

Heart Teaching LTD – Safeguarding Children and Adults at Risk Policy (KCSIE 2025)

Date of policy: 12 January 2026

Policy Reviewed by: Faith Ashby

Next Review Date: 12 January 2027 (or sooner if guidance changes)

Safeguarding Roles and Responsibilities

Designated Safeguarding Lead (DSL): Joshua Seggie

Contact: Joshua@heartteaching.com

Deputy DSL: Faith Ashby

Contact: Faith@heartteaching.com

All staff, volunteers, and candidates must familiarise themselves with this policy and follow safeguarding procedures. Non-compliance may result in disciplinary action.

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1. Introduction

Heart Teaching acknowledges its statutory duty to safeguard and promote the welfare of children and adults at risk. Safeguarding applies to all staff, contractors, and candidates.

All children and adults at risk, regardless of background, have the right to protection from harm and abuse. This policy complements our other policies, including: - Health and Safety

- Allegations Policy
 - Complaints Policy
 - Code of Conduct
 - Safer Recruitment Policy
 - Information Sharing Policy
 - Whistleblowing Policy
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2. Definitions

Child: Anyone under 18 (Children Act 1989, KCSIE 2025).

Adult at Risk: As defined in Care Act 2014: has care needs, is experiencing/at risk of abuse, and unable to protect themselves.

Harm: Ill-treatment or impairment of health or development (physical, emotional, social, intellectual).

Abuse: Includes physical, emotional, sexual abuse, neglect, domestic abuse, peer-on-peer abuse, and online abuse.

Categories of Child Abuse (KCSIE 2025 / Working Together 2023): - Physical, Emotional, Sexual Abuse - Neglect - Domestic Abuse (Child Victim of DA Act 2021) - Peer-on-Peer Abuse, including bullying, sexting, sexual harassment

Categories of Adult Abuse (Care Act 2014): - Physical, Sexual, Emotional/Psychological, Domestic, Financial, Modern Slavery, Discriminatory, Organisational, Neglect, Self-neglect

3. Commitment to Safeguarding

Heart Teaching will: - Apply robust safer recruitment practices. - Ensure staff/candidates receive appropriate training, including online safety. - Maintain an open culture encouraging reporting of concerns. - Follow clear safeguarding procedures and multi-agency guidance. - Keep detailed, secure records of safeguarding concerns. - Cooperate with social care, police, and regulatory authorities.

4. Role of the Designated Safeguarding Lead

The DSL is responsible for: - Leading safeguarding and child/adult protection efforts. - Receiving and responding to safeguarding concerns. - Maintaining accurate, confidential records. - Liaising with external agencies, including LADO, police, and social care. - Referring to DBS where appropriate. - Supporting staff and candidates in safeguarding matters. - Updating and monitoring safeguarding policies.

5. Recruitment and Selection

Heart Teaching applies **Safer Recruitment** principles: - All candidates undergo vetting checks, including DBS and reference verification. - Compliance+ processes detect prior unacceptable conduct. - Candidates with a history posing risk to children/adults at risk are not placed.

6. Responding to Safeguarding Concerns

Staff and candidates must: - Follow Heart Teaching and placement safeguarding policies. - Report concerns immediately to the DSL. - Keep clear written records of concerns. - Engage with placement DSL for issues arising on-site. - Participate in mandatory safeguarding induction and training.

7. Allegations Against Candidates

Allegations that a candidate may have harmed a child/adult must be reported to **LADO within 1 working day**.

Low-level concerns are recorded per Heart Teaching's Allegation Policy.

Referrals follow: **Working Together 2023, Care Act Statutory Guidance 2024, KCSIE 2025**.

8. Duty to Refer to DBS

Heart Teaching will refer anyone who has harmed or poses risk to children/adults to the **Disclosure and Barring Service**. - Referrals occur even if the individual resigns. - Settlement agreements cannot prevent DBS referral. - Reports must be made within 24 hours of initial concern.

9. Whistleblowing

Staff and candidates are encouraged to raise concerns safely: - Heart Teaching has a **Whistleblowing Policy**. - External support and advice channels are provided. - An open culture ensures concerns are addressed effectively.

10. Summary

- Heart Teaching ensures staff and candidates understand safeguarding responsibilities.
 - Policies are accessible via the website and screening platform.
 - Information is shared on a need-to-know basis to protect children/adults at risk.
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11. Appendix – Legislation and Guidance (KCSIE 2025 Aligned)

- Keeping Children Safe in Education 2025: <https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>
- Children Act 1989 & 2004: <http://www.legislation.gov.uk/ukpga/1989/41> & <http://www.legislation.gov.uk/ukpga/2004/31>
- Safeguarding Vulnerable Groups Act 2006: <https://www.legislation.gov.uk/ukpga/2006/47>
- Care Act 2014: <https://www.legislation.gov.uk/ukpga/2014/23>
- Domestic Abuse Act 2021: <https://www.legislation.gov.uk/ukpga/2021/17>
- Children and Social Work Act 2017: <https://www.legislation.gov.uk/ukpga/2017/16>

- Counter Terrorism and Security Act 2015 (Prevent Duty): <https://www.legislation.gov.uk/ukpga/2015/6>
- Modern Slavery Act 2015: <https://www.legislation.gov.uk/ukpga/2015/30>
- UN Convention on the Rights of the Child: <https://www.unicef.org.uk/child-rights-convention/>
- Working Together to Safeguard Children 2023: <https://www.gov.uk/government/publications/working-together-to-safeguard-children-2023>
- Guidance for Safer Working Practice (2009, updated links 2024)
- Care and Support Statutory Guidance 2024: <https://www.gov.uk/government/publications/care-act-statutory-guidance>
- Information Sharing: Guidance for safeguarding practitioners 2024
- What to do if you're worried a child is being abused (HM Gov 2015)

Safeguarding Children and Adults



Safeguarding Concern Identified	<i>(By agency staff, candidate, school, or third party)</i>	Is a Child in Immediate Danger?	YES → Call 999 / Emergency Services immediately Inform DSL as soon as possible	NO → Proceed to next step	Report the Concern to Heart Teaching Ltd
Report as soon as possible (same working day) to:	Designated Safeguarding Lead (DSL): Joshua Seggie	Deputy DSL: Faith Ashby	Do not investigate the concern yourself.	Provide Key Information	Date, time, and location of concern
Name(s) of child/young person involved	Name(s) of individual(s) involved	Factual details of what was seen/heard <i>(use exact words where possible)</i>	Any immediate action taken	Safeguarding Concern Recorded	Concern logged accurately and confidentially
Records stored securely by DSL	Safeguarding records kept separate from personnel/candidate files	DSL Review & Decision	Joshua Seggie (DSL) will:	Assess the concern promptly	Decide on appropriate next steps
Liaise with the client school where relevant	Does the Concern Meet Referral Thresholds?	YES → DSL makes referral to: • LADO • Children's Social Care • Police (if required)	NO → Monitor, record, and take appropriate internal action	Allegations Against Agency Staff or Candidates	Managed by DSL
Liaison with school and LADO	Placement may be suspended pending outcomes	Ongoing Actions & Record Keeping	All decisions and actions recorded	Information shared on a need-to-know basis	Confidentiality maintained in line with GDPR
	Whistleblowing	If the concern involves the DSL or senior leadership:	Follow Heart Teaching Ltd Whistleblowing Policy	Or contact the Local Authority directly	