



Safeguarding Policy - KitchenJam

Last reviewed: 07/09/2026

Next review due: September 2027, or sooner if required

1. Scope and Policy Statement.....	2
2. Purpose.....	2
3. Definitions.....	3
4. Responsibilities.....	3
KitchenJam Management.....	3
Designated Safeguarding Lead.....	3
Staff, Volunteers and Contractors.....	4
5. Safer Recruitment and Suitability.....	4
6. Staff Behaviour and Professional Boundaries.....	5
Physical Contact During Teaching.....	5
7. One-to-One Teaching and Working Alone With Children.....	5
8. Photography, Video, Social Media and Online Safety.....	6
Photography and Video.....	6
Social Media and Digital Communication.....	6
Online Safety.....	6
9. Child-on-Child Abuse and Bullying.....	6
10. Specific Safeguarding Risks.....	7
Knives and Other Weapons.....	7
11. Children With SEND and Additional Vulnerabilities.....	7
12. Drop-Off, Collection, Attendance and Missing Children.....	8
Little Jams (Ages 0-4).....	8
Mini Musicians (Ages 4-10).....	8
Rockers Program (Ages 10-17).....	8
Registration Requirements.....	8
Changes to Collection Arrangements.....	9
Attendance.....	9
Uncollected Child Procedure.....	9
Missing Child Procedure.....	9
13. Recognising Abuse and Neglect.....	10
Physical Abuse.....	10
Emotional Abuse.....	10
Sexual Abuse.....	10
Neglect.....	10
Safeguarding Adults at Risk.....	11
14. Responding to a Disclosure or Safeguarding Concern.....	11
15. Reporting and Recording Concerns.....	11
Concerns About a Child.....	11
Concerns or Allegations About Staff, Volunteers, Contractors or Other Adults Working With Children.....	12

Low-Level Concerns.....	12
Whistleblowing and Concerns About Safeguarding Practice.....	13
Parents, Carers and Information Sharing.....	13
Recording Safeguarding Concerns.....	13
Concerns About an Adult at Risk.....	14
16. Visitors, Contractors and Unauthorised Adults.....	14
17. Events and Performances.....	14
18. Mental Health and Wellbeing.....	15
19. Training and Safeguarding Awareness.....	15
20. Complaints.....	15
21. Related KitchenJam Policies and Documents.....	15
22. Policy Review.....	16
23. Important Contacts.....	16
KitchenJam Safeguarding Team.....	16
Emergency Services.....	16
Newham Children's Safeguarding.....	16
Tower Hamlets Children's Safeguarding.....	17
Adult Safeguarding.....	17
NSPCC.....	17
Childline.....	17
24. Relevant Guidance and Legislation.....	17

1. Scope and Policy Statement

KitchenJam is committed to providing a safe, inclusive and supportive environment for everyone who takes part in our lessons, classes, workshops, events and other activities.

Safeguarding and promoting the welfare of children is everyone's responsibility. KitchenJam will take reasonable steps to protect children from abuse, neglect, exploitation and other forms of harm, and will act promptly where a safeguarding concern is identified.

This policy also sets out how KitchenJam will respond to concerns about adults at risk.

This policy applies to all KitchenJam staff, volunteers, apprentices, contractors, visiting professionals and anyone else carrying out work on behalf of KitchenJam.

KitchenJam operates as an out-of-school setting providing music tuition and activities. This policy has regard to current Department for Education guidance for out-of-school settings, Working Together to Safeguard Children 2026, and other relevant legislation and guidance.

2. Purpose

This policy aims to:

- protect children and adults at risk from abuse, neglect, exploitation and other harm;
- make sure everyone working at KitchenJam understands their safeguarding responsibilities;

- provide clear procedures for recognising, reporting, recording and responding to safeguarding concerns;
- maintain safe professional boundaries and working practices;
- make sure safeguarding concerns are shared with the appropriate agencies when necessary; and
- promote an inclusive environment in which children and adults are listened to, respected and taken seriously.

3. Definitions

- **Child:** Anyone who has not yet reached their 18th birthday.
- **Adult at risk:** An adult aged 18 or over who has needs for care and support, is experiencing or at risk of abuse or neglect, and, because of those needs, is unable to protect themselves from the abuse or neglect or the risk of it.
- **DSL:** Designated Safeguarding Lead.
- **DDSL:** Deputy Designated Safeguarding Lead.
- **LADO:** Local Authority Designated Officer, who manages concerns and allegations about people who work or volunteer with children.

4. Responsibilities

KitchenJam Management

KitchenJam management will:

- make sure this policy is implemented and reviewed regularly;
- appoint a DSL and DDSL;
- maintain clear lines of responsibility for safeguarding;
- make sure appropriate safer recruitment and suitability checks are carried out;
- provide staff and volunteers with appropriate safeguarding information, training and support; and
- make sure staff know how to report concerns both within KitchenJam and directly to external safeguarding agencies where necessary.

Designated Safeguarding Lead

The DSL will:

- take lead responsibility for safeguarding and child protection within KitchenJam;
- act as the main point of contact for safeguarding concerns;
- maintain an up-to-date understanding of local safeguarding referral routes;
- make or support referrals to Children's Social Care, Adult Social Care, the LADO, police or other agencies where appropriate;
- make sure safeguarding records are clear, accurate, secure and appropriately restricted;
- record decisions made about safeguarding concerns and the reasons for those decisions; and
- support staff in understanding and carrying out their safeguarding responsibilities.

The DDSL will act in the DSL's absence and may also support the DSL with safeguarding matters.

Staff, Volunteers and Contractors

Everyone working on behalf of KitchenJam must:

- read and follow this policy;
- remain alert to signs that a child or adult at risk may need help or protection;
- report safeguarding concerns without delay;
- maintain appropriate professional boundaries;
- take concerns and disclosures seriously;
- never investigate suspected abuse themselves; and
- share safeguarding information only with people who need it in order to protect the person concerned or respond appropriately.

Safeguarding concerns do not have to arise during a KitchenJam activity. If something a member of staff sees, hears or is told outside a lesson raises a safeguarding concern about a KitchenJam student, it should still be reported.

5. Safer Recruitment and Suitability

KitchenJam will take reasonable steps to make sure people working or volunteering with children are suitable for their roles.

Depending on the role, this may include:

- verifying identity and right to work;
- checking relevant experience and qualifications;
- obtaining and checking appropriate references;
- carrying out the appropriate level of Disclosure and Barring Service (DBS) check; and
- carrying out any other checks required for the role.

KitchenJam will not rely on a DBS check alone when deciding whether someone is suitable to work with children.

Where a role involves regulated activity with children, KitchenJam will obtain an Enhanced DBS check including a Children's Barred List check where the role is eligible. Eligibility will be reviewed if a person's duties or working arrangements change.

From 1 September 2026, the supervision exemption from regulated activity with children no longer applies. A person who teaches, trains, instructs, cares for or supervises children may therefore be carrying out regulated activity even where they are supervised by another adult, where the relevant frequency or overnight conditions are met. KitchenJam will take this into account when assessing DBS requirements for staff and volunteers.

Where the legal conditions for a DBS referral are met, including where a person is removed from regulated activity because they pose a risk of harm to children, or would have been removed had they not resigned or otherwise left, KitchenJam will make the required referral to the DBS.

Suitability is an ongoing responsibility. Any concern arising after appointment must be reported and considered in accordance with this policy.

6. Staff Behaviour and Professional Boundaries

All staff, volunteers and contractors must maintain clear and appropriate professional boundaries with children and adults at risk.

They must not:

- use abusive, humiliating, threatening, discriminatory or sexually inappropriate language or behaviour;
- form sexual or romantic relationships with students under 18;
- use their position to develop inappropriate personal relationships with students;
- share personal or confidential information about students without a legitimate reason;
- arrange private meetings with children outside approved KitchenJam activities or premises without appropriate authorisation; or
- use personal social media accounts to privately communicate with students under 18.

Communication relating to lessons should take place through KitchenJam-approved channels. Where direct communication with an under-18 student is necessary, it should be appropriate to the student's age and circumstances and, wherever practicable, involve or be visible to their parent or carer.

Physical Contact During Teaching

Some music teaching may involve physical guidance, for example helping a student adjust hand position, posture or how they hold an instrument.

Any physical contact must be necessary for the teaching purpose, appropriate and explained before it happens. Staff should seek the student's agreement before making physical adjustments and must respect a student who does not want to be touched.

7. One-to-One Teaching and Working Alone With Children

KitchenJam may provide one-to-one tuition or trial sessions to children and young people.

For planned one-to-one sessions with an under-18 student:

- the parent or carer must be aware of the arrangement and written consent should be obtained;
- sessions should take place in KitchenJam-approved teaching spaces;
- where practicable, the session should take place somewhere that is visible or accessible to other people; and
- staff should avoid unnecessary isolation with a child.

If a member of staff unexpectedly finds themselves alone with a child, they should, where possible, let another member of staff or manager know and remain in an appropriate and observable space.

Staff must not take a child to another location or to their own home as part of an unplanned safeguarding or collection arrangement.

8. Photography, Video, Social Media and Online Safety

Photography and Video

KitchenJam will obtain appropriate consent before taking or using photographs or videos of children for promotional or other organisational purposes.

Parents and carers will be told how images are intended to be used. Images and recordings will be handled and stored in line with KitchenJam's Data Protection and Privacy Policy.

Images should not be accompanied by unnecessary personal information that could identify or locate a child.

A child or young person's wishes about being photographed or filmed should also be respected, even where parental consent has been provided.

Social Media and Digital Communication

Staff and volunteers must not use personal social media accounts to privately contact students under 18 or share personal or confidential information about students.

Any safeguarding concern arising through social media, messaging, gaming, online content or other digital activity must be treated in the same way as an offline safeguarding concern.

Online Safety

KitchenJam recognises that children may experience harm both online and offline, and that the two can overlap.

Online risks can include harmful content, inappropriate or abusive contact, cyberbullying, grooming, sexual exploitation, sharing of nude or semi-nude images, extremist material, financial exploitation and other harmful online behaviour.

Where KitchenJam provides devices or internet access for children, appropriate safeguards, filtering or supervision will be used where relevant.

9. Child-on-Child Abuse and Bullying

KitchenJam recognises that children can abuse other children and that this can happen during activities, outside the setting or online.

Child-on-child abuse can include:

- bullying and cyberbullying;
- physical abuse;
- abuse within young people's relationships;
- sexual harassment or sexual violence;
- harmful sexual behaviour;
- non-consensual sharing of nude or semi-nude images or videos; and

- initiation or hazing-type behaviour.

Concerns must not be dismissed simply because the children involved are similar in age or because behaviour is described as joking, banter or part of growing up.

All safeguarding concerns involving another child must be reported to the DSL.

Where child-on-child abuse is reported or suspected, the DSL will consider the immediate safety and needs of all children involved, record the concern, consider whether parents or carers should be informed, and seek advice from Children's Social Care or the police where appropriate. The needs of a child who may have harmed another child will also be considered.

10. Specific Safeguarding Risks

Staff should be aware that safeguarding concerns can arise within a child's family, among peers, in the community or online.

Relevant risks may include:

- child criminal exploitation, including county lines and gang involvement;
- child sexual exploitation;
- serious youth violence and weapon carrying;
- domestic abuse;
- trafficking and modern slavery;
- grooming;
- radicalisation and extremism; and
- other forms of abuse or exploitation.

A child does not need to make a direct disclosure before a concern can be raised. Changes in behaviour, relationships, attendance, appearance or circumstances can contribute to a wider safeguarding picture.

Knives and Other Weapons

If a member of staff sees a knife or other weapon, or there is an immediate threat involving a weapon, they must prioritise their own safety and the safety of others.

Staff must not attempt to physically disarm or search the person.

Where it is safe to do so, they should move themselves and others away from danger and call 999.

Any information suggesting that a child may be carrying weapons, involved in serious violence or at risk of exploitation must be reported to the DSL without delay.

11. Children With SEND and Additional Vulnerabilities

Children with special educational needs or disabilities may face additional safeguarding risks or barriers to reporting abuse.

Staff should be aware that:

- signs such as changes in behaviour, mood or injuries must not automatically be attributed to a child's disability or additional need;
- communication needs may make it harder for a child to explain what has happened;
- some children may be more vulnerable to isolation, bullying, exploitation or manipulation; and
- safeguarding responses should take account of the child's individual communication and support needs.

Further information about inclusion, reasonable adjustments and support is set out in KitchenJam's SEND Policy and Equality and Diversity Policy.

12. Drop-Off, Collection, Attendance and Missing Children

Little Jams (Ages 0-4)

A parent or guardian must remain with their child throughout the entire lesson. Further operational arrangements are set out in the Little Jams Terms and Conditions.

Mini Musicians (Ages 4-10)

- Children must be brought into the KitchenJam premises by a parent or guardian and handed over to staff.
- Collection must take place inside KitchenJam or directly outside the front door where staff can verify the authorised adult.
- Children will only be released to people authorised to collect them.
- Children in this age group must not arrive or leave unaccompanied.

Rockers Program (Ages 10-17)

Parents or guardians must provide written consent for young people who are permitted to arrive or leave independently.

Without written permission, the young person must be collected by an authorised adult inside KitchenJam or directly outside the front door.

Registration Requirements

All students under 18 must have appropriate parent or guardian contact details on file, including:

- full name of parent(s) or guardian(s);
- home address;
- primary contact number;
- secondary contact number;
- email address;
- at least one emergency contact who is different from the parent or guardian;
- relevant medical conditions, allergies, medication or additional support information needed to keep the child safe while attending KitchenJam; and
- the school or education setting the child attends, where applicable.

This applies even where a 16 or 17-year-old arranges or pays for lessons themselves.

Changes to Collection Arrangements

Changes to usual collection arrangements must be communicated to KitchenJam in advance.

Any new authorised collection person should normally be confirmed in writing. In an emergency, a parent or guardian may telephone KitchenJam to authorise an alternative person. Staff may ask that person for identification before releasing the child.

Attendance

Attendance will be recorded for children's sessions so that staff know which children are in KitchenJam's care.

Uncollected Child Procedure

1. If a child has not been collected within 15 minutes of the scheduled end of the lesson, staff will attempt to contact the parent or guardian.
2. If contact cannot be made, staff will try the emergency contact(s).
3. The child will remain supervised in a safe and appropriate area. Where practicable, two members of staff should remain present. If only one member of staff is available, they should notify a manager or the DSL and remain in an appropriate, observable area with the child.
4. If contact has not been established after 30 minutes, the manager or DSL should be informed.
5. If the child remains uncollected and contact cannot be established, the DSL or senior member of staff will consider contacting Children's Social Care or the police for advice.
6. The times above are escalation points rather than reasons to delay action. Children's Social Care or the police may be contacted sooner if there are safeguarding concerns or an immediate risk.
7. The incident and all attempts to contact authorised adults will be recorded.
8. Staff must not take the child to another location or to their own home.

If the person arriving to collect a child appears to be intoxicated, under the influence of substances or otherwise unable to care safely for the child, staff should immediately involve the DSL or senior member of staff and seek advice from Children's Social Care or the police where necessary.

Missing Child Procedure

If a child who should be in KitchenJam's care cannot be located:

- the DSL or senior member of staff must be told immediately;
- staff should establish when and where the child was last seen and check the premises and immediate area where it is safe to do so;
- the parent or carer should be contacted promptly;
- other children must not be left unsupervised while staff search;
- the police should be contacted where the child remains missing and there is concern for their safety; and

- if the missing child is aged 5 or under, the police should be contacted immediately.

The incident and actions taken must be recorded.

13. Recognising Abuse and Neglect

Abuse and neglect can take many forms and may occur at home, within the community, between children or online. A child may experience more than one type of abuse at the same time.

Staff are not expected to diagnose abuse. Their responsibility is to notice concerns, listen, record what they have seen or heard and report it.

Physical Abuse

Possible indicators can include:

- unexplained or concerning injuries;
- injuries with unusual patterns or explanations that do not appear consistent with the injury;
- fearfulness, flinching or sudden changes in behaviour; and
- clothing apparently being used to conceal injuries.

Emotional Abuse

Possible indicators can include:

- significant withdrawal, fearfulness or aggression;
- persistent low self-esteem or anxiety;
- excessively negative comments about themselves;
- extreme efforts to please or avoid upsetting adults; and
- significant unexplained changes in behaviour or engagement.

Sexual Abuse

Possible indicators can include:

- sexual knowledge or behaviour that appears inappropriate for the child's age or development;
- fear of a particular person or place;
- unexplained changes in behaviour;
- physical symptoms or discomfort; and
- sexualised behaviour or online activity that raises concern.

Neglect

Possible indicators can include:

- consistently poor hygiene or inadequate clothing;
- hunger or signs of malnutrition;
- untreated medical or dental needs;
- repeated lack of appropriate supervision; and
- frequent unexplained absence or significant changes in attendance.

Safeguarding Adults at Risk

Abuse of an adult at risk can include:

- physical abuse,
- sexual abuse,
- domestic abuse,
- psychological or emotional abuse,
- financial or material abuse,
- modern slavery,
- discriminatory abuse,
- organisational abuse,
- neglect or acts of omission,
- and self-neglect.

Staff are not expected to determine whether adult safeguarding criteria have been met. Any concern should be reported to the DSL or DDSL so that appropriate advice can be sought.

Any individual indicator may have an innocent explanation. Staff should consider the overall picture and report concerns rather than attempting to decide for themselves whether abuse has occurred.

14. Responding to a Disclosure or Safeguarding Concern

If a child or adult at risk tells you that they have been harmed, or you have another safeguarding concern:

- stay calm and listen carefully;
- take what they say seriously;
- allow them to speak in their own words;
- do not promise to keep the information secret;
- explain, in an age-appropriate way, that you may need to tell someone who can help keep them safe;
- reassure them that they have done the right thing by speaking to you;
- do not investigate, interrogate or ask leading questions;
- only ask questions if necessary to clarify what has been said or establish whether someone is in immediate danger;
- do not confront the person alleged to have caused harm;
- make a written record as soon as possible, using the person's own words wherever possible; and
- report the concern without delay in accordance with Section 15.

If someone is in immediate danger or urgent medical help is required, call 999.

15. Reporting and Recording Concerns

Concerns About a Child

Safeguarding concerns about a child should normally be reported immediately to the DSL or, if they are unavailable, the DDSL or another senior member of staff.

The DSL will consider the information and decide what safeguarding action is required. This may include seeking advice from or making a referral to the relevant local authority Children's Social Care service, contacting the police, or seeking other specialist safeguarding advice.

Staff do not need to be certain that abuse has taken place before raising a concern.

If a member of staff believes a child is in immediate danger, they must call 999 and should not wait for the DSL to become available.

If a member of staff is not satisfied that a safeguarding concern has been acted on appropriately, they should raise this again with the DSL, DDSL or management. They may also contact Children's Social Care, the LADO or the police directly as appropriate.

Staff do not need permission from KitchenJam to make an urgent safeguarding referral.

Concerns or Allegations About Staff, Volunteers, Contractors or Other Adults Working With Children

Any concern about the conduct or suitability of a member of staff, volunteer, contractor or other adult working with children must be reported immediately to the DSL or another senior member of staff who is not the subject of the concern.

If the concern relates to the DSL, it should be reported to the DDSL or another senior manager. The concern may also be reported directly to the relevant LADO.

This includes concerns that an adult working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where a concern meets or may meet the LADO threshold, KitchenJam will contact the relevant LADO without delay and, in any event, within one working day. If it is unclear whether the threshold is met, advice will be sought from the LADO.

KitchenJam will not investigate an allegation before seeking appropriate safeguarding advice where the LADO threshold may be met.

KitchenJam will follow the advice of the LADO, police and Children's Social Care regarding any immediate safeguarding measures, whether and when the person concerned should be informed, any temporary changes to their duties, and any subsequent investigation.

Appropriate support will be made available to the person who is the subject of the allegation while safeguarding the child remains the priority.

Low-Level Concerns

A concern does not have to meet the LADO threshold to be taken seriously.

Any behaviour by an adult working with children that appears inconsistent with KitchenJam's expected professional standards should be reported, even if it appears minor or does not amount to an allegation of harm.

Low-level concerns will be recorded and reviewed so that repeated concerns or patterns of behaviour can be identified. If there is any doubt about whether a concern may meet the LADO threshold, KitchenJam will seek advice from the LADO.

Whistleblowing and Concerns About Safeguarding Practice

Staff and volunteers should feel able to raise concerns about unsafe practice, failures to follow safeguarding procedures or the way a safeguarding matter has been handled.

Concerns should normally be raised with the DSL, DDSL or KitchenJam management. If a person feels unable to raise the matter internally, believes the concern is being ignored or covered up, or remains concerned about a child's safety, they may contact Children's Social Care, the LADO, police or the NSPCC Whistleblowing Advice Line directly.

A safeguarding concern must never be withheld because of loyalty to a colleague or concern about the reputation of KitchenJam.

Parents, Carers and Information Sharing

Where it is safe and appropriate, KitchenJam will be open with children and their parents or carers about safeguarding concerns and the information that may need to be shared.

However, parents or carers will not be informed before information is shared if doing so could:

- increase the risk of harm to the child or another person;
- cause a child to withdraw or withhold information;
- prejudice a police, social care or LADO enquiry; or
- otherwise undermine efforts to safeguard the child.

Where appropriate, the DSL will seek advice from Children's Social Care, the LADO or police before contacting a parent or carer.

Data protection law does not prevent the lawful sharing of information where this is necessary to safeguard a child. Safeguarding information will only be shared where there is a legitimate reason and only with people who need to know it.

Recording Safeguarding Concerns

Safeguarding records should include, where relevant:

- the date and time of the concern or incident;
- what was observed, heard or disclosed;
- the child or adult's own words wherever possible;
- who was present;
- any action taken;
- who the concern was reported to;
- advice received from external agencies;
- decisions made and the reasons for them; and
- any follow-up action.

Records should distinguish clearly between fact, observation, information reported by someone else and professional judgement.

Safeguarding records will be stored securely with access limited to people who need it for safeguarding purposes. They will be retained and disposed of in accordance with KitchenJam's Data Protection and Privacy Policy and any applicable legal or safeguarding requirements.

Concerns About an Adult at Risk

Concerns about an adult at risk should be reported to the DSL or DDSL.

Where possible, safeguarding work with adults should be person-led and take account of the adult's wishes and desired outcome. However, information may be shared without consent where it is lawful and necessary to do so, for example where the adult is unable to protect themselves, another person may be at risk, a serious crime may have been committed, there is an immediate risk of serious harm or another legal duty applies.

The DSL will seek advice from or make a referral to the relevant local authority Adult Safeguarding service where appropriate.

16. Visitors, Contractors and Unauthorised Adults

Visitors, contractors and other adults who are not part of the KitchenJam team must not be left alone with children unless they have been appropriately authorised and checked for the role they are carrying out.

Where appropriate, visitors should be asked to identify themselves and their presence should be recorded.

Unplanned visitors or drop-ins must not be given unnecessary access to teaching areas while children are present. Staff should follow KitchenJam's staff safety procedures where the behaviour or presence of a visitor causes concern.

Any safeguarding concern about a visitor or member of the public must be reported in accordance with this policy.

17. Events and Performances

Where KitchenJam organises events or performances involving children, safeguarding arrangements will form part of the event planning and risk assessment.

KitchenJam will check whether child performance licences, approved chaperones or other permissions are required and will comply with the relevant local authority requirements.

Children taking part in performances will remain subject to this safeguarding policy, including arrangements for supervision, photography, collection and responding to concerns.

18. Mental Health and Wellbeing

KitchenJam recognises that significant changes in a child's mental health or emotional wellbeing can sometimes indicate that they are experiencing abuse, neglect, exploitation, bullying or another safeguarding concern.

Staff are not expected to diagnose mental health conditions. They should listen, respond with care and report concerns to the DSL where there is reason to believe a child or adult may be at risk of harm.

Where there is an immediate risk to life or safety, emergency services should be contacted.

19. Training and Safeguarding Awareness

All staff and volunteers will receive safeguarding information and training appropriate to their role.

This will include, as relevant:

- recognising abuse, neglect and exploitation;
- responding to disclosures;
- child-on-child abuse;
- professional boundaries and staff behaviour;
- online safety;
- concerns and allegations about adults working with children;
- local safeguarding referral routes; and
- how to record and report concerns.

The DSL and DDSL will undertake safeguarding training appropriate to their responsibilities and keep their knowledge up to date.

KitchenJam will maintain a record of safeguarding training and refresher training.

20. Complaints

Parents, carers, students and other members of the public can raise concerns or complaints about KitchenJam in accordance with our Complaints Policy.

A complaint that raises a safeguarding concern will be dealt with under this Safeguarding Policy as well as, where appropriate, the Complaints Policy. A safeguarding matter will not be delayed while a complaint is being considered.

21. Related KitchenJam Policies and Documents

This policy should be read alongside the following KitchenJam policies and documents where relevant:

- Anti-Bullying Policy;
- SEND Policy;
- Equality and Diversity Policy;

- Complaints Policy;
- Data Protection and Privacy Policy;
- Website Privacy Policy;
- Little Jams Terms and Conditions; and
- any relevant staff safety, health and safety, emergency or event procedures.

These documents provide additional detail and should not be used to delay or prevent immediate safeguarding action where a child or adult is at risk.

22. Policy Review

This policy will be reviewed at least annually and sooner where appropriate, including:

- following a significant safeguarding incident;
- following relevant changes to legislation, statutory guidance or local safeguarding procedures;
- where learning from a concern, complaint or incident indicates that procedures should change; or
- where there is a significant change to KitchenJam's activities or working arrangements.

23. Important Contacts

KitchenJam Safeguarding Team

Designated Safeguarding Lead (DSL): Carys Mayhew-Jones

Email: carys@kitchenjam.com

Telephone: 07522 958920

Deputy Designated Safeguarding Lead (DDSL): Darryl Powis

Email: darryl@kitchenjam.com

Telephone: 07919 148006

Emergency Services

Immediate danger or emergency: 999

Police non-emergency: 101

Newham Children's Safeguarding

Newham MASH / Children's Social Care

During office hours: 020 3373 4600

Out of hours Emergency Duty Team: 020 8430 2000

Professionals can make a referral through Newham's online MASH referral route.

Newham LADO

Email: LADO@newham.gov.uk

Telephone: 020 3373 6706 / 020 3373 0751

Tower Hamlets Children's Safeguarding

Multi-Agency Support Team (MAST)

020 7364 5006, option 3 for safeguarding concerns

Email: MAST@towerhamlets.gov.uk

Out of hours urgent safeguarding concerns: 020 7364 4079

Tower Hamlets LADO

Telephone: 020 7364 0677

Email: LADO@towerhamlets.gov.uk

Adult Safeguarding

Newham Adult Safeguarding

Telephone: 020 3373 0440

Email: ASCsafeguardingconcerns@newham.gov.uk

Tower Hamlets Adult Safeguarding / Tower Hamlets Connect

Telephone: 0300 303 6070, weekdays 9am-5pm

Email: enquiry@towerhamletsconnect.org

Out of hours Emergency Duty Team: 020 7364 4079

NSPCC

NSPCC Helpline: 0808 800 5000

NSPCC Whistleblowing Advice Line: 0800 028 0285

Childline

Telephone: 0800 1111

24. Relevant Guidance and Legislation

This policy has been prepared with regard to relevant legislation and current safeguarding guidance, including:

- Department for Education, After-school clubs, community activities, and tuition: Safeguarding guidance for providers (February 2026);
- Working Together to Safeguard Children 2026;
- Children Act 1989 and Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006, as amended, and the Crime and Policing Act 2026, including changes to regulated activity effective from 1 September 2026;
- Care Act 2014;
- Equality Act 2010;
- Data Protection Act 2018 and UK GDPR; and
- relevant local safeguarding procedures in Newham and Tower Hamlets.