

Company Policy: Safeguarding and Child Protection

Policy Title: Safeguarding and Child Protection

Company Name: Access SEN Education and Consultancy Ltd

Policy Owner: Director

Policy Number: SCP-001-V2

Effective Date: 03/10/2025

Review Date: October 2025

Applies To: All employees, associates, contractors, and volunteers

Approved By: Lauren Gregory/ Director

1. Introduction

Access SEN Education and Consultancy Ltd is fully committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We believe that all individuals, regardless of age, disability, gender, race, religion, belief, or sexual orientation, have the right to protection from harm, abuse, and exploitation.

We are committed to working in partnership with clients, schools, local authorities, and families to promote a safe and supportive environment.

2. Purpose of This Policy

The purpose of this policy is to:

- Outline our responsibilities in relation to safeguarding and child protection
- Establish a clear procedure for responding to concerns or disclosures
- Ensure staff and associates understand how to recognise and respond to safeguarding issues

3. Scope

This policy applies to:

- All employees, associates, contractors, and volunteers of Access SEN Education and Consultancy Ltd
- All services delivered by the company, whether online, in person, in schools, or in community settings

4. Legislation and Guidance

This policy is based on the following statutory guidance and legislation:

- Children Act 1989 & 2004
- Keeping Children Safe in Education (KCSIE) – DfE
- Working Together to Safeguard Children (2018) – DfE
- The Education Act 2002
- The Children and Social Work Act 2017
- Prevent Duty Guidance for England and Wales

5. Designated Safeguarding Lead (DSL)

Name: Kerry Rigby

Role: Director and Designated Safeguarding Lead (DSL)

kerry.rigby@accessSENconsultancy.com 07432560332

The DSL is responsible for:

- Ensuring this policy is implemented and reviewed
- Acting as the main point of contact for safeguarding concerns
- Liaising with external agencies when appropriate
- Ensuring all staff and associates receive appropriate safeguarding awareness training

6. Definitions of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused by adults or by other children.

The main categories of abuse are:

1. Physical Abuse

Physical abuse involves deliberately causing physical harm to a child. This can include:

- Hitting, slapping, punching, kicking, shaking, throwing
- Poisoning or giving a child harmful substances
- Burning or scalding

- Fabricating or inducing illness
- Restraining a child inappropriately

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child which severely affects their emotional development. This may include:

- Constant criticism, rejection, or humiliation
- Threatening, shouting at, or intimidating a child
- Preventing a child from expressing their views or silencing them
- Age- or developmentally inappropriate expectations
- Exposing a child to domestic abuse or other forms of trauma

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes:

- Physical sexual acts (e.g. touching, penetration)
- Non-contact activities such as:
 - Involving children in looking at or producing sexual images
 - Encouraging children to behave in sexually inappropriate ways
 - Grooming a child in person or online for sexual exploitation

4. Neglect

Neglect is the ongoing failure to meet a child's basic physical and/or emotional needs. It is the most common form of child abuse. It includes:

- Failing to provide adequate food, clothing, or shelter
- Not protecting a child from physical or emotional harm or danger
- Failing to ensure access to appropriate medical care or treatment
- Ignoring a child's emotional needs or leaving them unsupervised

5. Child-on-Child Abuse (also known as peer-on-peer abuse)

Children can abuse other children. This abuse can take many forms, such as:

- Bullying (including cyberbullying)
- Physical violence or threats
- Sexual violence or sexual harassment
- Sexting or sharing explicit images
- Coercive or controlling behaviour in relationships

All forms of child-on-child abuse are serious and must be responded to under safeguarding procedures.

7. Recognising Signs of Abuse

All staff, associates, and contractors working for Access SEN Education and Consultancy Ltd are required to complete safeguarding training appropriate to their role. This training will ensure they are able to recognise the signs and indicators of abuse and know how to respond appropriately.

Staff must remain vigilant at all times and report any concerns immediately to the Designated Safeguarding Lead (DSL), in accordance with Section 8 of this policy.

8. Reporting a Concern

All concerns or suspicions of abuse must be reported immediately to the DSL. If a child is at immediate risk, call 999.

Reporting Procedure:

1. Listen without judgement. Do not promise confidentiality.
2. Record key information: what was said, time, date, and your response.
3. Report directly to the DSL as soon as possible.
4. The DSL will decide whether a referral to children's services or another agency is required.
5. All concerns will be recorded and securely stored.

9. Allegations Against Staff or Associates

If an allegation is made against a member of staff or associate, the DSL will:

- Refer the matter to the Local Authority Designated Officer (LADO)
- Follow statutory procedures as outlined in *KCSIE*

- Suspend or remove the individual from direct contact, if necessary, pending investigation

10. Safeguarding During Training and Consultancy

- All staff working directly with children or in school settings will have an enhanced DBS check.
- Safeguarding responsibilities will be clearly outlined in contracts or agreements with schools or clients.
- No staff member or associate will work unsupervised with children unless specifically agreed with the client and proper checks are in place.

11. Online Safety and Remote Delivery

When delivering services online:

- Platforms must be secure and GDPR-compliant
- Children should be supervised by a responsible adult
- Safeguarding protocols must be followed as with face-to-face sessions

12. Prevent Duty

We acknowledge our responsibility to safeguard against the risk of radicalisation. Staff will remain alert to any signs of extremist views or behaviour and report concerns to the DSL, who will follow Prevent Duty guidance.

13. Training and Awareness

- All staff and associates will complete safeguarding awareness training appropriate to their role.
- Training will be refreshed every 2 years or sooner if statutory guidance changes
- Safeguarding expectations will be included in induction and contracts.

14. Confidentiality and Information Sharing

- We only share information where it is lawful and necessary to protect a child.

- Disclosures will be shared with relevant agencies (e.g. local authority children's services) in line with statutory guidance.
- All safeguarding records will be kept secure and confidential.

15. Policy Review

This policy will be reviewed annually by the DSL or sooner if there are changes in legislation, guidance, or business operations.

Signed: Kerry Rigby *Director*
Access SEN Education and Consultancy Ltd
Date: 17/07/2025