

Schools Plus Limited

Safeguarding Policy

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1. Our Safeguarding Policy

We at Schools Plus Limited acknowledge our duty of care to safeguard and promote the welfare of children.

We are committed to ensuring that our safeguarding practice reflects our statutory responsibilities and government guidance, including the latest KCSIE guidance, complies with best practice, and is in line with our Client schools' requirements.

We recognise that the welfare and interests of children are paramount in all circumstances.

Nevertheless, we also recognise that during our approved hours the safeguarding level is comparable to a public venue, not a controlled school setting.

It is therefore our policy to ensure that:

- Children are protected from harm whilst participating in any activities on our sites.
- Children have a positive and enjoyable experience of any activity held on our site.

In addition, it is our policy to ensure that:

- Our Client schools are not exposed to unmanaged safeguarding risk due to our activities.
- Our employees know how to behave in a safeguarded environment.
- We comply fully with our regulatory obligations.

The procedures that follow detail the implementation of this policy. They are recorded in this policy document in acknowledgement of the overriding importance of safeguarding within Schools Plus.

This policy and procedures are mandatory for everyone employed by Schools Plus Limited, and for those who partake in activities at our sites to the extent that these apply to them.

Failure to comply with this policy or procedures will be promptly addressed and may result in dismissal (of staff), termination of booking (customer) or contract cancellation (client).

Where appropriate, concerns may also be referred to external safeguarding authorities, including the Local Authority Designated Officer (LADO), Ofsted, or the police.

2. Definitions

- **Child/Children** – any person(s) under the age of 18
- **Client** – a school where we work or the recognised representative of that school.
- **Customer** – a person, body or organisation whom we permit to use any facility at one of our Client schools
- **DSL** – The Designated Safeguarding Lead. Every school has a DSL. The DSL for Schools Plus is Ernesto Coll.
- **Assistant DSL** – The assistant to the DSL
- **KCSIE** – government guidance for schools to keep children safe in education.
- **LADO** – Local Authority Designated Officer. The LADO is responsible for managing all child protection allegations made against staff and volunteers who work with children and young people in each Local Authority area.
- **Regulated Activity** – Any activity when parents or guardians are not present, including instructing, supervising, training, coaching, and providing advice. This activity is regulated if it's carried out by the same person frequently (such as once a week or more), 4 or more days in a 30-day period, or overnight (between 2.00am and 6.00am).
- **Site Diary** – the electronic diary used by SP staff to record incidents during lettings, and completed during and at the end of every shift
- **TL** – Team Leader responsible for the school, either permanently or temporarily
- **AM** – Area Manager
- **OP** – Operating procedure

3. Legal Framework & Statutory Guidance

- **Children Act 1989 and 2004:** Establishes the legal framework for safeguarding children and emphasises the need to protect children at all times, including during out-of-hours activities.
- **Education Act 2002:** Imposes a duty on schools to ensure the safety and welfare of children during all school activities, including those taking place outside regular school hours.
- **Safeguarding Vulnerable Groups Act 2006:** Relevant for vetting and barring individuals involved in out-of-hours activities, ensuring that those working with children are suitable.
- **Working Together to Safeguard Children (2023):** Outlines the responsibilities of organizations in safeguarding children, applicable to any activities or services provided to children on school premises.
- **After-school clubs, community activities, and tuition Safeguarding guidance for providers September 2023.** This is non-statutory guidance for organisations or individuals who provide community activities, tuition, or after-school clubs for children, as updated since then. These are also known as out-of-school settings (OOSS).
- **Keeping Children Safe in Education (KCSIE) (2025):** Although primarily focused on in-school activities, KCSIE also provides guidance relevant to safeguarding during school-led extracurricular and out-of-hours activities.
- **Health and Safety at Work etc. Act 1974:** Requires schools to ensure the safety of their premises, including during out-of-hours lettings. This includes assessing risks and implementing necessary precautions.
- **Licensing Act 2003:** Relevant for schools letting their premises for events that involve licensable activities, such as serving alcohol. Safeguarding considerations must be part of the licensing process.
- **Equality Act 2010:** Ensures that the safeguarding policy is inclusive and protects all children, including those with protected characteristics, during out-of-hours activities.
- **Working Together to Safeguard Children (2023):** Stresses the importance of multi-agency collaboration and the need for organizations, including those using school premises, to have robust safeguarding policies.
- **Safer Recruitment Guidelines:** Though primarily focused on school staff, these guidelines also apply to vetting any external providers or individuals involved in out-of-hours activities.
- **Prevent Duty Guidance (2015):** Schools are required to ensure that any activities

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on their premises do not promote extremism or radicalization, applicable to out-of-hours lettings.

- **Information Sharing: Advice for Practitioners Providing Safeguarding Services (2018):** Highlights the importance of sharing information about potential risks between the school and third-party providers.

4. Our Obligations Under KCSIE

4.1 Introduction

KCSIE has specific requirements for the use of school or college premises for non-school/college activities, which apply in their entirety to our activities. They are:

4.2 KCSIE Clause 166.

Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example, community groups, sports associations, and service providers to run community or extra-curricular activities), they should ensure that appropriate arrangements are in place to keep children safe.

4.3 KCSIE Clause 167.

When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body, this is not necessarily the case. The governing body or proprietor should, therefore, seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement) as a condition of use and occupation of the premises and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-school settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

4.4 Delegated Responsibility

The effect of our contractual relationship with schools is that they have delegated this responsibility for the fulfilment of their duties under KCSIE Clauses 166 and 167 to Schools Plus. This does not relinquish the school from its responsibility under the law.

Schools Plus is making the suitability decision as to whether people can hire out school premises in order to carry out a regulated activity in accordance with KCSIE.

5. Safeguarding Personnel

Schools Plus engages one DSL and four assistant DSLs to ensure that we have adequate senior safeguarding cover to be available.

6. Safeguarding Audits

Each site receives a minimum of two operational audits a year which include all safeguarding procedures and adherence to KCSIE.

The DSL personally investigates major safeguarding incidents, or as required by the SLT.

The DSL makes recommendations for the improvement of our Safeguarding Policy and Procedures periodically, at a minimum annually at the time of this policy review.

7. Maintaining A Safe Environment for School Pupils

7.1 Pupils Not On-Site During Lettings

Generally, school pupils should not be on-site during Approved Hours, and customers should not be on-site during school hours. This prevents any risk of school children having any interaction with strangers on site.

The times of day when the facilities are open to the public (“Approved Hours”) are described in the Client contract and must be clearly communicated to school staff.

7.2 Non-Fraternisation

- Staff and representatives of Schools Plus Ltd must maintain clear, professional boundaries with all children and young people at all times.
- Any form of fraternisation, grooming, favouritism, or relationship that could be perceived as exploitative, abusive, or unprofessional is strictly prohibited.
- Communication with children or young people must be limited to official, work-related matters and must take place through approved channels only.
- Personal contact details (phone numbers, email, social media accounts) must never be exchanged or used for private communication.
- Staff must not socialise with, meet privately, or establish personal relationships with children or young people outside of their professional role.
- Any concerns about boundary-crossing behaviour, whether by staff, or third parties, must be reported immediately to the Designated Safeguarding Lead (DSL)
- Schools Plus Ltd upholds a zero-tolerance approach to inappropriate relationships between adults and children
- The same standard of non-fraternisation also applies to interaction between SP staff and all other children who come on site

8. Three Categories Of Customer

For the purposes of safeguarding, our customers can be divided into three groups.

8.1 Customers Without Children

Customers who do not bring children on site are not subject to any of the formal compliance obligations that we require of customers who do bring children on site.

However, if their behaviour on site means that they pose a threat to children on site in breach of our policy objectives, then they are proactively dealt with and, if necessary, excluded from site in accordance with our procedures for Inappropriate Behaviour or Criminal Activity.

8.2 Customers With Children Not In A Regulated Activity

Customers undertaking activities involving children, either a single event or with the constant supervision of their parent or guardian, are not carrying out a Regulated Activity.

These customers are required to comply with every aspect of our Safeguarding Policy & Procedures, *except* for the documentary requirements laid out in section XX below.

These customers are required to accept our Safeguarding Policy at the time of booking, the terms of which include our right to terminate their bookings for any breach of our safeguarding requirements.

8.3 Customers With Children In A Regulated Activity

Customers undertaking repeated activities involving children, except where those children will be under the constant supervision of their parent or guardian, are in a Regulated Activity.

Customers in this category are required to comply will every aspect of our Safeguarding Policy & Procedures, *including* the documentary requirements laid out in section XX below.

These customers are also required to accept our Safeguarding Policy at the time of booking, the terms of which include our right to terminate their bookings for any breach of our safeguarding requirements.

8.4 Regulated or Not Regulated?

The table below gives some typical examples to illustrate which customer activities are regulated, and which are not.

Activity	Are children Present?	Repeated?	Parents Present	Regulated Activity?
Birthday party	Yes	No. Just a one-off event.	No – the parents drop their kids off with the parent organising the party	No
Karate club 1	Yes	Yes, weekly.	Yes – they sit on the benches around the gym and watch during the session	No
Karate club 2	Yes	Yes, weekly.	No – the parents drop off the kids and leave	Yes
Worship 1	Yes	Yes, weekly.	Yes – the children are in the worship hall with their parents	No
Worship 2	Yes	Yes, weekly.	Only some of the time – there's a Sunday school in separate rooms where the kids go	The classroom activity is subject to KCSIE, the main hall is not
Footballers Anonymous (for recently released prisoners)	No	Yes, weekly.	No	No

9. Documentary Compliance

Customers carrying out a Regulated Activity have to meet certain documentary compliance standards in order to book a facility.

9.1 Safeguarding Policy

Customers subject to KCSIE must confirm in writing that:

- they have a compliant safeguarding policy
- they carry out safer recruitment
- they will accept the terms of our safeguarding policy as it applies to them

9.2 Safeguarding Lead

Customers subject to KCSIE must provide the following details of their DSL:

- First name
- Last name
- Email
- Mobile phone number

9.3 Customer DBS Checks

We require every person conducting a regulated activity to have been correctly DBS checked.

9.3.1 Minimum number of checked people

As a minimum, we require details of at least one person for each simultaneously booked facility.

So, for example, if the customer books two classrooms and the dining room from 4.00pm to 5.00pm, we must have a minimum of three people's details.

There is no maximum number of checked people.

9.3.2 DBS requirements

We require a person's DBS check to meet the following requirements:

- Up to date (less than three years old, or automatically renewed)
- Enhanced
- Not have any information indicating that they present a threat to children

9.3.3 Alternative records from an approved customer

Certain customers have robust internal safeguarding procedures, but whose data protection commitments restrict even provision of the data in Route 2. In these circumstances, they may apply to be granted “safeguarding approved” status.

The Schools Plus DSL is the only company employee empowered to grant “safeguarding approved” status to customers. This requires the DSL to certify that the customer’s safeguarding policy and procedures are compliant with the requirements of KCSIE.

In these circumstances, the approved customer is permitted to provide the employee registration number instead of a DBS number.

9.3.4 Evidence of DBS Compliance

DBS data is highly sensitive and subject to very tight controls in order to ensure compliance with GDPR and protection of individual’s personal information.

Schools Plus does not usually request sight of customer DBS checks. The balance we strike between our legal obligations under GDPR and under KCSIE is to require the customer to provide the minimum necessary information to evidence that they have in fact carried out DBS checks. We acknowledge that this approach is open to fraud by customers.

At the sole discretion of the safeguarding lead or an assistant safeguarding lead Schools Plus may require a customer to provide scanned copies of their DBSs which will be kept on record for no more than 2 months.

9.4 Customer Refusal to Comply

We recognise the sensitivity of DBS data. As a result, some customers may judge that they are unable to meet the compliance requirements of this policy.

In these circumstances, we acknowledge our customers’ right to make this judgment.

However, if this is the customer’s decision, our obligations under KCSIE mean we are not permitted to give them access to the school and will refuse to take their bookings.

9.5 Safeguarding Compliance Control at Handover

At present, a customer representative who is not one of the DBS approved personnel can sign for a facility at handover. Over the course of the next 12 months we will update the

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Routine to require only DBS checked customer personnel being permitted to do so.

Once the Routine has been updated, bookings that present without the named approved person available will not be permitted to take place.

10. Supervision

10.1 Customer Responsibility

- Customers bringing children on site, whether or not they are carrying out a regulated activity, are entirely responsible for these children, their wellbeing, safety and behaviour when on site.
- Nothing in this policy releases customers, DBS-checked adults, parents and guardians from any of their moral and legal responsibilities for the children under their care.
- Customers are responsible for ensuring that their practice is compliant with all statutory requirements and non-statutory guidance for keeping children safe.

10.2 Schools Plus Authority

- Schools Plus staff reserve the right to require additional levels of care or supervision by the responsible adults for the children in their care while on site.
- Schools Plus staff may make judgements based on the apparent age or capacity of the child. In the event of a dispute, our assessment of the age or capacity of a child is final.
- Customers who do not comply with Schools Plus employees' instructions regarding safeguarding may have their bookings terminated.

10.3 Access To The Site

- No child may make a booking.
- No child may enter the facility until a DBS-cleared adult, parent or guardian responsible for the booking is on site.
- A sufficient number of DBS-cleared adults, parents or guardians must be on site throughout the booking.
- All children associated with a booking must have left the site before the last DBS-cleared adult, parent or guardian associated with the booking leaves.

10.4 Supervision in Booked Facilities

- We require each booked facility to have the supervision levels mandated by law, as updated from time to time. It is our customers' responsibility to ensure they know their legal obligations for supervision and comply with these.
- Where the law is not specific, we expect our customers to comply with best practice, for instance, as recommended by the NSPCC
<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

- Children should generally be supervised by an adult in their booked facility. However, we acknowledge that older children can be left supervised for short periods of time by a responsible 16- or 17-year-old who has been DBS checked. Children under the age of 8 must have appropriate adult supervision at all times.
- Facilities holding regulated activities should have a DBS checked adult or child aged 16+

10.5 Supervision Elsewhere On Site

- Children are expected to remain within a booked facility with the appropriate levels of supervision as described in 9.4. From time-to-time children (like any other user) will need to leave the facility, for instance, to leave the site or to go to the toilet.
- Children aged seven or under are not permitted anywhere on site without supervision in any circumstances. They must be accompanied everywhere by their parent, guardian, or a DBS- cleared individual, including getting to and from the toilet and going from the school entrance to the booked facility and back.
- From the age of 8, children can be permitted to walk around the site without supervision, provided they have the mental and physical capacity to do so safely. In the first instance, it is the child's responsible adult to assess what that child can safely do.
- Regardless of a child's age or capacity, SP staff may require the responsible adult to provide additional supervision if they deem it necessary.
- The age limits above are a minimum. Depending on the maturity and/or needs of the child/ children involved and on any specific features of the location, they may be increased.
- Children of any age are not permitted in any circumstances to simply hang around in un-booked facilities or wander around the site aimlessly.

10.6 Supervision of Children By Children

- Supervision of children can be provided by a 16 or 17-year-old provided that the following conditions are met:
 - They are DBS cleared in the same way as an adult.
 - They are capable of discharging their role.
 - There is a responsible DBS cleared adult also on site, supervising the responsible child with the level of supervision mandated by this policy.
 - The overall level of supervision meets the standards laid down in this policy.
- We acknowledge that customers may deploy children under the age of 16 to help with other children in an informal manner.
 - For instance, a parent may ask their 12-year-old to sit and read a story to a group of 8-year-olds, while the parent is laying out the food on the table. These arrangements are fine.
 - However, these arrangements are not sufficient to meet any of the requirements of this policy. No customer may rely upon a child under 16 in any circumstances to provide the supervision mandated by this policy.

10.7 Off Site

- We take no responsibility for the supervision of children once they have left the premises.
- Decisions regarding how the child is supervised off site, for instance whether they can walk home from the school unaccompanied, and the implementation of these decisions, are the entire responsibility of the child's parent or guardian.
- Ensuring a safe handover of a child from a responsible adult to another responsible adult (for instance from the football coach to the parent at the end of the session) is the shared responsibility of those responsible adults.

11. Proactive Staffing

All Schools Plus staff are expected to be proactive in ensuring that children are kept safe on site.

This includes:

11.1 Patrols & Interventions

- The on-site Routine includes patrols as standard, during which staff actively look out for anything untoward.
- Staff are expected to actively intervene if a child appears to be at risk on our premises.
- If staff notice anything at all regarding a child's safety or wellbeing that they are uncomfortable about, they say so to the adult responsible for that child - including if the adult is the cause of your concern.

11.2 Additional Requirements

- Schools Plus reserves the right to make our own judgement regarding safeguarding and to require customers to put in additional supervision or other measures to ensure the safeguarding of children in their care. These include, but are not limited to:
 - Deploying additional staff on site.
 - Increasing the level of access control to the site.
 - Requiring additional documentary evidence of customer's suitability to carry out its activity.
 - Personally assessing if an activity involving children is safe, and intervening if necessary.
 - Reviewing a customer booking with the Area Manager and/or Client.

12. Avoiding compromising situations

Schools Plus employees must take care to avoid getting into a compromising situation with a child on- site, including:

- Not putting themselves into a restricted space alone with a child, e.g., an office. They may be accused (rightly or wrongly) of taking the opportunity to molest the child. If a child needs to be supervised for any reason, they should be kept in plain sight in an open space.
- Not accompanying a child anywhere off the site, for instance, to take them home. Employees should call their parent or guardian to collect them.
- Not having a social relationship with a child, e.g., on social media, or exchanging contact details.

13. Photography

Employees of Schools Plus working on-site are required to take photos of facilities in order to complete their daily tasks. It is preferable that no people of any age should be in these pictures. However, people appearing in these photos, including children, purely incidentally to the performance of the Task is permitted. These photos are to be stored exclusively within The Routine task management tool.

If any customer is concerned about their participants appearing in these photos, they may request our staff to wait until the customer has removed people from the area to be photographed.

Apart from fulfilling the requirements of The Routine, Employees must not take, nor permit to be taken, any photographs, video or other such media which does, or may, include the image of a child, for any reason, when at work or on school premises. Any such photography or videography may only be undertaken with the express written permission of the parent or guardian of each child and approved by the Designated Safeguarding Lead or an Assistant Safeguarding Lead.

14. Confidentiality and GDPR Compliance

Schools Plus Ltd is committed to maintaining the highest standards of confidentiality and data protection in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant safeguarding legislation and guidance.

14.1 Confidentiality Principles

- All safeguarding concerns, allegations, and referrals will be treated with the utmost confidentiality and handled on a strict need-to-know basis.
- Information will only be shared with individuals or agencies that have a legitimate safeguarding role and when sharing is necessary to protect a child, young person, or vulnerable adult from harm.
- Staff must not promise confidentiality to anyone raising a safeguarding concern; instead, they should explain that the information may need to be shared with the appropriate safeguarding authorities to ensure safety.
- Internal discussions about safeguarding issues will be limited to those directly involved in managing or investigating the concern.

14.2 Data Protection and Record Keeping

- All safeguarding records, including incident reports, referrals, and communications, will be stored securely, with restricted access to authorised personnel only.
- Personal data will be processed lawfully, fairly, and transparently, ensuring it is adequate, relevant, and limited to what is necessary for safeguarding purposes.
- Records will be retained in accordance with Schools Plus Ltd's Data Retention Schedule and securely disposed of when no longer required.
- Staff must ensure that any transfer of safeguarding data, whether internal or external, is carried out using secure methods.

14.3 Sharing Information

- Information will only be shared in compliance with UK GDPR principles, ensuring that sharing is:
 - Necessary for the purpose of safeguarding and protecting welfare;
 - Proportionate to the level of risk;

Shared only with relevant professionals or agencies.

- Schools Plus Ltd recognises the statutory guidance “*Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers*” (DfE, 2018) and ensures all staff are familiar with its principles.

14.4 Staff Responsibilities

- All staff, customers, and clients of Schools Plus Ltd are required to handle personal and safeguarding information in accordance with this policy and receive appropriate training on confidentiality and data protection.
- Any breach of confidentiality or data protection requirements will be treated as a disciplinary matter and may be subject to investigation, which could lead to disciplinary action including instant dismissal.

15. Handling allegations of abuse

Every year, serious allegations are made by children and are upheld by the authorities. Sometimes confirmed cases involve people known to and trusted by their friends and colleagues for years – clearly a very difficult situation.

Most allegations of abuse made by children turn out to be true. It is, therefore, essential that if a child raises an allegation against an adult, this is to be taken seriously and dealt with discreetly.

Children will occasionally tell an adult they are being abused if they feel they can trust this person. This happens for many reasons, but it is important to remember that if they report abuse, they are doing so in the hope that someone will act to stop it, even if they ask you not to do anything with the information.

If a child begins to tell a Schools Plus employee about abuse, it is important that the employee:

- **Reassure the Child:** Ensure the child knows they did the right thing by speaking up. Offer reassurance that they are not to blame and that they will be supported.
- **Avoid Leading Questions:** Do not ask leading or probing questions. Instead, clarify using open-ended questions like "Can you tell me more about what happened?"
- **Record the Disclosure:** Document the child's words as accurately as possible. Include the date, time, and context of the conversation. Use the child's exact language without altering or interpreting their statements.
- **Stay Neutral and Non-Judgmental:** Remain calm and avoid showing shock, disbelief, or judgment. Your role is to listen and support, not to investigate or confront.
- **Explain the Next Steps:** Gently inform the child of what will happen next, including who you need to tell and why, to ensure their safety.
- **Report Immediately:** As soon as possible, report the allegation to the designated safeguarding lead (DSL) or the appropriate authority, following your school's safeguarding policy.
- **Maintain Confidentiality:** Keep the matter confidential and only share the information with those directly involved in the safeguarding process. Typically the Area Manager and DSL.

All allegations should be escalated at once to the Schools Plus DSL.

If a child may be in immediate danger, the employee should call 999.

The employee must NOT:

- **Do Not Interrupt or Rush the Child:** Allow the child to speak at their own pace without interrupting or pressing them for details.
- **Do Not Express Shock or Disbelief:** Avoid showing emotions like shock, anger, or disbelief, as this may distress the child or cause them to retract their statement.
- **Do Not Promise Confidentiality:** Never promise to keep the allegation a secret. Explain that you need to report it to the appropriate person to ensure their safety.
- **Do Not Ask Leading or Suggestive Questions:** Avoid putting words into the child's mouth or asking questions that could influence their account, such as "Did this happen because of...?"
- **Do Not Confront the Alleged Abuser:** Refrain from investigating or confronting the person accused, as this could jeopardize the safety of the child and the investigation.
- **Do Not Overreact or Panic:** Stay calm and composed. Panicking can make the child feel more anxious or unsure about what they've shared.
- **Do Not Make Assumptions or Judgments:** Avoid forming conclusions or making assumptions about the situation based on the child's account.
- **Do Not Delay Reporting:** Never delay in reporting the allegation to the designated safeguarding lead (DSL) or appropriate authorities. Timely action is crucial.
- **Do Not Discuss the Allegation with Others Unnecessarily:** Avoid discussing the allegation with colleagues, friends, or others who do not need to know. Confidentiality is critical.

The person who first encounters a case of alleged or suspected abuse is NOT responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies following a referral to them of the concerns about the child.

The Schools Plus DSL will engage with the Client school in order to handle any allegation or serious incident, in line with the local policies of the school and Local Authority, including engaging with the LADO as appropriate.

16. Reporting

16.1 Definition of A Safeguarding Incident

A safeguarding incident occurs whenever:

- a child is harmed; or
- is abused; or
- is suffering from neglect; or
- appears to be at risk of any of the above; or
- makes a disclosure; or
- a Schools Plus employee has found themselves in a compromising situation; or
- there is any breach of this procedure.

16.2 Reporting Requirements

All safeguarding incidents, however minor, must be recorded in the Site Diary.

A safeguarding incident form must be completed by the staff member in all cases. The form must be reviewed and reported to the DSL. Completion must be as detailed as possible including names and contact details.

A note must be made in the diary detailing that an incident has taken place detailing the date and time and confirming that a Safeguarding incident form has been completed.

The completed form can only be shared with employees and external organisations that have a genuine need to know.

The TL must ensure that their own, their AM's, the Schools Plus DSL and the school's DSL email addresses are in the site manual for easy reference.

Even minor incident must be reported because sometimes these can build up into a broader pattern that raises concern.

If a child is in immediate danger, then SP employees are required to dial 999, and should also intervene if the dangerous situation is on site.

16.3 Client DSL for Escalation

Schools Plus retains the details of each Client school's DSL in the Yellow Binder and provides a direct escalation to the DSL of any safeguarding matter that requires their attention. If it is appropriate for a customer to deal directly with the DSL on any matter in accordance with KCSIE, we facilitate this.

17. Safer Recruitment

All SP employees are subject to safer recruitment as described below.

17.1 Pre-Recruitment Process

- **Job Descriptions and Person Specifications:** All roles will have clear job descriptions and person specifications, outlining the safeguarding responsibilities and necessary qualifications for the role if applicable.
- **Advertising:** All job advertisements will include a statement of commitment to safeguarding and child protection, informing potential applicants that rigorous vetting procedures will be followed.

Example statement:

Schools Plus is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to enhanced DBS checks and other relevant pre-employment checks."

17.2 Selection Process

- **Application Forms:** All candidates must complete an official application form. CVs alone will not be accepted.
- **Self-Disclosure:** Candidates will be required to disclose any criminal convictions, cautions, or concerns related to child protection at the application stage.
- **References:** At least two references will be required, including one from the candidate's most recent employer. References must address the candidate's suitability to work with children.
- **Safeguarding Interview:** In addition to assessing the candidate's skills and qualifications, interviews will include specific questions on safeguarding and child protection to assess the candidate's suitability to work with children.
- **Gaps in Employment:** Any gaps in employment history will be investigated, and candidates will be asked to explain any periods of unemployment or time spent abroad.

17.3 Pre-Employment Checks

Before any appointment is confirmed, the following checks will be conducted:

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- **Enhanced Disclosure and Barring Service (DBS) Check:** All successful candidates will undergo an enhanced DBS check with barred list information.
- **Identity Check:** Verification of the candidate's identity using official documents.
- **Right to Work in the UK:** Verification that the candidate is legally allowed to work in the UK.
- **Childcare Disqualification:** If applicable, checks regarding any disqualifications under the Childcare Disqualification Regulations.

17.4 Post-Employment and Induction

- **Safeguarding Training:** Every Schools Plus employee is required to be trained in safeguarding. Specifically, before they are deployed on-site, every employee must complete the following:
 - The online training course "Safeguarding Essentials" and every 2 years thereafter
 - Reading and understanding this operating procedure.
 - An in-person training discussion with their line manager about safeguarding
 - Reading the current version of KCSIE Part 1 before commencing employment and annually or whenever it is updated.
- **Probation Period:** New employees will be subject to a probationary period, during which their suitability for the role will be closely monitored.

17.5 Employing <18s

- It is permissible for Schools Plus to employ 16- to 17-year-olds.
- They may not work alone and must be under the direction of an adult colleague working at the same time. The adult colleague must be at the same location as the <18-year-old unless the child is working from home, in which case remote supervision is acceptable.
- Schools Plus can employ no one under. School leaving age in any capacity. (this is the last Friday in June on the academic year when a child turns 16 or their 16th birthday if they are born in July or August)
- Care must be taken in training staff who are either in or near their teens. Their line manager must clearly instruct them about acceptable levels of interaction with users – some of whom may be of a similar age but technically children.

18. Prevent Duty

Schools Plus is committed to meeting its legal obligations under the **Counter-Terrorism and**

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Security Act 2015 and the associated Prevent Duty Guidance for England and Wales. We recognise that safeguarding against radicalisation and extremism is a vital part of our wider safeguarding responsibilities and that children, young people, and adults may be vulnerable to extremist influences or exploitation.

Our approach focuses on early intervention to prevent concerns from escalating. We promote an environment that encourages respect, inclusion, and critical thinking, helping to protect individuals from extremist narratives or pressures.

18.1 Prevent – Key Objectives

- To identify and safeguard any person who may be at risk of being drawn into terrorism or extremist activity.
- To challenge extremist ideas that could be used to legitimise terrorism or lead to radicalisation.
- To work collaboratively with schools, parents/carers, local authorities and Prevent partners to support those who may be vulnerable.

18.2 Staff Responsibilities

All Schools Plus staff must:

- When taking a booking for a conference event or worship checks will be carried out on organisations and individual speakers to ensure they do not preach views which are contrary to British values and/or encourage hatred or violence
- Remain vigilant to **signs of radicalisation**, which may include changes in behaviour, expression of extremist views, or concerning relationships.
- Report any concerns immediately on the Enni Diary under safeguarding
- Record all information factually and securely on agreed safeguarding systems.

18.3 Information Sharing

Information sharing will follow GDPR and data protection legislation. Where a Prevent concern is identified, Schools Plus may share relevant information with:

- The host school or educational provider
 - Local Authority Prevent Team
 - Police or other safeguarding partners and client school
- This is to ensure proportionate and timely action to safeguard the individual.

19. Equality, Diversity and Inclusion

Schools Plus Ltd is fully committed to promoting equality, diversity and inclusion throughout all safeguarding practices, training, and procedures. Every child, young person, and adult at risk has the right to feel safe, valued, and respected, regardless of their:

- Age
- Disability or additional needs
- Gender identity or expression
- Race, ethnicity, or cultural background
- Religion or belief
- Sex or sexual orientation
- Socio-economic circumstances

Our safeguarding training and operational procedures ensure that all colleagues understand and uphold inclusive practice, challenge discriminatory behaviours, and recognise the increased vulnerability of individuals who may face prejudice or marginalisation. Staff are trained to identify and remove barriers to reporting concerns and to respond sensitively to the diverse needs of those we work with.

We expect every member of staff, partner, and customer to share responsibility for creating an environment where equality and dignity are upheld. We will regularly review our policies, training materials, and safeguarding arrangements to ensure they continue to reflect best practice and legal requirements, including the Equality Act 2010 and Keeping Children Safe in Education.

Safeguarding can only be effective when it protects **every** child and vulnerable adult on site. Schools Plus Ltd is committed to ensuring that equality is embedded at the heart of all safeguarding actions, decision-making, and interactions.

20. Escalation & Whistleblowing

20.1 Internal Escalation

A staff member should escalate all safeguarding concerns to their area manager and the SP designated Safeguarding lead Email safeguarding@schoolsplus.co.uk phone 03452222323

Staff and volunteers should feel confident to raise concerns about poor or unsafe practices that could compromise the safety of children. The organisation is committed to supporting anyone who raises a safeguarding concern.

20.2 Contact Information for External Agencies

- **Children's Social Services:** (check the internet for your local authority)
- **NSPCC Helpline:** 0808 800 5000
- **Police (Non-Emergency):** 101
- **Police Emergency 999 (if there is an immediate danger)**
- **NSPCC Whistleblowing Advice Line** (0800 028 0285).

21. Revision History

Revision	Date	Description of changes	Witten by and Title	Reviewed by and Title	Approved by and Title
V1.0	07/09/2021	Issue	MJD-HRCD	JW- MD	JW - MD
V1.1	09/05/2022	Update to include para 12 Photography	MJD-HRCD	JW-MD	JW-MD
V1.2	21/09/2022	Review – no changes	MJD-HRCD	JW-MD	JW-MD
V1.3	13/07/2023	Change VM to AM	SJC – HRM		
V1.4	20/09/2023	Annual update	SJC – HRM	JW – MD	JW - MD
V1.5	13/08/2024	Review to update in accordance with new guidelines	EC- DSL		
V2.0	20/11/2024	Further comprehensive review	EC-DSL	JW-MD	JW- MD
V3.1	15/10/25	Compliance review + operational update	EC-DSL		
V3.2	13/11/25	Restructure and update	EC-DSK	HB-FD	JW-MD