Safeguarding & Prevent Policy

The Spark Group

Introduction

The Spark Group is committed to safeguarding and promoting the welfare of all children, young people, apprentices, and adults who access our programmes and services. We actively promote this policy across the organisation to build a culture of safety, shared commitment, and accountability.

We aim to provide a safe, supportive and inclusive environment in which all learners and apprentices are fully protected from abuse, harm, and exploitation, enabling them to learn, develop confidence, and achieve their potential.

Safeguarding is everyone's responsibility. We recognise that safeguarding concerns can arise in many different forms and that learners may experience more than one type of harm or vulnerability at the same time.

This policy outlines our commitment and approach to safeguarding learners and apprentices, preventing abuse, ensuring accessible support and guidance, and fulfilling our responsibilities under the Prevent Duty to protect individuals from radicalisation and terrorism.

Scope of the Policy

This policy applies to and requires full commitment from:

- All employees;
- All sub-contractors;
- All contractors;
- All volunteers;
- All apprentices and learners; and
- Anyone working on behalf of The Spark Group

Legal and Policy Framework

This policy should be read alongside relevant legislation, statutory guidance and local safeguarding arrangements, including:

- Children Act 1989;
- Children Act 2004;
- Education Act 2002, where applicable;
- Care Act 2014, where applicable to adult safeguarding;
- Data Protection Act 2018 and UK GDPR;
- Counter-Terrorism and Security Act 2015 and the Prevent Duty;
- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;

- Relevant statutory guidance relating to children who go missing, exploitation, forced marriage, FGM, domestic abuse, modern slavery and other safeguarding risks;
- Local safeguarding partnership procedures; and
- Local Prevent and Channel arrangements

Safeguarding Principles

Our safeguarding approach is guided by the following principles:

- The welfare of the child is paramount;
- Safeguarding is everyone's responsibility;
- Early intervention is essential;
- The voice of the child/young person must be heard and respected;
- Safeguarding includes harm occurring inside and outside the home (contextual safeguarding);
- Safeguarding continues beyond age 18 where vulnerability remains (transitional safeguarding)

Adult Safeguarding and Transitional Safeguarding

The Spark Group upholds its duties under the Care Act 2014 to safeguard adults at risk. We apply transitional safeguarding principles to support young adults moving between services, particularly those with SEND, EHCPs, or care experience. Employees must remain vigilant for adult-specific risks, including financial abuse, self-neglect, and exploitation. Any concerns regarding an adult learner's wellbeing or mental capacity must be recorded and reported to the DSL immediately. Formal protocols ensure that capacity assessments, multi-agency collaboration, and transitional planning are robustly documented and reviewed.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for ensuring the effective implementation of safeguarding practices and is the primary point of contact for any safeguarding concern. The DSL will:

- Respond to and investigate concerns, ensuring appropriate action is taken promptly;
- Liaise with statutory agencies and relevant local safeguarding and Prevent partners where appropriate;
- Maintain secure and confidential safeguarding records;
- Ensure employees are appropriately trained and understand their safeguarding and Prevent responsibilities

Designated Safeguarding Lead (DSL) Contact Details:
Daniel Canavan
07818 410292
daniel@thespark.group

Deputy Designated Safeguarding Lead (DDSL) & Designated Looked After Children (LAC) Lead Contact Details
Christopher Wilshaw

07525 700312
chris@thespark.group

We will ensure that appropriate safeguarding cover is available when the DSL is absent.

The DDSL will act on behalf of the DSL where required.

Where neither the DSL nor DDSL is available and an urgent safeguarding concern arises, employees must not wait for their return. The concern should be escalated to the appropriate external safeguarding service or emergency service where necessary.

All employees

All employees must:

- Familiarise themselves with this policy and related safeguarding procedures;
- Complete safeguarding and Prevent training and required updates;
- Know who the DSL and DDSL are;
- Report concerns without delay;
- Record concerns accurately;
- Maintain appropriate professional boundaries;
- Recognise signs of abuse, neglect, exploitation and other safeguarding risks;
- Understand the safeguarding risks associated with online activity;
- Maintain professional curiosity;
- Challenge or escalate concerns where appropriate; and
- Never assume that another person or agency has dealt with a concern

Safer Recruitment

The Spark Group is committed to safer recruitment. Recruitment processes will include appropriate checks based on the requirements and responsibilities of the role, including a combination of the following:

- Identity verification;
- Right to work checks;
- Employment and/or education history;
- References;
- Qualification checks;
- Appropriate DBS checks;
- Barred list checks where legally applicable;
- Checks relating to suitability to work with children; and
- Safeguarding-focused interview questions.

Safeguarding Training

The Spark Group is committed to thoroughly training its employees in implementing this policy. Employees will complete the following mandatory training:

- Safeguarding (at induction and every 2 years);
- Keeping Children Safe in Education (at induction and annually);
- Prevent (at induction and every 2 years);
- Online Safety (at induction and every 2 years);

- Safer Recruitment (for managers) (every 2 years)

Training will be completed sooner than these frequencies if required due to changes in legislation, guidance, or identified organisational need.

Visitor Identification and Sign-In Procedures

All visitors to the centre are managed safely and appropriately in order to safeguard learners. Visitors must:

- Report to reception or a designated staff member on arrival;
- Sign in using the visitor log system;
- Provide identification where requested;
- Wear a clearly visible visitor lanyard at all times while on site;
- Sign out when leaving the premises

Recognising Safeguarding Concerns

Safeguarding concerns may arise from:

- Something a learner says;
- Something an employee observes;
- Changes in behaviour or presentation;
- Unexplained injuries;
- Changes in attendance or engagement;
- Information provided by parents, carers or other professionals;
- Online activity;
- Concerns raised by another learner;
- Information received from an employer or work experience placement provider; or
- Information received from another organisation or agency

A concern does not need to be proven before it is reported.

Employees, learners, and apprentices can easily seek support, guidance, or raise concerns with the DSL/DDSL. Concerns should be reported wherever something does not feel right, even where there is uncertainty about the significance of the information.

Responding to a Disclosure

If a learner discloses a safeguarding concern, employees should:

- Listen calmly;
- Allow the learner to speak;
- Take what they say seriously;
- Avoid leading questions;
- Clarify only where necessary;
- Reassure the learner that they have done the right thing by speaking up;
- Explain that the information cannot necessarily remain confidential;
- Avoid making promises they cannot keep;
- Record the disclosure as soon as possible; and

- Report it to the DSL or DDSL without delay

Employees should not investigate the concern themselves. Where appropriate, the DSL will determine whether a referral to another organisation or agency is required.

Raising, Recording, and Investigating Safeguarding Concerns

The Spark Group provides clear pathways for raising, recording, and investigating concerns. Safeguarding concerns must be reported to the DSL or DDSL without delay. We maintain a secure safeguarding recording system to document all reports. The DSL and DDSL lead investigations into raised concerns, ensuring professional curiosity, outcome evaluations, clear decision-making rationales, and appropriate escalation or multi-agency collaboration.

Allegations against Employees

If a safeguarding concern is raised about an employee, this must be reported to the DSL immediately. The DSL will:

- Take steps to ensure the safety of the young person;
- Consider suspension or temporary removal from duties if required;
- Maintain full records of the investigation and outcome

Escalation and Whistleblowing

The Spark Group encourages professional challenge. If a concern is not actioned appropriately, or if it directly involves the DSL, employees must escalate it immediately. Internal escalations regarding the DSL should be directed to the Operations Director. If unresolved internally, employees have a duty to whistleblow directly to the Local Authority Designated Officer (LADO) or the local safeguarding partnership.

Prevent and Radicalisation

The Spark Group recognises its responsibility to safeguard learners from the risk of radicalisation and being drawn into terrorism. Prevent forms part of our wider safeguarding responsibilities and will be managed through our existing safeguarding procedures.

Radicalisation is a safeguarding concern. Learners who may be susceptible to radicalisation can also experience other forms of harm, including abuse, exploitation, neglect, serious violence and online harm.

Recognising Concerns

Employees should remain alert to changes in behaviour, circumstances or relationships that indicate a learner is vulnerable to radicalising influences. Concerns may include:

- Concerning changes in behaviour or relationships;
- Exposure to extremist material;

- Expressions of support for extremist views or violence;
- Increasing isolation;
- Concerning online activity; or
- Evidence of manipulation or exploitation

A single indicator does not necessarily mean that a learner is being radicalised. Concerns should be reported to the DSL/DDSL.

The DSL will consider the most appropriate response, which may include:

- Internal safeguarding support;
- Discussion with the learner, their parent or carer, or both where appropriate;
- Referral to local safeguarding services;
- Prevent referral;
- Channel support where appropriate; or
- Police involvement where there is an immediate risk or criminal concern

The Spark Group will remain up to date with Prevent-related risks relevant to its learners, location, online environment and local context.

All staff complete Prevent training every two years. The DSL completes advanced Prevent training, which includes understanding extremist ideologies, Prevent referrals and Channel processes, also every two years.

IT Filtering

We recognise the importance of keeping learners and apprentices safe when accessing the internet and using digital devices and online learning resources.

Filtering and monitoring systems are in place to actively monitor IT usage and help protect learners and apprentices from accessing harmful, inappropriate, or extremist online content.

IT monitoring and filtering arrangements form part of our wider safeguarding and Prevent responsibilities to identify digital risks and ensure online safety across all IT systems and network access.

Types of Abuse and Safeguarding Concerns

Core Categories of Abuse

Emotional abuse

Persistent emotional maltreatment that harms a child's emotional development. This may include criticism, belittling, name-calling, silencing, humiliation, threats, rejection, silencing, inappropriate expectations, overprotection/limiting normal development, exposure to domestic abuse, serious bullying, exploitation or corruption.

Physical abuse

Physical harm such as hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating or otherwise causing physical harm. It can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual abuse

Forcing, causing or inciting a child to take part in sexual activities (contact or non-contact), whether or not the child is aware of this happening. It can take place online as well as offline and technology can be used to facilitate offline abuse. It can be perpetrated by adults or other children.

Neglect

Persistent failure to meet a child's basic physical and/or psychological needs, resulting in serious impairment of health/development. This may include inadequate food/clothing /shelter, lack of protection/supervision, failure to access medical care, and emotional neglect.

Safeguarding Concerns

Some safeguarding concerns are set out in the main body of this policy. The information below summarises further forms of abuse and specific safeguarding issues.

All concerns must be recorded and reported to the DSL immediately in line with The Spark Group's reporting procedures.

Child Abduction and Community Safety Incidents

Child abduction involves the unauthorised removal or retention of a child from a parent or anyone with legal responsibility for them.

Employees should also be alert to community safety concerns that may place learners at risk, including concerning contact with unknown adults, unsafe locations or situations within the local community.

Child Criminal Exploitation (CCE)

CCE is where a child is coerced, manipulated or deceived into criminal activity for the benefit of others (including through threats, violence, coercion or debt bondage). CCE can affect any child, and risks can differ for girls and boys. Children exploited criminally may also be at higher risk of sexual exploitation.

It may involve:

- Violence or threats of violence;
- Criminal activity;
- Carrying or selling drugs;
- Theft;
- Financial exploitation;
- Involvement in gangs or organised crime;
- Carrying weapons; or
- County lines activity

A child who is being exploited should be recognised as a victim, even where they appear to be involved in criminal activity themselves.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse where a child is coerced, manipulated or deceived into sexual activity. It can be contact or non-contact abuse (including online grooming and the creation/sharing of sexual images). It may be a one-off incident or occur over time, including organised exploitation.

It may involve:

- Gifts, money, status or affection;
- Grooming;
- Inappropriate or exploitative relationships;
- Online contact;
- Sexual images or videos;
- Older individuals or groups; or
- Threats, violence or intimidation

CSE can affect any child, including 16- and 17-year-olds who are legally able to consent to sexual activity. A child may not recognise that they are being exploited.

Some additional specific indicators that may be present in CSE are children who have older boyfriends or girlfriends; and suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Child-on-Child Abuse

Children can abuse other children. This may include:

- Bullying (including cyberbullying);
- Physical abuse (e.g., hitting, kicking, biting, hair pulling);
- Abuse in intimate relationships between children (sometimes known as Teenage Relationship Abuse (TRA);
- Sexual violence (rape, assault by penetration, sexual assault);
- Sexual harassment (including online harassment);
- Causing someone to engage in sexual activity without consent;
- Consensual or non-consensual sharing of nudes/semi-nudes;
- Upskirting (a criminal offence);
- Initiation/hazing rituals

Concerns will be recorded, acted on and managed under our safeguarding procedures, with support for victims, alleged perpetrators and other affected children.

Making or Sharing Nudes and Semi-Nudes

We recognise the safeguarding risks associated with children and young people creating, requesting, receiving or sharing nude or semi-nude images.

This includes:

- Consensual and non-consensual sharing;
- Images shared without consent;
- Coercion or pressure to create images;
- Sexual exploitation;
- Images shared through group chats or social media; and
- Images created or manipulated using artificial intelligence, including deepfakes or "deep nudes"

Employees must report concerns to the DSL and ensure images are not copied, saved, forwarded or otherwise distributed.

Children and the Court System

Children may be required to give evidence in criminal or family courts. This can be stressful and may impact wellbeing. When we become aware a child is involved in court processes, this must be treated as a safeguarding and wellbeing concern and supported appropriately via the DSL.

Children Absent from Education

Employees should be aware that children being absent from education, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, honour or faith-based abuse or risk of forced marriage.

Repeated absence may indicate a safeguarding risk including exploitation and any concerns will be escalated promptly.

Children with Family Members in Prison

Having a parent or family member in prison can affect a child's emotional wellbeing, behaviour, education and family circumstances. Employees should be alert to changes in a learner's behaviour, attendance or wellbeing and consider whether they may need additional support.

Any concerns about a learner's welfare or safety should be reported to the DSL/DDSL, who will consider whether further support or referral is required.

Children Missing from Home or Care

Children who go missing may be indicating they are unsafe or being abused/neglected/groomed/exploited. The Spark Group will consider both:

- Push factors (e.g. conflict, bullying, feeling powerless, not being listened to, neglect/abuse)
- Pull factors (e.g. friends/family, money/drugs, peer pressure, trafficker pressure)

Where a child is absent and their location is unknown, we will follow attendance/ safeguarding processes and escalate concerns to the DSL. This may include the police and children's social care where appropriate.

County Lines

County lines is a form of child criminal exploitation involving gangs or organised criminal networks using dedicated phone lines or other methods to facilitate drug dealing.

Children may be coerced or manipulated into:

- Transporting drugs or money;
- Storing drugs;
- Collecting or delivering money;
- Carrying weapons;
- Committing violence; or
- Travelling to locations away from home.

Children may be threatened, assaulted, sexually exploited or subjected to debt bondage.

County lines activity can occur locally as well as across the country and children may be recruited online.

Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- Go missing (from school or home) and are subsequently found in areas away from their home;
- Have been the victim, perpetrator or alleged perpetrator of serious violence (e.g. knife crime);
- Are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- Are found in accommodation that they have no connection with, often called a 'trap house' or 'cuckooing' or hotel room where there is drug activity;
- Owe a 'debt bond' to their exploiters;
- Have their bank accounts used to facilitate drug dealing

Cyberbullying

Cyberbullying is bullying carried out through digital technology, including social media, messaging services, gaming platforms and other online environments.

It may include:

- Threatening or abusive messages;
- Harassment;
- Humiliation;
- Spreading rumours;
- Sharing images without consent;
- Exclusion from online groups;

- Discriminatory or racist abuse; or
- Sexual harassment

Employees should report concerns where online behaviour is affecting a learner's safety or wellbeing.

Drugs, Alcohol and Substance Misuse

Substance misuse can be both a safeguarding concern and an indicator of other vulnerabilities.

Employees should be alert to:

- Drug or alcohol use;
- Possession or supply of drugs;
- Exploitation linked to drugs;
- Changes in behaviour or presentation;
- Unexplained money or possessions; or
- Concerns about substance misuse within the learner's home or family.

Domestic Abuse

Domestic abuse can have a serious impact on children, including those who see, hear or experience its effects. We recognise children as victims in their own right and will respond as a safeguarding concern.

The DSL is the key contact for Operation Encompass notifications.

Fabricated or Induced Illness

This occurs when a parent/carer deliberately exaggerates or induces illness in a child. Any concerns relating to fabricated or induced illness must be referred to the DSL.

Possible indicators can include: inconsistent medical history, symptoms only in the presence of a carer, frequent medical appointments without diagnosis.

Violence Against Women and Girls (VAWG)

Violence against women and girls can include:

- Domestic abuse;
- Sexual violence;
- Sexual harassment;
- Stalking;
- Coercive or controlling behaviour;
- Teenage relationship abuse;
- Image-based abuse;
- Online abuse;
- Misogyny; and
- Honour-based abuse

Concerns should be reported to the DSL.

Homelessness

Homelessness or risk of homelessness can present a safeguarding risk. The DSL will provide support via referral routes to housing services. Housing support does not replace a referral to children's social care where a child has been harmed or is at risk of harm.

16–17-year-olds living independently will have a tailored response and appropriate referrals for their circumstances.

Honour or Faith Based Abuse (HBA) and harmful practices

Honour or Faith-Based Abuse (HBA)

HBA encompassed incidents or crimes committed to protect or defend the honour of a family and/or community. It may involve wider family/community pressure and multiple perpetrators. All forms of HBA are abuse and must be escalated.

The Spark Group will not attempt to mediate directly with family members where risk is suspected; the DSL will follow safeguarding procedures and seek advice from appropriate agencies.

Breast ironing / breast flattening

A harmful practice intended to delay breast development. This is abuse and must be recorded and reported to the DSL.

Female Genital Mutilation (FGM)

FGM is the partial/total removal of external female genitalia for non-medical reasons. It is child abuse and a criminal offence. The Spark Group will act immediately on concerns and follow mandatory reporting requirements where they apply.

Forced Marriage (FM)

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent. Some perpetrators use perceived cultural practices to coerce a person into marriage.

It is also a crime to cause a child to marry before their 18th birthday (including non-binding/unofficial marriages). Employees will escalate concerns via the DSL who will follow safeguarding procedures, including careful information sharing.

Modern Slavery, Trafficking and the National Referral Mechanism (NRM)

Modern slavery encompasses exploitation, including sexual exploitation, criminal financial exploitation, human trafficking and slavery, servitude and forced or compulsory labour.

Exploitation can take many forms, including forced labour, slavery, servitude, forced criminality and the removal of organs.

Employees will treat any indicators as safeguarding concerns and escalate via the DSL.

Child Trafficking

A child transported/recruited/harboured for exploitation is a victim of trafficking. Consent is irrelevant. Employees will report concerns to the DSL who will follow safeguarding procedures and referrals.

National Referral Mechanism (NRM)

NRM is the UK framework for identifying and supporting potential victims of modern slavery/trafficking. Where indicators suggest trafficking/modern slavery, the DSL will consider referral routes in line with local procedures.

Online Safety, Gaming and Cybercrime

Online risks include:

- *Content:* harmful/illegal material (e.g., pornography, hate, self-harm/suicide content, extremism, misinformation);
- *Contact:* harmful interaction (e.g., grooming, coercion, adults posing as children);
- *Conduct*: harmful behaviour (e.g., bullying, sharing sexual images);
- *Commerce:* scams/phishing, gambling, harmful advertising

Online gaming may carry safeguarding risks, including grooming and harmful contact.

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either ‘cyber-enabled’ (crimes that can happen off-line but are enabled at scale and at speed on-line) or ‘cyber dependent’ (crimes that can be committed only by using a computer).

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If an employee becomes aware of concerns, the DSL will consider the safeguarding risk and whether police involvement is required.

Preventing Radicalisation

Children and young people may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of our safeguarding approach.

Employees should report concerns to the DSL where they identify signs that a learner may be:

- Being influenced by extremist views;
- Accessing or sharing extremist material;
- Becoming increasingly isolated;
- Being manipulated or exploited;
- Expressing support for terrorism or violence; or
- Being drawn into extremist or terrorist activity

The DSL will promptly respond to any concerns including consideration of Prevent/ Channel referral routes in line with local procedures.

Private Fostering

A private fostering arrangement occurs when a child under 16 (or under 18 if disabled) lives with someone who is not a parent or close relative for 28 days or more. Where this arises the DSL must be informed immediately who will then inform the Local Authority.

Serious Violence

Employees should be alert to indicators that a child may be at risk from or involved in serious violence (e.g., increased absence, changes in friendships, decline in wellbeing/performance, self-harm, assault/unexplained injuries, unexplained gifts/new possessions). Concerns must be reported to the DSL.

Youth Violence and Gang Involvement

Youth violence and gang affiliation are safeguarding concerns.

Potential indicators may include: association with known gang members, territorial behaviour, carrying weapons, unexplained money or possessions, social media gang affiliation, withdrawal from positive peer groups.

Girls and young women may be exploited by gangs for sexual or criminal purposes.

Useful Acronyms & Descriptors

CCE	Child Criminal Exploitation
CSE	Child Sexual Exploitation
CSC	Children's Social Care
DBS	Disclosure and Barring Service
DPO	Data Protection Officer

DSL	Designated Safeguarding Lead
EHCP	Education, Health and Care Plan
FGM	Female Genital Mutilation
HBA	Honour-Based Abuse
KCSiE	Keeping Children Safe in Education
LA	Local Authority
LAC / Cared for Children	Children looked after by the Local Authority
LGBTQ+	Lesbian, Gay, Bisexual, Transgender, Queer, plus
NPCC	National Police Chiefs' Council
PLAC	Previously Looked-After Children (children previously in Local Authority car)
PHE	Public Health England
PSHE	Personal, Social and Health Education
RSHE	Relationships, Sex and Health Education
SCR	Single Central Record
SENCO	Special Educational Needs Co-ordinator
SLT	Senior Leadership Team
SPOC	Single Point of Contact (Prevent Lead)
TRA	Teenage Relationship Abuse
UK GDPR	UK General Data Protection Regulation

Online Safety

We are committed to ensuring that young people are safe in their digital interactions. All employees will receive online safety training.

All online teaching and communication tools are used in a way that protects learners and employees, particularly regarding safeguarding, data protection, and professional boundaries.

CCTV

All areas of the centre are covered by CCTV. In the case of allegations, CCTV may be accessed and reviewed for investigative purposes.

Confidentiality and Information Sharing

Safeguarding concerns will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with data protection laws. The safety of the young person will always take precedence over confidentiality.

Employer and Off-Site Safeguarding Accountability

Safeguarding is a shared responsibility during off-site work placements. Employer risk assessments evaluate the placement's safeguarding culture, extending beyond basic health and safety. We routinely review employer safeguarding policies, verify their understanding of escalation procedures, and ensure learners know exactly how to report concerns while off-site. Governance surrounding off-site placements is further strengthened through mandatory employer safeguarding compliance checks, periodic placement audits, and defined escalation pathways.

Monitoring and Review

This policy will be formally reviewed annually or when there are changes to legislation, statutory guidance, or operational needs. Lessons learned from incidents or audits will be incorporated during each annual review to continuously strengthen our safeguarding practices.

Other Contact Information
Local Authority Safeguarding Contact: https://safeguardingchildren.stoke.gov.uk/homepage/46/about-us **Children's advice and duty service** (CHAD) on 01782 235100

Approval

This policy has been approved by The Spark Group's Senior Leadership Team.

Version number:	3.1
Document written by:	Debbie Sturridge, Business Manager
Date:	21.10.26
Review due:	September 2027