

# Inspired Learning

## Safeguarding Policy

November 2023

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### Our Safeguarding Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Inspired Learning.

The purpose of this policy:

- To protect children and young people who receive Inspired Learning’s services. This includes children of adults who use our services;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Inspired Learning 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 practise in a way that protects them.

### Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- Education Act 2002
- Education Regulations 2014

- Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2023

This policy should be read alongside our policies and procedures on:

- Whistleblowing policy
- Code of conduct for staff and volunteers
- [Role of designated safeguarding officer](#) (external link)
- Complaints

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and 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 Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, their families, staff and volunteers
- Using our safeguarding procedures to share concerns and relevant concerns information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers 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.

### Safer Recruitment

We have established a robust safer recruitment processes ensuring that all appropriate checks are carried out on new Inspired staff, contractors, and volunteers. Safer recruitment responsibility rests with all recruiting staff alongside the CEO.

Our commitment to safer recruitment is outlined below:

- All relevant staff, contractors, or volunteers who work in schools or with children as part of Inspired Learning's activities will undertake a DBS check.

- All staff will be required to provide a minimum of two employment references.
- Complete an interview that ensures appropriate checks are carried out on suitability to the role.
- Complete a probationary period where all performance is reviewed as satisfactory.
- Provide verification of qualifications (copies provided and retained within employee file).
- Provide evidence of prohibition of teaching check.

It is the CEO's responsibility to ensure the employee file is kept up to date with no administrative errors.

Where there is a concern about an existing staff member, we reserve the right to carry out all necessary investigatory and document checks in line with our policies and procedures. All existing staff DBS checks will be renewed every 3 years. Staff training is one of the many strategies we adopt to ensure protection and prevention of abuse as well as safer recruitment and promotion of health and wellbeing. Staff training ensures everyone is equipped with the correct knowledge and understanding of the signs and indicators of abuse and ensures staff know how to report a safeguarding concern.

All staff and contractors who work directly with participants or in schools will be expected to complete mandatory online safeguarding training on an annual basis. Staff will be responsible for ensuring that this is complete, and that they have evidence that their training record is kept up to date.

The DSL will participate in safeguarding training every year, either online or in-person.

### Reporting Process

Safeguarding disclosures could be communicated to Inspired Learning staff via email, phone, or during sessions/events (virtual or face-to-face). In rare instances, safeguarding incidents or disclosures may occur while an Inspired Learning staff member, volunteer, or contractor (hereafter referred to as "staff") is working in a school. If Inspired learning staff receive a safeguarding disclosure while in a school or receives a communication from a teacher/parent/student which raises a safeguarding concern regarding a child or vulnerable individual, the following process should be followed immediately:

- The staff member should write down details of the disclosure/concern using the and send these with a brief explanation to the DSL; this must be done on the same day.
- The message should be saved in a secure inbox by the DSL.
- The DSL will handle the disclosure and investigate if necessary.
- The DSL will phone the school with their concern (either the school's Designated Safeguarding Lead or Inspired Learning's contact at that school e.g. the Head) and follow up with the school by sending the previously received communications via secure email as soon as reasonably possible, ideally on the same day.
- The DSL should make clear in their report to the school that the responsibility for handling the concern will remain with the school.
- In exceptional circumstances where speaking to a member of the school's staff could increase the risk of harm to a child, the DSL should instead report the incident to the relevant local authority without delay, for example, the Local Authority Designated Officer (LADO).

The severity of the concern should be determined by the person who disclosed the incident. Concerns of the highest severity (i.e. acts of terrorism, or an immediate and real threat to the safety

of a child, the participant, or another person) should be shared with the police and/or the participant's school (depending on who is best placed to act on the concern) without delay. Concerns of lower severity should be handled according to the procedures below.

Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly where there may still be a risk to children or vulnerable adults.

The DSL (or Deputy) will refer cases to the Disclosure and Barring Service (DBS) where a member of staff has been dismissed following concerns they posed a risk to a child, in accordance with relevant legislation and guidance.

If you have any concerns related to safeguarding:

- Please contact the designated safeguarding officer (DSO), details can be found below.
- Your matter will be dealt with professionally and, as far as possible, confidentially.
- If your concern is about the safeguarding officer, you can contact the deputy DSO.

### Contact Details

#### **Designated Safeguarding Officer (DSO)**

Amarbeer Singh Gill (CEO)

[asgill@inspired-learning.org](mailto:asgill@inspired-learning.org)

#### **Deputy DSO**

Joanna Randhawa (Chair of trustees)

[jorandhawa2016@gmail.com](mailto:jorandhawa2016@gmail.com)

#### **Senior lead for safeguarding**

Joanna Randhawa (Chair of trustees)

[jorandhawa2016@gmail.com](mailto:jorandhawa2016@gmail.com)

CEOP

[www.ceop.police.uk](http://www.ceop.police.uk)

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on 14th December 2023.

Signed:



Joanna Randhawa

Senior lead for safeguarding