

Safeguarding Policy

1 Policy Statement

The scope of the policy includes the Chief Executive Officer, members of the Inspire Board, senior managers, paid staff, volunteers, agency staff, students and anyone working on behalf of Inspire.

1.1 Inspire acknowledges the duty of care to safeguard and promote the welfare of young people and vulnerable adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice and Nottinghamshire Safeguarding Children Partnership requirements. We will respond robustly to all concerns about the safety and welfare of children, young people and adults at risk that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

1.2 As part of this safeguarding policy,

Inspire will do all it can to:

- Ensure the safety of children, young people and adults at risk in contact with our services, including those delivered online.
- Ensure that children, young people and adults at risk have access to accurate information about their rights and the protection of those rights.
- Establish a safe environment in which children and young people can learn and develop.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse, including online abuse.
- Support children and young people who have been abused or are identified as being at risk of being abused.
- Ensure safe recruitment practices in checking the suitability of staff and volunteers to work with children and young people.
- Ensure that all staff are aware of their roles and responsibilities in safeguarding children and child protection.

Inspire will:

- Promote and prioritise the safety and wellbeing of children and young people and adults at risk.
- Ensure that all Inspire staff and Board members understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to help them to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and adults at risk.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual(s) who raise or disclose the concern.
- Work with professionals from other agencies, including the police, education, health and children and adult social care to investigate concerns and protect children and young people and adults at risk.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure that robust safeguarding arrangements and procedures are in place.

The policy and procedures will be widely promoted and form a mandatory part of induction for all new staff and volunteers.

Safeguarding is everyone's responsibility. Staff and volunteers must maintain a child-centred and person-centred approach, act without delay when a concern arises and must not assume that somebody else will report or act on the concern.

2 Aim

Inspire is committed to providing a safe environment for all its customers and those accessing its services. Inspire aims to minimise the risk of all types of abuse and harm to adults at risk, young people and children and will respond to any safeguarding concerns that are identified.

Inspire has a statutory duty to ensure that it safeguards and promotes the welfare of all its customers and staff. It has a particular responsibility for children, young people and adults at risk. This policy represents the service's commitment to Child Protection and is underpinned by the Department for Education's statutory guidance 'Keeping Children Safe in Education 2026 (effective from 1 September 2026)'.

2.1 Legal and statutory framework

This policy is informed by the following legislation and statutory guidance, where applicable to the relevant Inspire service:

- Children Acts 1989 and 2004
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2026
- Care Act 2014 and Care and Support Statutory Guidance
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 and Prevent Duty Guidance 2023
- Domestic Abuse Act 2021
- Equality Act 2010 and Human Rights Act 1998
- Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025
- Charity Commission safeguarding and serious-incident guidance

3 Definitions

3.1 Safeguarding

Safeguarding children means providing help and support as soon as problems emerge; protecting children from maltreatment, whether within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with safe and effective care; and taking action to enable all children to have the best outcomes. Adult safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

3.2 Child or Young Person

For the purpose of this policy, a child or young person is defined as a person who has not yet reached their 18th birthday.

3.3 Adults at Risk

For the purpose of this policy, an adult at risk is a person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect and, as a result of those needs, is unable to protect themselves from the abuse or neglect or the risk of it. This applies whether or not the local authority is meeting those care and support needs.

3.4 Customer

For the purpose of this policy, the term 'customer' refers to any individual accessing any service provided by Inspire. This includes, but is not limited to: library users, visitors to Archives, learners, apprentices, those receiving instrumental music tuition, those attending Inspire Youth Arts sessions.

3.5 Abuse

Abuse is a form of maltreatment. A person may abuse or neglect an individual by inflicting harm or by failing to act to prevent harm. Abuse may take place in person or online, inside or outside the home, and may be perpetrated by an adult or another child.

The four main categories of child abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

The categories of abuse and neglect relating to adults at risk include:

- Physical abuse
- Domestic abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse, including financial exploitation
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Abuse may also occur through, or within, a range of contexts, including:

- Online or technology-assisted abuse
- Child-on-child abuse
- Sexual harassment, sexual violence and harmful sexual behaviour
- Extra-familial harm
- Child-to-parent or carer abuse
- Honour or faith-based abuse, including female genital mutilation and forced marriage
- Criminal or sexual exploitation
- Trafficking and modern slavery

3.6 Other safeguarding concerns

There are other safeguarding concerns, circumstances and vulnerability indicators that staff should be aware of when safeguarding children, young people and adults at risk. These include:

- Bullying, including cyberbullying
- Child Sexual Exploitation (CSE)
- Criminal exploitation, including county lines and financial exploitation
- Domestic abuse, including abuse within young people's intimate relationships
- Drug or alcohol misuse
- Gang-related activity and serious violence
- Hate crime
- Homelessness or insecure accommodation
- Mental ill-health
- Relationship abuse
- Self-harm
- Sharing nude or semi-nude images and/or videos, including AI-generated or manipulated images
- Concerns about susceptibility to radicalisation into terrorism
- Private fostering
- Children who are absent from education
- Trafficking and modern slavery

The presence of a vulnerability indicator, such as mental ill-health, homelessness or substance misuse, does not necessarily mean that abuse is taking place. However, it may increase an individual's vulnerability or indicate that additional support or safeguarding action is required. Staff must consider the individual circumstances, and report concerns through the appropriate Inspire safeguarding procedure.

For the purpose of this policy, a private fostering arrangement occurs when a child under the age of 16 or under 18 if disabled are cared for 28 days or more by someone who is not their parent, a person with parental responsibility or a close relative. Such arrangements must be reported to the relevant local authority.

4 Safeguarding Scheme of Delegation

All children and adults at risk have equal rights to being safe and protected and Inspire will exercise care and seek to safeguard all children and young people that it comes into contact with. The following services are within the scope of this Scheme of Delegation:

- Public Libraries
- Archives and Records Management Service
- Instrumental Music Teaching (Inspire Music)
- Inspire Learning
- Nottinghamshire Music Education Hub
- Education Library Service
- Inspire Youth Arts

4.1 Roles and responsibilities

4.1a Chief Executive Officer Responsibilities

- The Chief Executive Officer together with the Inspire Board holds overall responsibility for safeguarding issues within Inspire. This includes championing children's safeguarding, ensuring that policies and guidance are in place and that senior managers, staff and volunteers are aware of these documents and have sufficient training and competency to carry them out.
- The Chief Executive Officer will ensure that processes are in place for pre-employment and repeat checks to ensure that staff undertaking regulated activity are appropriate to carry out that role.
- The Chief Executive Officer will ensure that processes are in place to audit compliance with safeguarding procedures.

4.1b Inspire Board Responsibilities

- The Inspire Board member with strategic oversight for Safeguarding will provide appropriate scrutiny and challenge to ensure that effective safeguarding arrangements are in place across Inspire.
- The Board will seek assurance regarding safer recruitment, appropriate safeguarding training, compliance with statutory duties and the effectiveness of safeguarding policies and procedures.
- The Board will receive appropriate safeguarding information and termly safeguarding update reports, while maintaining confidentiality.

4.1c Management Responsibilities

- Managers must ensure that safeguarding is discussed with staff at supervision and performance review meetings. Where there is an inability to resolve a safeguarding issue at manager level, it should be escalated to the Inspire Leadership Team/Chief Executive Officer.
- Managers are responsible for checking the understanding of policies and procedures for safeguarding children and adults at risk through regular supervision and annual performance review processes. They must take reasonable action when deficit or the need for development is noted.
- Managers and Senior Managers are accountable to the Chief Executive Officer.

4.1d Managers with Specific Responsibilities

- In addition, each service has a named manager with additional responsibility for promoting, co-ordinating safeguarding and child protection policy, practices and procedures within their service area. **(See Appendix A)**

4.1e The Responsibilities of all staff and volunteers

- All staff and volunteers must be vigilant for signs of abuse, neglect or distress and take all reasonable steps to ensure that children and young people and adults at risk are safe through direct action or consultation with their supervisor or a relevant professional agency.
- All staff and volunteers must ensure that they are aware of and operate within policy and procedures in relation to safeguarding children and young people and adults at risk and must report to their line manager or supervisor any concerns about their understanding, the understanding of others, or the operation of systems and policies.
- All staff and volunteers must actively promote to children and young people and adults at risk their right to be safe from abuse, when appropriate to the service provided.

- All staff and volunteers must cooperate with any investigation regarding a serious or untoward incident.
- Staff are responsible for disclosing to their line manager any incident, allegation or association in their professional or private life that may lead to a conflict in the protection of children, or which may lead to a deterioration of confidence in their ability to safeguard children and young people.
- All staff and volunteers must report safeguarding concerns immediately through the appropriate Inspire reporting procedure, including concerns about conduct outside work. If the relevant Designated Safeguarding Lead is unavailable, staff must not delay action and should contact another safeguarding lead or make a direct referral to the appropriate statutory agency where necessary.

5. Procedures

All incidents, disclosures or areas of concern relating to the safeguarding of a child, young person or adult at risk must be reported without delay and in line with Inspire's reporting procedures. Staff and volunteers must not assume that another person will report the concern. Where there is an immediate risk of harm, appropriate emergency or statutory services must be contacted. **(See Appendix B)**

5.1 Adult consent and capacity

Adult safeguarding will follow a person-centred approach. Wherever practicable, the adult will be involved in decisions about their safety and wellbeing, and their views, wishes and desired outcomes will be sought and recorded.

The reasons for sharing information or taking action without consent must be proportionate, clearly recorded and shared only with those who need the information to safeguard the adult or others. Where staff are unsure of what to do, they should seek advice from the DSL or MASH.

6 Recruitment

6.1 Service procedure for pre-employment checks

Professional and character references will always be taken up and their authenticity checked, and any anomalies resolved before employment starts. Where there are any concerns about employment history, character, associations or contra-indications on criminal justice checks additional checking, including face-to-face interviews will take place.

There may be concerns about behaviour, character or association which give rise to investigation or cause management to question the suitability of a person to work with children.

Right to work checks will be undertaken before any individual is employed, in order to make sure that the person is not disqualified from carrying out the role by reason of their immigration status.

The safer recruitment process will include scrutiny of employment history and exploration of any gaps or anomalies, identity and relevant qualification checks, appropriate DBS and barred-list checks, checks for individuals who have lived or worked overseas where relevant, and references obtained directly from the referee and verified before appointment.

For staff working in a teaching or tutoring role, the Department for Education's list of those prohibited from teaching will be checked prior to employment to ensure that no individual who is prohibited from

teaching is appointed. For shortlisted candidates within Inspire Learning, an online search may be undertaken as part of due diligence and candidates will be informed that this may take place.

6.2 Disclosure and Barring Service (DBS)

Each post within Inspire has been assessed in terms of whether DBS and prohibition from teaching checks are required. (**See Appendix C**) All other posts do not require a DBS check. All pre-employment checks will be completed prior to any formal offer of employment being made.

DBS checks will be renewed every three years. Inspire HR will maintain a Single Central Record of staff requiring DBS checks and will organise renewals as necessary.

Identity verification will be undertaken as part of the recruitment and screening process. Equivalent checks will be undertaken on those who are working on a freelance basis for Inspire.

6.3 Volunteers

All volunteer roles involving children will be assessed before duties begin to determine whether the activity constitutes regulated activity and what safeguarding checks are required.

Under no circumstances will a volunteer for whom the required checks have not been completed be permitted to undertake regulated activity with children. Appropriate identity, reference, induction and safeguarding training requirements will also be completed and recorded, proportionate to the role.

7 Allegations and concerns relating to staff and other representatives

This section applies to current and former employees, agency and supply workers, volunteers, freelancers, contractors, tutors, artists, students, trainees, trustees and Board members. It also applies to non-recent allegations and concerns relating to conduct outside work.

7.1 Concerns that may meet the harm threshold

A concern may meet the harm threshold where a person has:

- Harmed, or may have harmed, a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or adult at risk.
- Behaved in a way that indicates they may pose a risk of harm.
- Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children or adults at risk.

All such concerns must be reported immediately to the relevant Designated Safeguarding Lead and HR. The concern must not be investigated internally before advice is obtained from the appropriate safeguarding authority.

For concerns involving children, the case manager will consult the Nottinghamshire Local Authority Designated Officer through the current LADO referral route. For concerns involving adults at risk, consideration will be given to the Nottinghamshire Safeguarding Adults Board Person in a Position of Trust procedure and referral to Adult Social Care or the police where appropriate.

The following reporting routes apply:

- Concern about the DSL or Assistant CEO: report to the Chief Executive Officer.

- Concern about the Chief Executive Officer: report to the Chair of the Inspire Board.
- Concern about a Board member: report to the Chair of the Inspire Board.
- Concern about the Chair: report to the Vice-Chair or another appropriately nominated Board member.

The Chief Executive Officer, or another appropriately appointed senior manager, will act as case manager and work with the DSL, HR and relevant external agencies.

7.2 Low-level concerns

A low-level concern is behaviour that does not initially appear to meet the harm threshold but is inconsistent with Inspire's Code of Conduct or expected professional boundaries. It does not mean that the concern is insignificant.

Staff and volunteers should report low-level concerns, including concerns about their own conduct, through the confidential internal reporting procedure. Concerns will be recorded in writing, reviewed to identify any patterns and managed appropriately.

Where the threshold is unclear, advice will be sought from the LADO or other relevant safeguarding authority. Concerns involving agency staff, contractors or other externally employed workers will be managed jointly with their employer or agency.

7.3 Managing allegations and concerns

Inspire will:

- Protect and preserve relevant information and evidence.
- Maintain confidentiality and share information only with those who need to know.
- Provide appropriate support to the child or adult at risk, the person reporting the concern and the person who is the subject of the allegation.
- Consider proportionate risk-management arrangements while enquiries are undertaken.
- Consider suspension only where necessary and where suitable alternative safeguards are not available. Suspension will not imply that an allegation has been substantiated.
- Link safeguarding action appropriately with disciplinary, whistleblowing and complaints procedures.
- Record decisions, actions and their rationale, including the outcome of the concern.

7.4 External referrals

Where appropriate, Inspire will consider referral to:

- The police.
- Children's or Adult Social Care.
- The Local Authority Designated Officer.
- The Nottinghamshire Person in a Position of Trust process.
- The Disclosure and Barring Service.
- A relevant professional or regulatory body.
- The Charity Commission as a serious incident.

Where the legal referral conditions are met, Inspire will make a referral to the Disclosure and Barring Service. This duty continues where a person resigns, retires or otherwise leaves their role before a disciplinary or removal process is completed.

Staff and volunteers who feel unable to raise a concern through the usual internal route or believe that a concern has not been acted upon, should follow Inspire's Whistleblowing Policy and may use the relevant external reporting or whistleblowing routes.

8 Training

The training needs for each role within Inspire regarding safeguarding are defined (**see Appendix D**) and it is the responsibility of individuals to complete the required training and for line managers to review as part of their teams' Annual Reviews and supervisions. All training must be recorded on staff members' personal Learning Pool accounts.

Safeguarding training will form part of induction and will be refreshed and updated in accordance with role requirements and changes to guidance. Within Inspire Learning, applicable staff will read the relevant sections of Keeping Children Safe in Education annually. The Designated Safeguarding Lead and deputies will receive role-specific training at least every two years, supported by regular updates, and Board members will receive safeguarding training appropriate to their responsibilities.

8.1 Online safeguarding

Inspire recognises that safeguarding risks can occur through technology and online activity. Relevant service arrangements will address content, contact, conduct and commerce risks; filtering and monitoring; information security and access management; personal devices and social media; remote delivery; generative AI and manipulated content; and the reporting of online incidents. Inspire Learning will maintain clear responsibility for reviewing the effectiveness of filtering and monitoring arrangements, as detailed in (**Appendix E**).

9 Unsupervised young children

Key points taken from 'A Safe Place for Children', Youth Libraries Group Guidelines 2015

9.1 Dealing with unsupervised children

Children are the legal responsibility of their parents and carers, and they should always accompany their young children (under the age of 8). However, there will be occasions when young children visit the library or attend an Inspire organised event, unaccompanied. Whilst not wishing to discourage children from visiting the library, or attending events, staff and volunteers need to take reasonable steps to ensure the safety of the child and to inform parents/carers of their responsibilities.

Guidance for when a young child is unsupervised (either under 8s or any other young child you have concerns about)

- Avoid being left alone with the child where possible. Another member of staff/volunteer should be present when dealing with unsupervised children.
- Establish whether the child is allowed by the parent or carer to come and go alone. If you are satisfied that this is so, then allow the child to leave. If you gather this information only from the child, then you will need to use your judgement to ascertain whether the child is competent to leave alone.
- Ask the child if he/she is expecting to be collected by an adult. Even if the child is expecting to be collected soon, do not wait until closing time, or end of the event, before taking the next step.

- Try to contact the parent/carer; see if the child can give you an address or telephone number; where possible, ask a member of staff to check registration details to see if the child or a parent/carer is a member of the library.
- If attempts to contact the parent/carer fail, see if the child can give you the details of a relative or close family friend to contact. However, do not release a child into the care of someone (other than Police or Children's Social Care) unless you are sure that they are the parent or carer, or the parent/carer has given permission.
- If all attempts fail, contact Children's Social Care. If you cannot contact Children's Social Care or it is outside normal office hours, contact the Police (101).

9.2 Unsupervised children at closing time

Staff/volunteers should wait for the parent/carer to collect the child and then explain Inspire's policy to them. If a parent or carer cannot be contacted the Children's Social Care should be contacted. If Children's Social Care cannot be contacted, then contact the police to collect the child, and to make sure that the child has not been reported as missing. Under no circumstances should a child be escorted home by a member of Inspire staff/volunteer

Any incidents must be reported to line managers/Designated Safeguarding Leads at the earliest opportunity.

9.3 Summary: Remember:

- Inspire staff/volunteers are not generally in loco parentis but do have a duty of care towards children.
- Inspire staff/volunteers should be guided at all times by Inspire's Safeguarding Policy and the procedures set out by the Nottinghamshire Safeguarding Children Partnership.
- Children under the age of 8 should be accompanied by a parent/carer when visiting the library but there will be situations when they are not.
- Try not to be left alone with a child. Do not go outside the library or event venue with a child or accompany them into a private area, e.g. toilet.
- It is important to comfort/reassure a distressed child but avoid physical contact where possible.
- Staff/volunteers should avoid initiating physical contact with children and try and ensure another member of staff/volunteer is present. Do not do things of a personal nature for a child that the child could do for him or herself.
- An adult in a children's library area, but not seeming to use it, should be offered seating in the adult library area, or help in finding the information they require.

10 Communication

The Safeguarding Policy and procedures are approved by Inspire's Board. The Board will receive termly safeguarding update reports from the Inspire Safeguarding and Prevent Group.

The policy and procedures are communicated to all staff through staff induction, Inspire's Learning Pool, meetings and various training resources.

Service areas within Inspire may have their own arrangements for communicating with staff regarding safeguarding matters and monitoring incidents. Some service areas have a nominated member of that team with accountability for safeguarding who is responsible for policy implementation, training and operational management of safeguarding arrangements. **(See Appendix E)**

11 Monitoring

The policy will be reviewed annually by the Inspire Safeguarding and Prevent Group, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Nottinghamshire Safeguarding Children Partnership.
- As required by Nottinghamshire County Council as part of the contractual arrangements with Inspire.
- As a result of any other significant change or event.

12 Related Policies

Related documents include:

- Anti-bullying
- Code of conduct
- Computer usage
- Data Protection
- Equality
- Hate Crime
- Health and Safety
- ICT
- Information Compliance
- Information Rights
- Information Security
- Inspire Safeguarding Policy
- Managing Violence and Aggression
- Child-on-child abuse
- Prevent
- Recruitment and Selection
- Safer Working with Children and Young People
- Social Media
- Substance Misuse
- Whistleblowing

13 Key Contacts

Key contacts relating to safeguarding matters are found in **Appendix F**.

14 Further Guidance

Further guidance and information relating to safeguarding matters can be found in **Appendix G**.

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Date amended: 15th Sept 2026

Appendix A: Managers with additional Safeguarding Responsibilities

Designation	Area(s) of Responsibility
Inspire Learning Pippa Guthrie Quality and Student Services Manager pippa.guthrie@inspireculture.org.uk 07867151044	Designated Safeguarding Lead for Inspire Learning
Inspire Learning Nicky Reed Head of Adult Learning nicky.reed@inspireculture.org.uk 07468 354307	Deputy Designated Safeguarding Lead for Inspire Learning
Inspire Learning Simon Cook Head of College simon.cook@inspireculture.org.uk 07742 937020	Deputy Designated Safeguarding Lead for Inspire Learning
Inspire Youth Arts Rebecca Streets Youth Arts Manager rebecca.streets@inspireculture.org.uk 07584 345685	Deputy Designated Safeguarding Lead for Inspire Youth Arts Inspire Safeguarding and Prevent Group member
Inspire Music Lucy Reid Music Services Manager lucy.reid@inspireculture.org.uk 0115 9932729	Deputy Designated Safeguarding Lead for Nottinghamshire Music Education Hub and Instrumental Music Teaching (Inspire Music) Inspire Safeguarding and Prevent Group member
Inspire and Inspire Libraries Kirsty Ellis Assistant CEO kirsty.ellis@inspireculture.org.uk 0115 8044321	Quality and compliance of systems and processes Inspire Safeguarding and Prevent Group member Deputy Designated Safeguarding Lead for Library Service
Inspire Libraries Peter Cribb District Library Manager Peter.cribb@inspireculture.org.uk 0115 9774384 07748320394	Deputy Designated Safeguarding Lead for Library Service
Inspire Libraries Jill Barr District Library Manager jill.barr@inspireculture.org.uk 01158044330/07768536631	Deputy Designated Safeguarding Lead for Library Service
Inspire Libraries Joanne Burman District Library Manager joanne.burman@inspireculture.org.uk 0115 8044319/ 07768752206	Deputy Designated Safeguarding Lead for Library Service
Education Library Service Shamara Sadler Service Manager Shamara.sadler@inspireculture.org.uk 0115 804 4499	Inspire Safeguarding and Prevent Group member
Nottinghamshire Archives Ruth Imeson Heritage Services Manager & Inspire Data Protection Officer ruth.imeson@inspireculture.org.uk 0115 9775692	Designated Safeguarding Person for Records Management Service

Appendix B: Reporting procedures

Referrals to Nottinghamshire MASH

All safeguarding concerns must first be recorded through the appropriate Inspire reporting system. Completing an internal Inspire form does not replace the need to contact statutory services where a referral is required.

Child-protection referrals

Where a practitioner believes that a child may be at risk of significant harm or requires a child-protection referral, they must contact Nottinghamshire Children's MASH by telephone on **0300 500 8090**. Child-protection referrals from practitioners should not be submitted by email or through the online public reporting route.

Outside normal office hours, contact the Emergency Duty Team on **0300 456 4546**.

If a child is in immediate danger or a crime is in progress, call **999**. For a non-emergency police matter, call **101**.

Adult safeguarding referrals

Adult safeguarding concerns must continue to be reported through Nottinghamshire County Council's separate adult safeguarding procedure. Where urgent advice or action is required, staff should contact MASH by telephone. Non-urgent adult concerns may be submitted through the professional adult safeguarding referral form.

Any referral or contact with external agencies must also be recorded through the appropriate Inspire safeguarding reporting system.

This reflects Nottinghamshire County Council's current instruction that practitioners telephone Children's MASH to report child-protection concerns: [Report a new concern about a child](#)

B1 Libraries, Archives, Ask Inspire

If there is a safeguarding concern, managers staff should complete the online Inspire Safeguarding Concern form [Inspire Safeguarding & Prevent Concern Form](#). This online form creates a central record that can be reviewed, reported upon and summary reports provided to Senior Management.

Any volunteers should report their concerns either to a library manager, the Volunteer Manager, or a Deputy Designated Safeguarding Lead (**see appendix F for contact details**). They may also report directly via an [Inspire Volunteers – Safeguarding & Prevent Concern Form](#).

Information collected includes:

- Name of young person or adult at risk
- Date of incident/ concern/ disclosure
- Is the concern Safeguarding, Prevent or Both
- Date of allegation/suspected abuse: Physical/ emotional/ sexual / neglect/ financial or material/individual's mental health/ unclear or not know/ not applicable
- Summary of the incident/ concern/ disclosure
- Is the incident also a Health and Safety issue?
- Have you met the young person or adult at risk?

- Has a MASH or Prevent referral already been made (by a member of staff)?
- Based on the information, are you making a referral at this stage?
- Supporting document if applicable (staff only)

B2 Inspire Learning, Inspire Music, Inspire Youth Arts

B2a Reporting concerns

Any concerns should be discussed in the first instance with line managers and the Designated Safeguarding Lead, as soon as possible. If at any point, there is an immediate risk of serious harm to the individual, a referral should be made straight away to Nottinghamshire County Council's Multi Agency Safeguarding Hub (MASH) and, where necessary, the police. Anybody can make such a referral.

Where an incident or concern has been identified at an external partner's premises, (for example, a school), these should be followed up through the partner's own safeguarding procedures. However, the incident/concern should still be reported to a line manager for monitoring purposes.

B2b Immediate response to learners

It is vital that actions do not harm the learner further or prejudice further enquiries, for example:

- listen to the learner. If shocked by what is being said, try not to show it
- it is OK to observe bruises, but learners should not be asked to remove their clothing to observe them
- if a disclosure is made,
 - accept what the learner says
 - stay calm, the pace should be dictated by the learner without them being pressed for detail by asking leading questions such as "what did s/he do next?" It is important to listen - not to investigate
 - use open questions such as "is there anything else you want to tell me?"
 - be careful not to burden the learner with guilt by asking questions like "why didn't you tell me before?"
 - acknowledge how hard it was for the learner to make the disclosure
 - do not criticise the perpetrator, the learner might have a relationship with them
 - do not promise confidentiality, reassure the learner that they have done the right thing.
 - Explain whom you will have to tell (the Designated Safeguarding Lead) and why; and, depending on the learner's age, what the next stage will be. It is important to avoid making promises that cannot be kept such as "I'll stay with you all the time" or "it will be all right now".

B2c Recording information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation. Your name and role should be included.
- If it is an observation of bruising or an injury try to record detail, e.g. "right arm above elbow". Do not take photographs.
- Note the non-verbal behaviour and the key words in the language used by the learner (try not to translate into 'proper terms').

- It is important to keep these original notes and pass them on to the Designated Safeguarding Lead who may ask for a referral to be made.
- All verbal conversations should be promptly recorded using the Incident Supplementary Diary Sheet or Incident Form. (See details on Inspire Learning Pool).

B2d Supporting learners

- Inspire staff recognise that an individual who is abused or witnesses' violence may find it difficult to develop and maintain a sense of self-worth. It is recognised that in these circumstances learners might feel helpless and humiliated, and that they might feel self-blame.
- It is recognised that Inspire might provide the only stability in the lives of learners who have been abused or who are at risk of harm.
- It is accepted that research shows that the behaviour of a learner in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn.
- Staff have an understanding that learners with Special Educational Needs and Disabilities (SEND) can be more vulnerable to abuse and neglect. SEND learners with Inspire Learning will receive support from the Lead Tutor (SENCO) and relevant outside agencies. For example, learning support or Education and Health Care Plan (Keeping Children Safe in Education 2025).
- In the event that a learner has shared, received or had shared nude or semi-nude images, we will investigate and support them according to the UK Council for Internet Safety's guidance on sharing nudes and semi-nudes.

B3 Supporting staff

Inspire recognises that, in carrying out their roles and responsibilities relating to safeguarding, staff may face dealing with upsetting and disturbing situations. Line managers will ensure that staff are offered support where necessary, and, where required, refer to outside organisations for specialist help.

B4 Information sharing, confidentiality and safeguarding records

Safeguarding information must be handled confidentially and shared only with those who need it to protect the individual or others. Data protection law does not prevent necessary, proportionate and lawful safeguarding information sharing. Consent is not always required where another lawful basis applies, particularly where seeking consent could increase risk or delay necessary action.

Safeguarding records must:

- Be completed promptly, accurately and factually.
- Preserve the individual's exact words wherever possible.
- Clearly distinguish between fact, direct observation, professional judgement and information received from another person.
- Record what information was shared, with whom, when, for what purpose and the reason for sharing it.
- Record decisions to refer or not to refer, including the rationale and any advice received.
- Be stored securely with access restricted to authorised staff.
- Be retained and disposed of in accordance with Inspire's approved retention schedule.
- Be kept separate from general personnel, learner or customer records where appropriate, with an appropriate indication that a safeguarding record exists.

Staff must not promise complete confidentiality. They should explain that information may need to be shared with appropriate professionals to keep the individual or others safe.

Where the usual Designated Safeguarding Lead or responsible manager is unavailable, concerns and records must be passed without delay to another safeguarding lead or authorised manager in accordance with Inspire's continuity arrangements. The absence of a named safeguarding lead must not delay necessary action.

Appendix C: Posts requiring DBS checks

The posts listed below require an enhanced DBS check for the relevant workforce(s), as determined by the duties of the role.

Name of Post
Learning Director (Inspire Learning)
Quality and Student Services Manager (Inspire Learning)
Head of Adult Learning (Inspire Learning)
Head of Inspire College (Inspire Learning)
Adult Learning Co-Ordinator (Inspire Learning)
Lead Tutors (Inspire Learning)
Tutors including full time and sessional (Inspire Learning)
Learning Support Assistant (Inspire Learning)
Information, Advice and Guidance Advisors (Inspire Learning)
Learning Engagement Officers (Inspire Learning)
Tutors/Artists (Inspire Youth Arts -IYA)
Youth Support Workers
Principal Arts Officer (IYA)
Creative Producers (IYA)
Technical Manager (IYA), Technician (IYA), Projects Officer (IYA)
Duty Supervisor
Youth Arts Manager, Inspire Youth Arts (IYA), Operations Officer (IYA)
Inspire Music Services Manager
Co-ordinators and team leaders (IM)
Music Teachers (IM)
Music Administrators (IM)
Service Manager Education Library Service
Customer Management Librarians ELS
Captivate Partnership Manager
Captivate Coordinator

* Tutors and Learning Support Assistants who work in Portland college partner provision, with adult LLDD groups, supporting students with work placements in Care home settings or for Inspire College also require an Adult DBS Enhanced check

In addition – it is our policy to perform DBS checks for administrative staff who have access to systems containing personal information of young people engaging in services provided by Inspire

1. Admin staff – who have access to data – but NO direct contact with young people - No Check
2. Admin staff – who have access to data – and may meet young people on occasion by virtue of lessons happening in the same building – or if a young person hands in information - DBS Basic
3. Admin staff – who have access to data – but may occasionally provide logistic support to learning events – but not teaching and always working alongside the event tutor/leader - DBS Check Child Enhanced

Volunteers carrying out specified roles are also required to have a DBS check, including:

- Home delivery – basic
- Code Club – enhanced
- Event Production – enhanced
- Creative programme – enhanced

Appendix D: Safeguarding training

Training is provided on a sector specific basis where appropriate.

D1 All staff training matrix

Please refer to the training matrix below for staff training requirements.

D2 Further learning

Other courses are available and should be completed as required for your role. These include:

- Child Sexual Exploitation
- Honour Based Violence & Forced Marriage
- Radicalisation
- Physical Abuse
- Neglect
- Sexual Abuse
- Domestic Abuse
- Trans Awareness
- Self-harm
- Social Media & Safeguarding
- Coercive Control

A record containing details of training completed by staff is maintained. In addition, safeguarding is included on the agenda for all management and other team meetings to enable an ongoing dialogue around safeguarding and related policies and procedures.

Safeguarding & Prevent Training Pathway – June 2025		Learning							Music & ELS		IYA			 Libraries Inspire	Board		All other staff	All other volunteers
Course	To be completed within:	Business Support Team	LSAs, LEOs, IAG	Tutors (Adult Learning)	Tutors (Inspire College)	Education Leaders & Managers	Designated Safeguarding Lead & Deputies	Volunteers	Service Manager	Music Tutors/ ELS Staff	Service Manager	Tutors/ Artists	Staff & Casual Youth Support Workers	Assistant CEO and DLMs	Inspire Board	Learning & Skills Committee		
Read Inspire Safeguarding Policy and Procedure	Induction (& annually for learning staff)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Introduction to Safeguarding Children	2 weeks	✓					✓		✓	✓	✓	✓	✓	✓			✓	✓
Safeguarding Vulnerable Adults	2 weeks	✓					✓	✓			✓	✓	✓	✓			✓	✓
Action Counters Terrorism (ACT)	2 weeks and every 2 years	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓			✓	
Read at least part 1 of Keeping children safe in education 2026 (comes into force from 1 September 2026)	2 weeks & when updated		✓	✓	✓	✓	✓		✓	✓								
Safeguarding in the Further Education & Skills Sector	1 month		✓	✓	✓	✓	✓											
Safer Recruitment in FE and Skills 2025/26 - eLearning	Before becoming a recruiting manager					✓	✓											
Prevent for the Further Education and Skills Sector 2025/26 Learning The Education and Training Foundation	2 months		✓	✓	✓	✓	✓											
Working Together to Safeguard Children (Complete pre-course learning then attend live session)	6 months				✓	✓	✓		✓		✓							
Child Protection: New Designated Safeguarding Lead Training	1 month						✓											
Designated Safeguarding Lead (Refresher)	Every 2 years						✓		✓		✓			✓				
Annual Internal Safeguarding Update	Annually	✓	✓	✓	✓	✓	✓			✓		✓	✓		✓	✓		
Board training - Safeguarding for Governors and Trustees (Core 2) 2025/26 Learning Education and Training Founda...	Induction														✓			

* Currently not available – pending DfE guidance

Appendix E: Specific service area arrangements

E1 Inspire Learning

Inspire Learning has a Designated Safeguarding Lead and multiple Deputy Safeguarding Leads who have responsibility for dealing with day-to-day reporting and monitoring any safeguarding concerns raised by staff.

A termly Inspire Learning Safeguarding Group meeting is held, led by the member of the Inspire Learning Management Team with responsibility for safeguarding with representatives from across Inspire Learning's provision. The group reviews; reported concerns, policies and procedures, staff issues, staff development etc.

Safeguarding information, literature and awareness raising resources are shared with staff, learners and other providers and stakeholders through a variety of means including posters which contain details of what to do if one has a safeguarding concern, as well as the main safeguarding contacts including the Designated Safeguarding Lead and Deputy Lead.

Learners are taught about safeguarding, including online safety, through induction and tutorial activities. They are actively encouraged to report any safeguarding or health and welfare issues.

The Designated Safeguarding Lead liaises with the ICT Services Manager to ensure that appropriate filtering and monitoring systems and procedures are in place to keep all learners safe with due consideration to the four risk categories:

- Content
- Contact
- Conduct
- Commerce

E2 Libraries Home Delivery Service

1 Overview and Rationale

The Library Home Delivery Service involves Inspire staff and volunteers delivering library materials to customers in their own homes. These customers are often older adults, isolated, housebound, disabled, or experiencing declining physical or cognitive health. Deliveries take place in private domestic environments that Inspire does not control and frequently involve lone working.

The Safeguarding Policy establishes that all staff and volunteers must remain vigilant to signs of abuse, neglect or distress in adults at risk (Section 4.1d), and Appendix B sets out the safeguarding reporting pathway for Libraries.

In practice, Home Delivery volunteers and staff may be the only people who see certain customers face-to-face on a regular basis. During brief but meaningful encounters, they may be the first to observe indicators of:

- self-neglect
- confusion or cognitive decline
- unsafe or deteriorating living conditions
- carer breakdown
- domestic abuse
- animal neglect associated with declining self-care

2 Scope

This appendix applies to all registered Home Delivery volunteers.

3 Roles and Responsibilities

All volunteers must comply with Inspire's Safeguarding Policy, Code of Conduct and the reporting procedures set out in Appendix B.

The Deputy Designated Safeguarding Leads for Libraries (Appendix A) holds oversight responsibility for safeguarding concerns arising from the Home Delivery Service.

The Volunteer Manager is responsible for

- ensuring volunteers are appropriately allocated and supported;
- ensuring safeguarding and lone-working training is completed before home visits commence and refreshed in line with Inspire requirements (currently every three years)

Library Managers are responsible for escalating any concerns regarding the safeguarding of customers or staff to the Deputy Designated Safeguarding Leads.

4 Health, Safety and Lone-Working

Volunteers should:

- not undertake visits if they, or anyone they live with, have symptoms of infectious illness where guidance advises against contact;
- conduct visits only during agreed hours;
- inform the customer in advance of the visit and confirm delivery preferences;
- carry out deliveries alone, unless accompanied by another registered Home Delivery volunteer.
- withdraw immediately if they feel unsafe or threatened;
- avoid entering areas of the home where they feel uncomfortable or at risk;
- report any safety concerns to their manager or Ask Inspire or the Volunteer Manager as soon as practicable.
- Phone 999 if they feel they are in danger

5 Consent and Entry to the Home

Customers must be contacted in advance and asked whether they prefer items to be left at the doorstep or delivered inside the home. Volunteers may enter a customer's home only where the customer has given consent; and both the customer and the volunteer is comfortable doing so.

Entry should be limited to what is necessary to deliver or collect library materials, particularly where customers have mobility issues.

6 Boundaries of the Role

Volunteers must maintain clear professional boundaries at all times and act within the limits of the role. They must not:

- provide personal care or befriending support;
- lift customers or heavy items;
- handle medication;
- accept money or gifts, including requests to shop on behalf of customers;
- take friends or family members into customer homes;
- enter bathrooms, bedrooms or other private spaces unless clearly appropriate, necessary and safe.

Volunteers must not attempt to diagnose or investigate safeguarding concerns themselves but should report them as set out in Appendix B.

7. Indicators of Potential Safeguarding Concern

During home visits, volunteers may observe indicators that a customer may be at risk. These may include, but are not limited to:

A. Customer-related indicators

- poor personal hygiene, inadequate clothing or untreated injuries;
- confusion, disorientation or noticeable cognitive decline;
- frailty, unsteadiness or repeated falls;
- fearfulness, distress, withdrawal or low mood.

B. Environmental indicators

- excessive clutter, hoarding or blocked exits;
- strong odours (urine, faeces, rotting food);
- evidence of infestation or serious disrepair;
- lack of heating, food or basic amenities.

C. Animal-welfare indicators

Animal welfare may provide important insight into a customer's ability to care for themselves. Concerning signs include:

- animals that appear underweight, injured or distressed;
- lack of accessible food or water;
- strong ammonia smells from urine;
- faeces on floors or furniture;
- multiple animals kept in unsuitable conditions.

Animal neglect should be treated as a potential indicator of self-neglect, cognitive decline or carer strain and therefore as a possible adult safeguarding concern.

8. Reporting Safeguarding Concerns

Where any safeguarding concern arises during a home visit, volunteers must follow the reporting pathway set out in Appendix B1 (Libraries).

Concerns involving animal welfare must be reported in the same way, as they may indicate that the adult is at risk. Inspire staff will determine whether referral to Adult Social Care, MASH or external agencies (e.g. the RSPCA) is appropriate.

Emergency services should be contacted if there is an immediate risk of serious harm.

9. Review and Oversight

The Deputy Designated Safeguarding Leads for Libraries will:

- review safeguarding concerns arising from the Home Delivery Service;
- monitor patterns or recurring risks;
- ensure learning from incidents informs volunteer training, guidance and operational practice.

Appendix F: Key contacts

Multi-Agency Safeguarding Hub (MASH)

Telephone: 0300 500 8090 Website: www.nottinghamshire.gov.uk/MASH

Monday-Thursday 8:30am – 5:00pm

Friday 8:30am – 4:30pm

Outside office hours, contact the Emergency Duty Team. Telephone: 0300 456 4546

Inspire Designated Safeguarding Lead

Pippa Guthrie

Quality and Student Services Manager

pippa.guthrie@inspireculture.org.uk

Deputy Designated Safeguarding Leads

Service Area	Name	Phone	Email
Learning	Nicky Reed	07468 354307	nicky.reed@inspireculture.org.uk
	Simon Cook	07742 937020	simon.cook@inspireculture.org.uk
	Tracey Spick	07442 937044	tracey.spick@inspireculture.org.uk
	Tracy Leaper	07442 936992	tracy.leaper@inspireculture.org.uk
	Kelsey Patrick	07442 936758	kelsey.patrick@inspireculture.org.uk
Libraries	Kirsty Ellis	0115 8044321	Kirsty.ellis@inspireculture.org.uk
	Peter Cribb	01159774384	Peter.cribb@inspireculture.org.uk
	Jill Barr	01158044330	Jill.barr@inspireculture.org.uk
	Joanne Burman	01158044319	Joanne.burman@inspireculture.org.uk
Inspire Youth Arts	Rebecca Streets	07584 345685	rebecca.streets@inspireculture.org.uk
Inspire Music	Lucy Reid	0115 9932729	lucy.reid@inspireculture.org.uk

Inspire Board Member with responsibility for safeguarding

Diana Meale

Appendix G: Further guidance and information

To support the work around child protection and safeguarding, links to statutory, national and local guidance are below:

Keeping Children Safe in Education
[Keeping Children Safe in Education](#)

Working Together to Safeguard Children
[Working Together to Safeguard Children](#)

Nottinghamshire Safeguarding Children Partnership
<https://www.nottinghamshire.gov.uk/nscp>

Multi-Agency Safeguarding Hub (MASH)
<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision/multi-agency-safeguarding-hub-mash>

Pathway to Provision
<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision>

Child Sexual Exploitation
<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Safeguarding Vulnerable Groups Act 2006
<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Female Genital Mutilation (FGM)
www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation

Children who may have been trafficked
<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Criminal Exploitation
www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines

Behaviour and Discipline
<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

Attendance
<https://www.gov.uk/government/publications/school-attendance>

Exclusions
<https://www.gov.uk/government/publications/school-exclusion>

Bullying
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Disqualification under the Childcare Act 2006 (updated August 2018)
www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

NSPCC [Protecting Children from online Abuse](#)

ASCEL [Keeping Children Safe Online](#) |