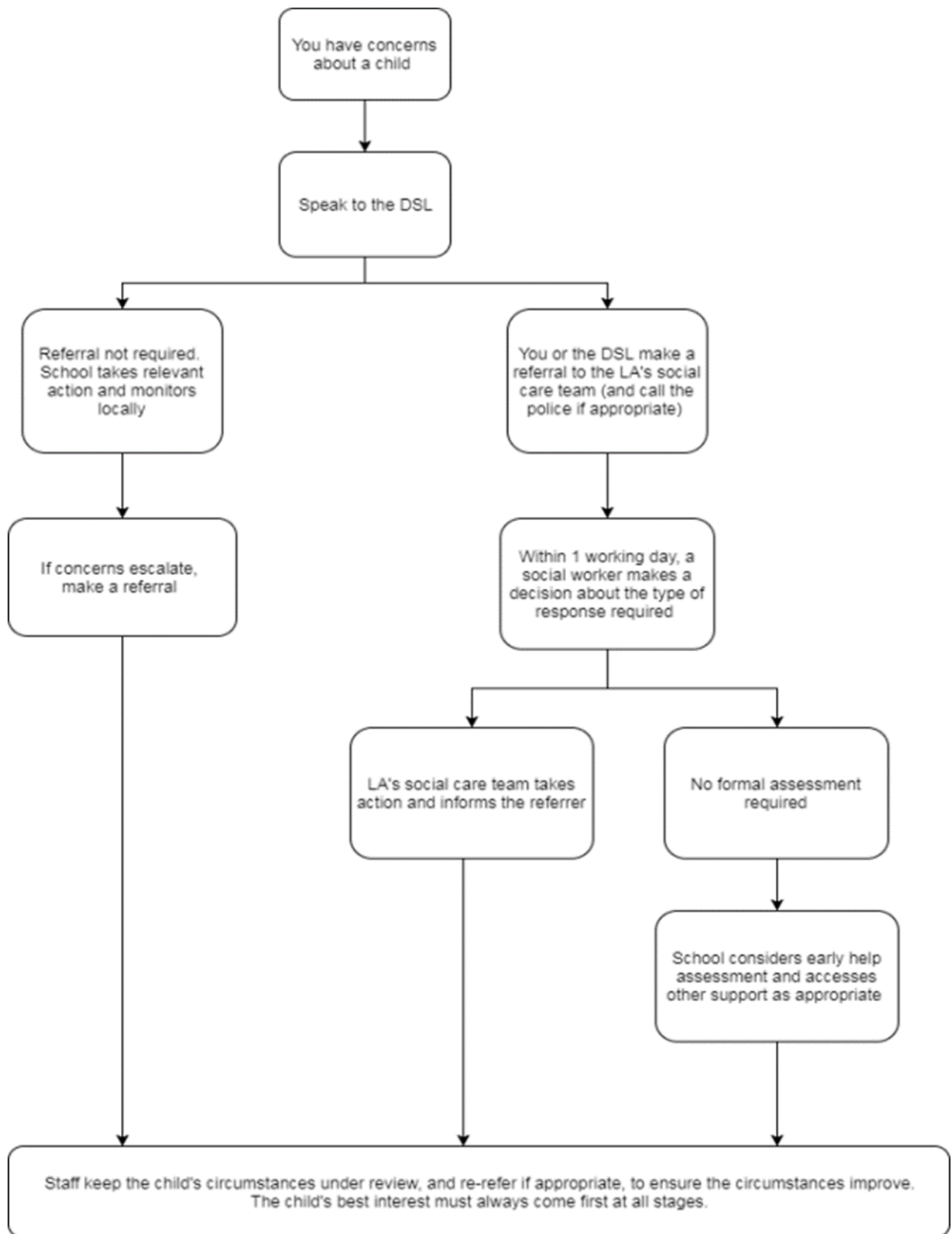
Appendix 5 - Key local contacts

Service	Contact	When to use
Gateway Academy	020 7723 4977	Contact DSL/deputy during school hours.
Westminster Children's Services / Access Team	020 7641 4000 accesstochildrensservices@westminster.gov.uk	Safeguarding referral/advice; use the Westminster MARF/Social Care Portal where appropriate.
Emergency Duty Team	020 7641 2388	Urgent safeguarding concerns outside normal office hours.
Police	999 emergency / 101 non-emergency	Immediate danger/crime or urgent police assistance.
Westminster Duty LADO	020 7641 7668 lado@westminster.gov.uk	Allegations/concerns about adults working with children.
Westminster Prevent Team	prevent@westminster.gov.uk	Advice or concerns relating to radicalisation/extremism; emergency risk via police.

Appendix 6 - Related Gateway policies and procedures

This policy should be read alongside the Academy's relevant procedures, including: Behaviour and Anti-Bullying; Attendance and Children Missing Education; SEND and Equality; RSHE/PSHE and Curriculum; Online Safety / Acceptable Use / Filtering and Monitoring; Safer Recruitment; Staff Code of Conduct and Safe Working Practice; Managing Allegations Against Staff; Low-Level Concerns; Whistleblowing; Positive Handling / Reasonable Force; Visitors; Educational Visits; Lettings; Data Protection and Intimate Care.

Appendix 4 – Allegations and low-level concerns: decision route



1. Concern raised →
2. Is there possible harm, criminal conduct, or unsuitability? →
3. If yes, Headteacher/Chair → LADO/police/social care as appropriate. If no, consider low-level concern → record → proportionate action → review for patterns → escalate if threshold is met.

The Academy will always prioritise child safety, preserve confidentiality as far as possible, avoid unnecessary information sharing and support both children and adults involved.

- Behaviour and Anti-Bullying
- Attendance and Children Missing Education
- SEND and Equality
- RSHE/PSHE and Curriculum
- Online Safety / Acceptable Use / Filtering and Monitoring
- Safer Recruitment
- Staff Code of Conduct and Safe Working Practice
- Managing Allegations Against Staff
- Low-Level Concerns
- Whistleblowing
- Positive Handling / Reasonable Force
- Visitors
- Educational Visits
- Lettings
- Data Protection / Information Security
- Intimate Care
- First Aid / Medical Needs
- Prevent / Tackling Extremism and Radicalisation
- Early Help