



SAFEGUARDING AND CHILD PROTECTION POLICY

Statement of Intent

ConnectED Learning is committed to working with children, young people, staff, volunteers, the community and relevant professionals to safeguard, protect and promote the welfare of children and young people and to give them the very best start in life, in line with statutory duties and responsibilities.

Aims

We aim to:

- Create an inclusive environment that encourages young people to develop a positive self-image and where children are safe, supported and protected regardless of race, age, disability, language, religion, culture and sexual orientation or other protected characteristics;
- Establish and maintain a culture where young people feel safe and secure, are encouraged to talk, and are listened to when they have a worry or concern;
- Ensure young people know they can approach their tutor if they are worried;
- Help young people to establish and sustain satisfying relationships with their families, peers, and adults;
- Encourage young people to develop a sense of autonomy and independence;
- Empower young people to have the self-confidence, vocabulary and resilience to resist inappropriate approaches;
- Ensure that young people who have been abused will be supported in line with a child protection plan as appropriate;
- Create a culture where knowledge of safeguarding policy and professional judgement is sound and used appropriately;
- Establish and maintain an environment where safeguarding and promoting the welfare of young people including their mental health is everyone's responsibility and a child-

centred approach is adopted whereby the best interests of the young people are paramount and all concerns are dealt with appropriately and in a timely manner;

- Work with young people to build their understanding of and shared commitment to promoting and safeguarding the welfare of all our young people.

Legal Framework

Our safeguarding approach has been developed with reference to the following legislation and statutory guidance:

- Keeping Children Safe in Education (KCSIE) - Department for Education (2026)
- Working Together to Safeguard Children - Department for Education (2023)
- Safeguarding and Child Protection Standards for the Voluntary and Community Sector - NSPCC (2019)
- What to do if you're worried a child is being abused - Department for Education (2015)
- Children Act - UK Legislation (1989 & 2004)
- Safeguarding Vulnerable Groups Act - UK Legislation (2006)
- Prevent duty guidance: England and Wales (2023)
- Data Protection Act 2018 / UK GDPR / Data (Use and Access) Act

The above guidance, along with further relevant information, can be accessed via the NSPCC and DfE statutory guidance platforms.

Core Principles

We recognise that:

- The welfare of children is paramount in all the work we do and in all decisions we take.
- Working in partnership with children, young people, parents, carers, and external agencies is essential in promoting young people's welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, or gender questioning status, have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, special educational needs or disabilities (SEND), level of dependency, or communication needs. Extra safeguards will be applied to keep additionally vulnerable children safe.
- Recruiting and selecting staff and volunteers safely by ensuring all mandatory pre-engagement checks are completed.
- Recording, storing, and using information professionally and securely, while ensuring data protection laws never prevent the timely sharing of safeguarding concerns.

- Sharing safeguarding information and good practice with children and families via leaflets, posters, group work, and one-to-one discussions.
- Ensuring children, young people, and families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns with appropriate agencies and involving families where suitable.
- Managing allegations against staff and volunteers robustly in line with Local Authority Designated Officer (LADO) procedures.
- Maintaining effective complaints and whistleblowing measures.
- Building an open safeguarding culture where staff, volunteers, children, and families treat each other with respect and feel confident sharing concerns.

Keeping Children Safe

We seek to keep children and young people safe by:

- Valuing, listening to, and respecting them.
- Appointing an identified Designated Safeguarding Lead (DSL), **Hannah Clark**, who holds operational responsibility for safeguarding.
- Adopting child protection best practice through our policies, procedures, and code of conduct.
- Implementing an effective online safety policy addressing digital harm, artificial intelligence risks, filtering/monitoring, and acceptable technology use.
- Providing effective management for staff and volunteers through supervision, support, annual training, and quality assurance measures.

Dealing with Safeguarding Concerns

Tutors and personnel must be aware of various types of safeguarding concerns and emerging risks, including:

- Alcohol and substance misuse
- Bullying or harassment (including peer-on-peer harassment and prejudice-based abuse)
- Concealed pregnancy
- County Lines & Child Criminal Exploitation (CCE)
- Criminal exploitation and Child Sexual Exploitation (CSE)
- Culture within the organisation allowing poor behaviour or low-level concerns
- Discrimination under the Equality Act 2010

- Eating disorders and mental health warning signs
- Emotional, physical, sexual, or psychological abuse
- Female genital mutilation (FGM) and honour-based violence
- Financial or material abuse
- Forced marriage
- Online harms: exposure to generative AI risks, deepfakes, non-consensual sharing of nudes or semi-nudes, misinformation, disinformation, and online grooming
- Radicalisation, extremism, and Prevent concerns
- Self-neglect, self-harm, and suicidal ideation
- Trafficking and modern slavery

Recruitment and Training

To ensure the safety and wellbeing of all young people in our care, particularly given the unique nature of private and Education Otherwise Than At School (EOTAS) provision, ConnectED Learning implements a rigorous safer recruitment process.

- **Pre-Engagement Checks:** Every individual (paid or voluntary) must complete mandatory pre-engagement checks prior to contact with children. These include an Enhanced DBS Certificate with Children's Barred List check, verification of qualifications, identity checks, and satisfactory professional references.
- **Volunteers & Regulated Activity:** In line with KCSIE, any volunteer delivering teaching, training, instruction, care, or direct supervision to children is classed as undertaking regulated activity and must undergo a full Enhanced DBS check with Children's Barred List check, regardless of whether they are supervised.
- **Mandatory Reading:** All tutors, staff, and volunteers must read and understand Part One: Safeguarding Information for All Staff of the most up-to-date KCSIE, in full prior to commencing work. Staff may also consult the *Part One: Overview for All Staff* as a supplementary quick reference.
- **Induction & Prevent Duty:** Staff must complete a comprehensive safeguarding induction and Prevent Awareness Training before interacting with students.
- **Central Record:** The DSL maintains a central log of all DBS checks, reference verifications, and training completion dates stored within a restricted-access system.

Sharing and Recording Concerns

Tutors and staff must report any concerns or disclosures promptly. Disclosures may be direct (verbal statements), indirect (ambiguous remarks), or non-verbal (written notes, drawings, or changes in behaviour).

The DSL is responsible for acting upon all reported concerns, maintaining confidential records, and escalating referrals to appropriate agencies; including Children's Social Care, Family Help services, the Local Authority Designated Officer (LADO), Prevent leads, the DBS, or the Police.

Record Keeping & Data Standards

When a concern arises, staff must immediately complete a formal Safeguarding & Child Protection Record Form.

1. The completed and signed Safeguarding Form is submitted to the DSL.
2. If paper-based, the DSL scans the document into the secure digital system within 24 hours and immediately destroys the original hard copy once verified.

All entries must adhere to the following standards:

- **Factual & Concise:** Strict adherence to observable facts and verbatim statements. No personal opinions, speculation, jargon, or unverified acronyms.
- **Clear & Explicit:** Plain language readable by external multi-agency partners.
- **Fully Traceable:** Include exact date, time, student's full legal name, and the full name and signature of the reporting staff member.
- **Body Maps:** Official body maps must be completed to log the size, colour, and positioning of any physical markings or injuries observed.
- **Action Log:** Chronological recording of all DSL decisions, actions, external communications, and outcome reviews.

Confidentiality, Data Laws & Multi-Agency Sharing

All safeguarding records comply with UK data protection legislation (UK GDPR / Data Protection Act / Data (Use and Access) Act). Access is restricted strictly to authorized safeguarding personnel.

Data Sharing Clarification: *In accordance with KCSIE 2026, data protection laws **do not prevent the sharing of information** for child protection purposes. Where a child is at risk of harm or requires support, relevant information will be shared promptly and securely with external agencies, including Local Authority caseworkers, social care teams, Family Help services, MASH teams, and health professionals.*

Policy Last Updated: September 2026

Review Schedule: Annual

Policy Review Date: September 2027

Appendix 1: ConnectED Learning Safeguarding & Child Protection Record Form

Reporter & Logging Details

Name of Staff/Tutor/Volunteer: _____

Role/Job Title: _____

Date of Report: _____ Time of Report: _____ (24hr)

Date/Time Incident/Disclosure Occurred: _____

Student Details

Student Full Name: _____

Date of Birth: _____

Provision Type: ☐ 1:1 In-Person / ☐ Online / ☐ EOTAS / ☐ School-Based

Parent/Carer Name(s): _____

Nature of Concern

Please check all categories that apply to this log:

- ☐ Physical Abuse (e.g., unexplained bruises, marks, or physical hurt)
- ☐ Emotional Abuse (e.g., severe bullying, degradation, verbal distress)
- ☐ Sexual Abuse / Exploitation (e.g., inappropriate language, boundary breaches)
- ☐ Neglect (e.g., unhygienic conditions, inadequate food/clothing, lack of supervision)
- ☐ Child-on-Child Abuse (e.g., peer pressure, harassment, physical fights)
- ☐ Mental Health / Self-Harm (e.g., suicidal ideation, cutting, severe withdrawal)
- ☐ Online Safety / Digital Risk (e.g., cyberbullying, grooming flags, exposure to adult content)
- ☐ Prevent / Radicalisation (e.g., extremist views, vulnerability to grooming/gangs)
- ☐ Other Contextual Safeguarding (e.g., domestic abuse at home, substance misuse)

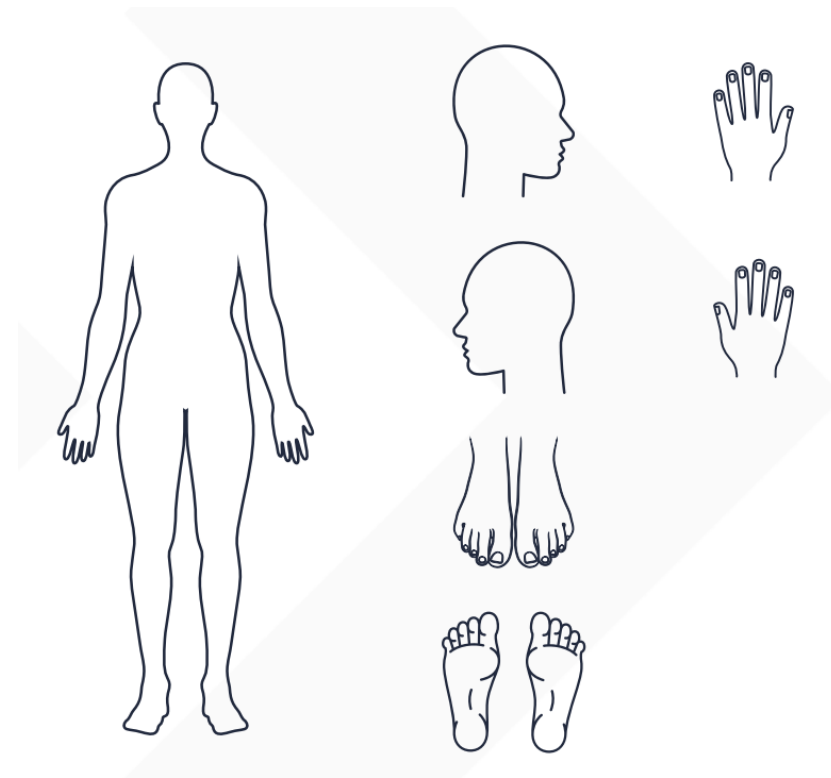
Details of the Concern, Observation, or Disclosure

Provide a clear, factual account. State what you saw, what you heard, or what was disclosed. Clearly distinguish between direct evidence, reported information, and professional opinion. If the child spoke, use quotation marks ("...") to record their exact words verbatim.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Attach a separate sheet if more space is required)

Body Map



Immediate Action Taken

Was the child in immediate danger? Did you have to take any emergency steps?

If yes, provide details: _____

Reporter Declaration

By signing below, I certify that the information I have recorded on this form is a true, accurate, and objective account of the safeguarding concern or disclosure observed.

Reporter Signature: _____ Date: _____

DSL Actions & Outcome (Office Use Only)

To be completed strictly by the Designated Safeguarding Lead

Date/Time Form Received by DSL: _____ Time: _____

Is this student currently on a plan? ☐ No / ☐ Early Help / ☐ CIN / ☐ CP (Child Protection)

Action Taken by DSL:

- ☐ No further external action required (Monitor internally / update Risk Assessment)
- ☐ Advice sought from Children's Social Care / MASH (Multi-Agency Safeguarding Hub)
- ☐ Formal referral submitted to MASH / Children's Social Care
- ☐ Referral / consultation with LADO (if allegation against staff)
- ☐ Consultation with Police / Emergency Services
- ☐ Feedback provided back to the initial reporter

Summary of Action Taken & External Reference Numbers (if applicable):

[illegible]

DSL Name: _____ DSL Signature: _____

Date Log Closed/Filed: _____