educate

SUPPORTING EDUCATION FOR THE NEXT GENERATION

Safeguarding and Child Protection Policy

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1. Statement of Intent

U-Educate is committed to safeguarding and promoting the welfare of children and young people through responsible recruitment, vetting, placement and management of education workers. Safeguarding is everyone's responsibility; the interests of children take priority over commercial considerations.

We operate a culture of openness, challenge and prompt escalation.

We will not knowingly place a worker where required suitability checks are missing, unsatisfactory or incompatible with the proposed role.

We listen to concerns from schools, workers, children, families and other professionals and act without delay.

We cooperate fully with schools, colleges, local authorities, the police and safeguarding partners.

2. Scope and Legal Status

This is U-Educate's agency safeguarding policy, not the child protection policy of a school or independently registered education provision. It applies to recruitment consultants, directors, compliance staff, administrators, candidates, supply teachers, tutors, teaching assistants, temporary staff, contractors and other workers supplied to education settings. It applies to agency-managed tutoring or outreach only where U-Educate is contractually responsible for those services; separate operational safeguarding arrangements must be agreed before such delivery.

Host schools and colleges retain their statutory duties for safeguarding pupils, on-site supervision, DSL arrangements, school safeguarding records and their Single Central Record.

U-Educate is responsible for its own safer recruitment process, accurate written vetting assurances, reporting and cooperating with investigations, and action regarding workers it employs or supplies.

The allocation of operational responsibilities must be confirmed in each client agreement; contractual arrangements do not displace legal safeguarding duties.

3. Legislative and Guidance Framework

This policy is informed by KCSIE 2026 (especially Parts One, Three and Four), Working Together to Safeguard Children 2026, the Children Acts 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 where applicable, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, the Rehabilitation of Offenders Act 1974 (Exceptions) Order as applicable, and the Conduct of Employment Agencies and Employment Businesses Regulations 2003. U-Educate will also follow

current DBS, barred-list, teacher prohibition and relevant local safeguarding procedures. The legal duties imposed directly on schools are distinguished from agency duties; U-Educate adopts appropriate KCSIE practices as a recruitment safeguarding standard.

4. Leadership and Accountability

Directors hold overall responsibility for ensuring adequate safeguarding governance, staffing, training and quality assurance. Adam Gray, Agency Safeguarding Lead (ASL) coordinates concerns and liaison with client DSLs, LADOs and statutory agencies; an identified deputy covers absence.

Director: ensure accountability, independent escalation for concerns about senior staff, and timely statutory referrals where legally required.

ASL: receive concerns, maintain confidential case logs, decide and document escalation, coordinate with school DSLs and LADO, and review patterns.

Compliance Lead: verify checks, maintain candidate files and placement assurance records, and stop placements where required checks are outstanding.

Recruitment consultants: disclose accurate candidate information, verify placement requirements, report all safeguarding issues immediately and avoid unilateral investigation.

Agency workers: follow host safeguarding policy and U-Educate reporting arrangements, including immediate reporting to the school DSL.

5. Safeguarding Awareness and Training

All internal employees receive role-appropriate safeguarding induction before managing placements. Personnel supplied to schools must read KCSIE 2026 Part One in full, understand the host school's safeguarding and child protection procedures, and know how to contact the school DSL. U-Educate will obtain and record the required confirmations and training evidence as appropriate to role.

Agency recruitment and compliance teams must understand Part Three (safer recruitment) and Part Four (adult allegations), as relevant to their duties.

Training includes recognising abuse and neglect, child-on-child harm, online harms, exploitation, radicalisation, SEND-related barriers, disclosures, information sharing and professional boundaries.

Provide annual safeguarding refreshers and updates when legislation, KCSIE or local procedures change; keep completion records.

The Part One overview is a useful reference but does not replace reading Part One in full.

6. Recognising Harm and Responding to Disclosures

Safeguarding concerns may arise from a school report, an agency worker, a candidate disclosure, a pupil, a parent, a colleague, social media or a compliance check. Risks include physical, emotional or sexual abuse, neglect, child-on-child abuse, exploitation, domestic abuse, coercive control, discriminatory abuse, harmful sexual behaviour, online grooming and AI-generated abusive or sexualised imagery.

Listen calmly; do not promise secrecy, ask leading questions or investigate.

Record the facts, child's words where possible, date, time, people involved and immediate action.

Where a child is in immediate danger call 999; otherwise alert the host school DSL immediately and notify U-Educate's ASL without delay.

Where the host DSL is unavailable, or urgent safeguarding action is needed, contact local authority children's social care and/or police directly; inform the school and ASL as soon as safe.

Never assume another person has made a referral.

7. Safer Recruitment and Selection

Safeguarding is embedded in job advertising, applications, interviews, references, checks, selection and assignment. Candidate suitability must be assessed for the precise role and setting, including the nature of regulated activity, supervision, age group, specialist needs and location.

Use application history and structured interviews to examine suitability, safeguarding awareness, unexplained gaps and reasons for leaving roles.

Verify identity, right to work, qualifications and professional status where relevant; seek appropriate employment references and clarify concerns.

Conduct appropriate DBS checks, including children's barred-list checks only where legally eligible and required; assess update-service information only with required consent and entitlement.

Check teacher prohibition status and any relevant restrictions or section 128 directions where the role and statutory rules require them.

Consider additional overseas checks and professional references where overseas work or residence makes this necessary.

Undertake publicly available online searches where appropriate and proportionate, with transparency and a fair opportunity to discuss any concerns.

Keep evidence of decisions and escalation; never treat a clear DBS certificate alone as proof of full suitability.

8. Clearance and Placement Authorisation

No worker will be released for a placement involving unsupervised regulated activity until all checks required for that role have been completed satisfactorily and the client has received accurate written assurance. Any legally permissible exceptional arrangements involving outstanding checks must be explicitly agreed with the client, supported by a documented risk assessment, and must not breach barred-list or regulated-activity restrictions.

Maintain a role-specific clearance checklist and signed authorisation.

Confirm worker identity to the school; provide check dates, DBS information and relevant assurances in the format required by KCSIE and the client agreement.

Tell the client promptly about any restrictions, changes or concerns affecting suitability, sharing only lawful and necessary information.

Require the host school to check the worker's identity on arrival and provide local safeguarding induction.

Maintain an agency vetting register; this does not replace the school's statutory Single Central Record.

9. Assignment Handover and Host School Responsibilities

Before a placement, U-Educate confirms the role, school, safeguarding contact, reporting arrangements, supervision expectations and any relevant restrictions. The host setting remains responsible for local induction, pupil safety, risk assessments, school policies, filtering and monitoring, attendance, and child protection case management.

Workers must know the DSL/deputy and how to report concerns, including out of hours where relevant.

Workers must comply with the host school's code of conduct, behaviour, online safety, physical intervention and confidentiality policies.

U-Educate will seek feedback and respond promptly to any concerns about conduct, performance or safeguarding suitability.

Where placements involve alternative provision, one-to-one tutoring, transport, remote teaching or home visits, additional safeguarding responsibilities and risk controls must be agreed in writing before work starts.

10. Safeguarding Concerns About Children – Reporting Procedure

An agency worker who identifies a child protection concern must act in line with the host setting's child protection policy and report without delay to the host DSL or deputy. The worker must also notify U-Educate's ASL promptly, sharing only the information necessary to enable U-Educate to meet its safeguarding responsibilities.

Immediate danger: call 999 and take proportionate protective action.

Non-emergency concern: contact host DSL immediately; record on the host system according to school instructions and notify the ASL.

If the host response is inadequate or delayed: escalate to the headteacher, local authority children's social care or police as appropriate; document actions.

The agency will keep its own restricted record of its actions and liaison; it will not routinely duplicate the child's full school safeguarding file.

Concerns about children must never be withheld to protect a client relationship or worker placement.

Regional Safeguarding Contact Directory

U-Educate maintains a regional directory of Children's Social Care and Local Authority Designated Officer (LADO) contact details for Hampshire, the South Coast and the Midlands. This directory is provided in Appendix C and must be consulted when making referrals or escalating safeguarding concerns.

11. Allegations About Agency Workers – Harm Threshold

Where a school or U-Educate receives an allegation that an agency worker has harmed or may have harmed a child, possibly committed a relevant criminal offence, behaved in a way indicating risk of harm, or behaved in a way indicating they may not be suitable to work with children, the receiving organisation must immediately alert its designated case manager and cooperate with the LADO process under KCSIE Part Four.

The school and U-Educate must work together; neither should independently investigate or simply end an assignment to avoid an allegation process.

The school normally leads its setting's initial allegation response and LADO liaison; U-Educate must contact the LADO itself if necessary to ensure timely action, particularly where the school has not done so.

U-Educate must promptly consider whether the worker should be withheld from assignments pending advice and risk assessment; suspension is not automatic.

Preserve records, consult police/children's social care where appropriate, maintain confidentiality and record decisions and outcomes.

Determine any DBS referral duty where the legal conditions are met and make referrals to the Teaching Regulation Agency where appropriate.

Where an allegation meets, or may meet, the harm threshold outlined in KCSIE 2026 Part Four, U-Educate will ensure that the relevant Local Authority Designated Officer (LADO) is consulted without delay and within one working day of the allegation coming to the attention of the designated case manager. U-Educate will coordinate with the host school's designated case manager to avoid duplication and ensure that all necessary safeguarding actions are undertaken. Where the host setting has not acted appropriately, U-Educate will escalate the concern directly.

12. Low-Level Concerns and Patterns of Conduct

A low-level concern is conduct inconsistent with the staff code of conduct that does not meet the harm threshold. Examples include inappropriate familiarity, boundary breaches, favouritism, unapproved communication, use of personal devices or concerning remarks. Concerns must not be ignored because an individual is temporary or supplied through an agency.

Workers must report concerns to the host school under its policy and to U-Educate's ASL.

The ASL must agree with the school who records, reviews and manages the concern, and retain an appropriate agency record.

Review recurring concerns across multiple placements; patterns may elevate the risk or meet the harm threshold.

Provide proportionate feedback, support, training, restrictions or disciplinary action as appropriate; escalate where necessary.

13. Professional Boundaries and Digital Safety

Agency workers must maintain professional boundaries in person and online. No personal messaging, social-media contact, unauthorised photography, inappropriate relationships, discriminatory conduct or personal storage of pupil information is

permitted. Workers must follow school rules on mobile phones, safeguarding software, approved platforms and recording.

Do not upload identifiable pupil or safeguarding data into unapproved AI tools.

Do not create, view unnecessarily, download, forward or share suspected illegal child sexual abuse imagery, including AI-generated material; report immediately and follow DSL/police instructions.

Use only school-authorised systems for remote tutoring and record/report incidents through agreed channels.

Report online filtering or monitoring failures to the school DSL and relevant IT lead.

14. Whistleblowing and Escalation

Any staff member or agency worker may raise concerns about unsafe recruitment, falsified checks, poor safeguarding practice, a client school's response, misconduct or failures to escalate. Concerns about the ASL go to the nominated Director; concerns about that Director go to an alternative Director or an external authority as appropriate.

No worker will be penalised for raising a genuine concern in accordance with whistleblowing law and policy.

If internal reporting is unsafe or ineffective, staff may seek advice from the NSPCC Whistleblowing Advice Line (0800 028 0285) or the appropriate statutory authority.

Safeguarding concerns requiring urgent statutory referral must not wait for a whistleblowing investigation.

15. Confidentiality, Information Sharing and Data Protection

U-Educate will process candidate, worker and safeguarding data lawfully, fairly, securely and only for specified purposes. Safeguarding information may be shared without consent where there is a lawful basis and sharing is necessary to protect a child. Data protection is not a barrier to appropriate safeguarding action.

Restrict access to safeguarding and vetting records to authorised staff.

Separate safeguarding allegation records from general recruitment notes where practicable and follow retention schedules.

Keep DBS certificate information only as long as permitted and necessary; record check outcomes and relevant metadata rather than retaining copies unnecessarily.

Transfer information securely, verify recipients, record the reason and legal basis for significant disclosures, and report data breaches.

Never disclose confidential allegation details beyond those who need them to safeguard or fulfil lawful obligations.

16. Prevent, Equality and Additional Vulnerability

U-Educate expects workers to follow the host setting's Prevent procedures, report concerns about radicalisation and challenge discrimination. Recruitment and safeguarding decisions must be fair, evidence-based and consistent with the Equality Act 2010. Staff must recognise additional disclosure barriers for children with SEND, communication needs, care experience, disrupted education or other vulnerabilities.

17. Quality Assurance and Monitoring

The Directors and Compliance Lead will review safeguarding recruitment effectiveness and implement corrective action. Quality assurance should include regular file sampling, pre-placement clearance audits, checking references and DBS entitlement, reviewing school feedback, training completion, allegation handling, safeguarding referrals and repeated low-level concerns.

Undertake at least quarterly documented safeguarding and compliance review meetings.

Review a sample of candidate files and written school assurances monthly; document remedial actions and deadlines.

Ensure an independent escalation route for concerns about senior leadership.

Review this policy at least annually, following significant incidents or changes in guidance, and share updates with staff and workers.

18. Breaches, Referrals and Review

Breaches may lead to retraining, restrictions, removal from assignments, disciplinary action, termination of engagement, or referrals to the LADO, DBS, TRA or police where required. Decisions must be fair, proportionate, documented and consistent with contractual and legal obligations. The policy is reviewed in September 2027 or sooner if required.

Appendix A – Immediate Safeguarding Response

1. CHILD AT IMMEDIATE RISK → Call 999; ensure immediate safety.

2. REPORT → Tell the host school DSL/deputy immediately; contact children's social care directly where necessary.

3. NOTIFY → Inform U-Educate Agency Safeguarding Lead promptly.

4. RECORD → Factual account, times, actions, decisions and recipients, using approved secure systems.

5. FOLLOW UP → Confirm receipt, challenge delays, cooperate with school and statutory agencies.

Appendix B – Allegation Against an Agency Worker

Receive concern → protect child and preserve information → immediately inform school case manager and U-Educate ASL.

Consider harm threshold → consult LADO promptly, before undertaking an internal investigation where threshold may be met.

Agree interim worker deployment/supervision measures → cooperate with LADO/police and school.

Record outcome → assess DBS/TRA duties, candidate suitability and future placement restrictions.

Appendix C – U-Educate Safeguarding Contacts and Escalation Arrangements

Responsibility	Named contact	Contact details
Agency Safeguarding Lead (ASL)	Adam Gray	0121 796 0990 / adam@u-educate.co.uk
Deputy ASL / Out-of-Hours Escalation	Christian Brown	0121 796 0990 / chris@u-educate.co.uk
Director responsible for allegations concerning the ASL	Christian Brown	0121 796 0990 / chris@u-educate.co.uk
Alternative Senior Leadership Escalation Contact	Jack Kendall	02392 004587 / jack@u-educate.co.uk
Host School Designated Safeguarding Lead	Named DSL of the receiving school or education setting	Confirmed before each placement

Independent Safeguarding Escalation

Where a safeguarding concern or allegation involves the Agency Safeguarding Lead, the matter must be reported directly to Christian Brown.

Where concerns involve Christian Brown, or where there is a potential conflict of interest involving senior leadership, the matter must be escalated to Jack Kendall.

Where internal reporting is inappropriate, compromised or ineffective, staff may contact the relevant Local Authority Designated Officer (LADO), children's social care or police directly, as appropriate.

All allegations that meet, or may meet, the harm threshold must be managed in accordance with KCSIE 2026 Part Four, including timely consultation with the relevant LADO.

U-Educate will ensure that safeguarding concerns are handled impartially, confidentially and without unnecessary delay.

Hampshire and South Coast

These are the principal contacts for U-Educate's Hampshire placements. Hampshire County Council, Southampton City Council and Portsmouth City Council have separate safeguarding arrangements.

Local authority	Children's Social Care	LADO
Hampshire County Council	01329 225379 (professional line)	Hampshire LADO referral form
Southampton	023 8083 2300 (professionals)	023 8091 5535 / 07500 952037
Portsmouth	023 9268 8793 (MASH)	023 9288 2500

Additional contact details:

- Hampshire Children's Social Care: csprofessional@hants.gov.uk; out of hours 0300 555 1373.
- Southampton LADO: LADO@southampton.gov.uk.
- Portsmouth MASH: Mash@portsmouthcc.gov.uk; LADO: LADO@portsmouthcc.gov.uk; out of hours 0300 555 1373.

Midlands – Children's Social Care

The following directory covers the principal West Midlands authorities and neighbouring areas relevant to education recruitment.

Local authority	Children's Social Care telephone
Staffordshire	0300 111 8007
Birmingham	0121 303 1888
Coventry	024 7678 8555
Solihull	0121 788 4300
Warwickshire	01926 414144
Walsall	0300 555 2866
Wolverhampton	01902 555392
Sandwell	0121 569 3100

Dudley	0300 555 0050
Worcestershire	01905 822666
Stoke-on-Trent	01782 235100
Shropshire	0345 678 9021
Telford & Wrekin	01952 385385
Herefordshire	01432 260800

Midlands – Local Authority Designated Officers (LADO)

Local authority	**LADO contact details**
Staffordshire	0300 111 8033; Online LADO referral
Birmingham	0121 675 1669; ladoteam@birminghamchildrenstrust.co.uk
Coventry	lado@coventry.gov.uk
Solihull	07795 128638; lado@solihull.gov.uk
Warwickshire	01926 745376; lado@warwickshire.gov.uk
Worcestershire	01905 846221; lado@worcestershire.gov.uk; Referral portal

Emergency police: 999 | Non-emergency: 101 | NSPCC whistleblowing: 0800 028 0285

Appendix D – Candidate Placement Safeguarding Checklist

☐ Identity verified and right to work established

☐ References and employment history reviewed; gaps explored

☐ Qualifications/professional status verified where required

☐ DBS level and barred-list entitlement assessed; required checks completed

☐ Teacher prohibition / section 128 / overseas checks where applicable

☐ KCSIE 2026 Part One reading and safeguarding training confirmed

☐ Role, setting, supervision and safeguarding reporting arrangements confirmed

☐ Written suitability assurance supplied to host school

☐ Worker instructed to attend school induction and present ID

☐ Final compliance authorisation recorded before placement

Appendix E – Staff Acknowledgement

I confirm that I have read this policy, understand the safeguarding reporting routes and will comply with U-Educate's safer recruitment and safeguarding requirements.

Name: _____ Role: _____

Signature: _____ Date: _____

Reference Documents

Department for Education: Keeping Children Safe in Education 2026 (in force 1 September 2026) – https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Department for Education: Working Together to Safeguard Children 2026 – https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Relevant DBS guidance, local safeguarding partnership procedures and U-Educate Safer Recruitment / Data Protection / Allegations / Whistleblowing policies.