

The purpose of this policy:

- To protect children and young people who receive Inspire EHC Ltd care.
- To provide staff and volunteers, as well as children and young people and their families with the principles that guide our approach to safeguarding and child protection

This policy applies to anyone working for Inspire EHC Ltd, including school teachers, paid staff, volunteers and students (for the purpose of this policy referred to as 'staff').

Inspire EHC Ltd believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

All our instructors working in schools, have safeguarding training, an enhanced DBS check and pre-employment screening.

Supporting Documents:

The following documents provide further detail to staff on our expectations in relation to safeguarding and should be adhered to by all staff to ensure we maintain the highest possible safeguarding standards. Failure to follow company guidelines/policies or procedures, could be considered gross misconduct. Below are the main policies/procedures linked to this policy.

- Reporting Policy (attached to this policy – reviewed annually when Safeguarding policy reviewed)
- Safe working in Education Settings (attached to this policy – reviewed annually when safeguarding policy reviewed)
- Safer recruitment Policy
- Managing complaints
- Whistle blowing Policy
- Health and Safety Policy
- IT/Email, Social Media Policies

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and practise in a way that protects them.

Safeguarding & Reporting Policy; Safe working in Education Settings

We recognize that:

- The welfare of the child is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender re-assignment, race, religion or belief, sex or sexual orientation, 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, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy for safeguarding
- Adopting child protection and safeguarding practices through our policies, procedures, and code of conduct for staff

- Developing and implementing an effective online safety policies and related procedures
- Providing effective management for staff through support, training and quality assurance measures so that all staff know about, and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the

Information Commissioner's Office: ico.org.uk/for-organisations

- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately in accordance with school procedures
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

NSPCC Helpline
0808 800 5000

Safeguarding & Reporting Policy; Safe working in Education Settings

Reporting Policy:

In the instance of identifying an incident/disclosure, or what you perceive to be an Incident/disclosure, relating to child protection, the following procedure must be actioned:

1. Use record of concern form or on sheet of paper if form unavailable, to make note of:
 - a. Name of child/young person
 - b. Class/year group
 - c. Date and time concern raised
 - d. Nature of concern
 - e. Place of disclosure
 - f. Detail concerns (what you saw, what you heard, in the child's words. Include brief, accurate details and who else was present. Was it 1st or 2nd hand opinion (distinguish between fact and opinion)
2. Report in accordance with schools safeguarding policy procedure
3. Report to Inspire EHC Ltd Child Protection Lead (ensure that this includes the details of who you reported the incident to, and keep confidential name of child – just include name of school and child's initial and year group)

Safeguarding & Reporting Policy; Safe working in Education Settings
Inspire EHC Ltd - Safe Working in Education Settings Policy

Definitions:

Staff – includes all adults working with children, in whatever capacity or setting, paid or unpaid.

Children – includes children and young people under the age of 18.

Students – include young adults from 18 to 25 years of age.

Principles:

Staff should:

- Be aware that the welfare of the child is paramount
- Understand their responsibilities to safeguard and promote the welfare of children

- Be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions
- Work, and be seen to work, in an open and transparent way
- Acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Take responsibility for their own actions and behaviour, and discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Apply the same professional standards regardless of culture, disability, gender language, racial origin, religious belief and sexual orientation
- Not consume or be under the influence of alcohol or any substance, including prescribed medication which may affect their ability to care for children
- Be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity
- Continually monitor and review practice to ensure this guidance is followed
- Be aware of and understand both Inspire EHC Ltd and their schools child protection policy, arrangements for managing allegations against staff, staff behaviour policy, and whistle blowing policy.

Concerns about the conduct of a member of staff:

- Any concern that the conduct of a member of staff or volunteer could pose a risk to children has to be reported to the safeguarding point of contact in the school and also to the Park Project Lead.
- Record what you have noticed or what has been said and sign and date it.

Safeguarding & Reporting Policy; Safe working in Education Settings (April 2020)

Safe working practices

MAKING PROFESSIONAL JUDGEMENTS:

Staff should:

- Discuss the circumstances that informed their action, or their proposed action, with the Lead or where appropriate the schools designated safeguarding lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- Always discuss any misunderstanding, accidents or threats with your Lead, and if appropriate the schools designated safeguarding lead.
- Always record discussions and actions taken with their justifications
- Record any areas of disagreement

POWER AND POSITIONS OF TRUST AND AUTHORITY:

Staff should NOT:

- Use their position to gain access to information for their own advantage and/or a family's detriment
- Use their power to intimidate, threaten, coerce, or undermine children
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

CONFIDENTIALITY:

Staff:

- Need to know the name of their designated safeguarding lead (both for your Inspire EHC Ltd and their schools) and be familiar with child protection procedures and guidance
- Are expected to treat information they receive about pupils and families in a discreet and confidential manner
- Should seek advice from the designated safeguarding lead in their school, or their line manager if appropriate, if they are in any doubt about sharing information they hold or which has been requested of them
- Need to be clear about when information can/must be shared and in what circumstances

- Need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- Need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure

STANDARDS OF BEHAVIOUR:

Staff should NOT:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- Make, or encourage others to make sexual remarks to, or about, a child
- Use inappropriate language to or in the presence of children
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such

Staff SHOULD:

- Be aware that behaviour by themselves, those with whom they share a household, or others in the personal lives, may impact on their work with children.

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- Understand that a person who provides Early Years education or Childcare may be disqualified because of their 'association' with a person living or employed in the same household is disqualified.

DRESS AND APPEARANCE:

Staff should wear clothing which:

- Promotes a positive and professional image
- Is appropriate for their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment, or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory
- Is compliant with Inspire EHC Ltd uniform requirements.

GIFTS, REWARDS, FAVOURITISM AND EXCLUSION:

Staff should:

- Not receive any gift of any sort from a Student under any circumstance
- Ensure that all selection processes of pupils are fair and these are undertaken and agreed with the school
- Ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils

INFATUATIONS AND 'CRUSHES':

Staff should:

- Report any indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff
- Always maintain professional boundaries

SOCIAL CONTACT OUTSIDE THE WORKPLACE:

Staff should:

- Refrain from sending personal communication to pupils or.
- Inform the Lead of any relationship with a parent where this extends beyond the usual parent/professional relationship
- Inform the Lead of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring.

COMMUNICATION WITH CHILDREN (INCLUDING THE USE OF TECHNOLOGY):

Staff should:

- Not seek to communicate/make contact to respond to contact which children outside of the purposes of their work
- Not give out their personal details

Safeguarding & Reporting Policy; Safe working in Education Settings (April 2020)

- Use only equipment and internet services provided by the school or setting
- Follow their school/setting's acceptable use policy and Commando Joe's IT/Email & Social Media Policies
- Ensure that their use of technologies could not bring their employer into disrepute

PHYSICAL CONTACT:

Staff should:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or person to whom the action is described
- Never touch a child in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Never indulge in horseplay or fun fights
- Always allow/encourage pupils, where able, to undertake self-care tasks independently
- Ensure the way they offer comfort to a distressed pupil is age appropriate
- Always tell a colleague when and how they offered comfort to a distressed pupil
- Establish the preferences of pupils
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- Report and record situations which may give rise to concern
- Be aware of cultural or religious views about touching and be sensitive to issues of gender

OTHER ACTIVITIES THAT REQUIRE PHYSICAL CONTACT: (e.g. demonstrating an activity)

Staff should:

- Treat pupils with dignity and respect and avoid contact with intimate parts of the body
- Consider alternatives, where it is anticipated that a child may misinterpret any such contact
- Be familiar with and follow recommended guidance and protocols
- Conduct activities where they can be seen by others, or in view of CCTV
- Be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact.

INTIMATE OR PERSONAL CARE:

Staff should NOT:

- Undertake any intimate or personal care, this must be done by the school staff.

BEHAVIOUR MANAGEMENT:

Staff should:

- Not use force as a form of punishment
- Try to defuse situations before they escalate (e.g. distraction)
- Keep the school point of contact informed of any of any sanctions or behaviour management techniques used
- Be mindful of and sensitive to factors both inside and outside of the school setting which may impact on a child's behaviour
- Follow the school's behaviour management policy.

Safeguarding & Reporting Policy; Safe working in Education Settings Behave as a role model

- Avoid shouting at children other than as a warning in an emergency/safety situation
- Comply with legislation and guidance in relation to human rights and restriction of liberty.

THE USE OF CONTROL AND PHYSICAL INTERVENTION:

Staff should:

- Use intervention as a last resort, and only done when clearly in view of CCTV.

SEXUAL CONDUCT:

Staff should:

- Not have any form of sexual contact with a child from the school or setting
- Avoid any form of touch or comment which is, or may be considered to be, indecent.
- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation, e.g. verbal comments, letters, notes, by email or on social media connections or comments, phone calls, texts, physical contact
- Not make sexual remarks to or about a child
- Not discuss sexual matters with or in the presence of children other than within agreed curriculum content.

ONE TO ONE SITUATIONS:

Staff should:

- Ensure that wherever possible there is visual access and/or an open door in one to one situations
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- Always report any situation where a pupil becomes distressed or angry to the school point of contact
- Consider the needs and circumstances of the child involved.

HOME VISITS/TRANSPORTING CHILDREN:

Staff should NOT:

- Engage in any home visits or transportation of children.

EDUCATIONAL VISITS:

Staff should:

- ONLY participate in educational visits as support to teaching staff, and should not lead any activities
- MUST ensure that Inspire EHC Ltd are made aware of any request to attend an educational visit BEFORE agreeing to attend. This will allow your Inspire EHC Ltd the opportunity to check that appropriate insurances etc. are in place.

FIRST AID AND MEDICATION:

Staff should:

- Ensure they are aware of the schools medication policy and adhere to they are aware of any specific medical needs of children in their sessions.

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- Always ensure that an appropriate health/risk assessment is undertaken for any children with specific medical needs

PHOTOGRAPHY, VIDEOS AND OTHER IMAGES:

Staff should:

- Adhere to their school and Park Project policies.
- Only take images where the pupil is happy for them to do so (children sign up to a disclaimer upon whereby these images are for their personal protection, as well as staff on Inspire EHC Ltd)
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in the school

- Ensure that the school is aware that the photography/image equipment is being used and for what purpose
- Be able to justify images of pupils in their possession
- Avoid making images in one to one situations.

Staff should NOT:

- Use the images of children for their personal use
- Display or distribute images of pupils
- Take images of children using personal equipment
- Take images of children in a state of undress or semi-undress
- Take images of children which could be considered as indecent or sexual.

EXPOSURE TO INAPPROPRIATE IMAGES:

Staff should:

- Abide by the schools acceptable use and e-safety policies
- Ensure that children cannot be exposed to indecent or inappropriate images
- Ensure that any films or material shown to children are age appropriate.

SHARING CONCERNS AND RECORDING INCIDENTS:

Staff should:

- Be familiar with Inspire EHC Ltd and the schools arrangements for reporting and recording concerns and allegations
- Take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting

This Safeguarding policy, Reporting policy, and guidance on Safe Working Practices in education settings came into force in 15th August 2025.

We are committed to reviewing our policy and good practice annually.

Signed: *David Robson*

Date: *07/09/20*