

South West Learning- Safeguarding and Child Protection Policy

Introduction and Purpose

South West Learning is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults.

We recognise our moral and statutory duty under Section 175 of the Education Act 2002, the Children Acts 1989 and 2004, and the principles of Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (KCSIE 2025).

This policy applies to all staff, employees, contractors, and tutors working on behalf of South West Learning across schools, local authority placements, home environments, community settings, and private tuition.

Safeguarding is everyone's responsibility. Every member of staff, regardless of role or seniority, plays an active part in protecting children and young people from harm and ensuring they receive safe and effective care.

The purpose of this policy is to:

- Protect children and vulnerable adults who receive South West Learning's services.
- Provide staff with the framework they need to keep children and adults safe.
- Ensure consistent and effective safeguarding procedures across all service contexts.

Policy Statement

South West Learning believes that the welfare of children and vulnerable adults is paramount. We are committed to creating a culture of vigilance, openness, and accountability in which children and young people feel safe, respected, and supported to achieve their potential.

We will act promptly and effectively on all safeguarding concerns, ensure robust and consistent safeguarding practices. We will empower staff through training, supervision, and clear procedures and work in partnership with schools, parents, carers, and statutory agencies to promote the welfare of all learners.

Leadership and Governance of Safeguarding

Safeguarding and child protection are led at the highest level of the organisation.

Designated Safeguarding Lead (DSL)



- **DSL:** Emma Radford
- **Deputy DSL:** Eleanor Hoggett – champions safeguarding and supports the DSL

Safeguarding Contact: info@southwestlearning.co.uk (flag URGENT for immediate concerns)

Role of the DSL and DDSL (as required by *KCSIE 2025, Part Two*):

Responsibilities include:

- Managing safeguarding referrals to Children's Social Care, the Multi-Agency Safeguarding Hub (MASH) or Front Door, and other agencies.
- Following up with MASH/Front Door if no notification or outcome is received.
- Liaising with schools, local authorities, and statutory bodies.
- Managing safeguarding concerns and referrals to Children's Social Care (*Children Act 1989, Section 47*) or Adult Social Care.
- Maintaining accurate and confidential safeguarding records.
- Policy oversight and annual review
- Safer recruitment oversight
- Ensuring relevant safeguarding/welfare information and files are transferred securely to further education settings when a learner moves on.
- Overseeing induction, staff training, and refresher sessions (See SWL induction policy).
- Ensuring all safeguarding concerns are properly recorded, escalated, and monitored on central staff record.

Availability

The DSL (or a Deputy) will be available to staff at all times during working hours when children or young people are being supported. Where the DSL is unavailable, the Deputy DSL will act on their behalf.

Supervision and Professional Development

The DSL and Deputy will also have access to **Continuous Professional Development (CPD)** opportunities and advanced safeguarding training at least every two years, with annual updates.



Staff Roles, Responsibilities, and Training

Safeguarding is everyone's responsibility.

All staff working with children and young people at South West Learning will:

- Understand and uphold their duty to safeguard and promote the welfare of children.
- Read and understand at least Part 1 of KCSIE 2025.
- Be aware of this Safeguarding and Child Protection Policy and related procedures.
- Know who the DSL and Deputy are and how to contact them.
- Recognise that children may not feel ready or know how to disclose abuse, exploitation, or neglect, and that their experiences may not be recognised as harmful.
- Recognise that abuse, neglect, and safeguarding issues are rarely standalone events and often occur in combination.
- Understand that safeguarding concerns may arise outside the home such as in the community, school, or provision settings.
- Recognise that children and young people can abuse peers, both inside and outside educational settings, and that all sexually harmful or inappropriate behaviour must be challenged, recorded, and never dismissed as insignificant.
- Recognise indicators of poor mental health and know how to identify children in need of extra support.
- Understand Early Help, know how to identify families who may benefit, and know how to refer to appropriate support.
- Recognise that repeated or prolonged absence from education may indicate safeguarding concerns.
- Understand the impact of technology as a significant factor in safeguarding and wellbeing.
- Know the procedure for reporting concerns about colleagues or others working within the provision.
- Adopt an attitude of "it could happen here", ensuring vigilance and professional curiosity at all times.
- Recognise that no single practitioner can have a full picture of a child's circumstances — sharing information early is essential for effective safeguarding.
- Understand that data protection laws (Data Protection Act 2018 and UK GDPR) do not prevent the sharing of information for the purpose of keeping children and young people safe.



All staff will complete induction training and receive annual safeguarding and child protection updates. Training compliance will be monitored by the DSL.

Recognising and Responding to Concerns

All staff must act immediately if they have any concerns about a child's welfare.

Steps include:

1. **Record** concerns in the child's own words, including time, date, details, and any actions taken.
2. **Do not** promise confidentiality; explain that information must be shared to ensure safety.
3. **Avoid** leading questions and offer reassurance.

Children in Schools:

- Report concerns to the school's Designated Safeguarding Lead.
- Notify South West Learning's DSL/Deputy DSL.

Children or Adults in Home/Private Tutoring:

- Report concerns directly to South West Learning's DSL/DDSL.

In emergencies where a person is in immediate danger, contact the police (*Children Act 1989, Section 46*).

If a referral has been made and no response or outcome is received, the DSL or Deputy will follow up with MASH or the relevant agency to ensure action has been taken.

Information Sharing and Record Keeping

- Safeguarding records will be factual, accurate, and securely stored.
- Information will only be shared on a need-to-know basis.
- All safeguarding information will be retained and transferred securely to new educational settings.
- Records will be held in accordance with the Data Protection Act 2018 and UK GDPR.
- The DSL is responsible for maintaining the central safeguarding record and ensuring compliance.

Multi-Agency Working

South West Learning works proactively with local safeguarding partnerships and statutory agencies to identify, assess, and respond to risks as early as possible.

We will share information in line with statutory requirements and follow local procedures to contribute effectively to multi-agency safeguarding plans.

Monitoring, Review, and Communication

This policy is shared with all staff, contractors, and partners at induction and made available on request to schools, parents, and clients.

It will be reviewed annually, or sooner if statutory updates or local safeguarding guidance change.

Date Approved: October 2025

Date for Review: October 2026

Designated Safeguarding Lead: Emma Radford

Deputy DSL: Eleanor Hoggett

Safeguarding Email: info@southwestlearning.co.uk