



## Safeguarding and Child Protection Policy For Educational Consultancy Work

### 1. Policy Statement

As director of an education consultancy, Ruth Swailes is fully committed to safeguarding and promoting the welfare, safety and wellbeing of all children and young people with whom she works.

All staff understand statutory responsibilities under Keeping Children Safe in Education (KCSIE) 2024, the Children Act 1989 & 2004, Working Together to Safeguard Children (2023/24), the EYFS Statutory Framework (2024) and relevant local safeguarding partnership procedures. Any consultants subcontracted to work for Assure Education are required to adhere to this policy.

Safeguarding is everyone's responsibility. Partner schools/settings/ companies are expected to maintain robust safeguarding policies and procedures. Assure's work will always uphold these standards.

The nominated safeguarding lead is Ruth Swailes

### 2. Scope

This policy applies to all consultancy activities undertaken in schools, nurseries, MATs, early years settings, coaching/mentoring sessions, training, audits, online or in-person meetings, and any engagement where staff may come into contact with children, staff or confidential information.

### 3. Principles

- The welfare of the child is paramount.
- All children have an equal right to protection.
- Early help is vital.
- Professional curiosity guides my interactions.



- Information is shared lawfully in line with GDPR.
- Staff maintain professional boundaries at all times.

#### 4. Roles and Responsibilities

##### 4.1 Responsibilities as an educational consultant:

- Adhere to this safeguarding and child protection policy and the policies of the school/setting where working.
- Ensure familiarity with DSL procedures of each organisation.
- Report concerns immediately to the DSL.
- Maintain current safeguarding training.
- Hold an enhanced DBS with children's barred list check.
- Follow confidentiality and data protection guidelines.
- Maintain professional conduct.

##### 4.2 Responsibilities of partner schools/settings:

- Provide safeguarding policies.
- Provide DSL contact details.
- Ensure the consultant's role is understood by staff.
- Share contextual safeguarding information where relevant.

#### 5. Procedures for Responding to Safeguarding Concerns

##### 5.1 Recognising concerns:

Concerns may arise from observations, discussions, disclosures, or online activity.

##### 5.2 If a child discloses:

- Listen carefully.
- Do not promise confidentiality.
- Reassure the child.
- Record factually.
- Inform the DSL immediately.

### 5.3 Reporting concerns:

- Verbal report immediately.
- Written report via the school system.
- Escalate if concerns remain about a child's safety.

### 6. Record Keeping:

- Records are be factual, dated and signed.
- Temporary notes destroyed once transferred.

### 7. Safer Working Practice:

- Maintain boundaries.
- Avoid being alone with a child unless risk-assessed.
- No personal device use for photos.
- Professional dress and behaviour.
- Use secure online platforms only.

### 8. Online Safety and Digital Conduct

- No private communication with children.
- Remove identifying child information.
- Follow GDPR legislation.

#### 9. Allegations Against the safeguarding lead.

- Report immediately to DSL/headteacher.
- Cooperate with LADO processes.
- Keep confidentiality.

#### 10. Prevent Duty

Report concerns relating to radicalisation to the DSL.

#### 11. Confidentiality and Information Sharing

Information is shared on a need-to-know basis in a child's best interest.

#### 12. Training

- Annual safeguarding updates.
- Full safeguarding every 3 years.
- Prevent training.
- CPD relating to SEND, online safety, early help.

#### 13. Review

Reviewed annually or sooner if legislation changes.

Next review: 1 September 2026.

#### 14. Contact Information (to be completed per setting):

- DSL:
- Deputy DSL:
- Headteacher:

- Local Safeguarding Partnership:
- LADO:

## **Sub-Contracting and Safer Recruitment of Associates**

On occasion, I work with, or commission, associate consultants or sub-contractors to deliver elements of training, advisory work, audits, research or project support. Where sub-contractors are engaged, Ruth Swailes remains responsible for ensuring that safeguarding standards are upheld at all times.

### **15.1 Commitment to Safer Recruitment**

Assure is committed to ensuring that any individual sub-contracted to undertake work on behalf of the company is suitable to work in educational environments. Safer recruitment principles equivalent to those expected of schools and MATs are applied, including:

- Verification of **identity**
- Verification of **right to work in the UK**
- Obtaining and checking an **enhanced DBS certificate with children's barred list check** (or obtaining written confirmation from a commissioning school/MAT that they have seen appropriate checks)
- Taking up **professional references** where relevant
- Confirming appropriate **qualifications, experience and professional registration** (where applicable)
- Ensuring sub-contractors have **up-to-date safeguarding training** compliant with *KCSIE (2024)* and *Working Together (2023)*
- Assessing any **online presence or conduct concerns**, where relevant to safeguarding or professional reputation
- Maintaining a **sub-contractor safeguarding risk assessment record**

No sub-contractor will be deployed to work in a school, early years setting or MAT without satisfactory completion of these checks.

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### **15.2 Responsibilities of Sub-Contractors**



All sub-contractors engaged to work on Assure's behalf must:

- Follow **this safeguarding policy**
- Adhere to the **safeguarding and reporting procedures** of the commissioning school or setting
- Report any safeguarding concern **immediately** to the DSL
- Maintain **professional boundaries** and follow *Safer Working Practice* guidance
- Use only approved and secure systems for data handling
- Agree not to retain or remove any personal data, photographs or identifying information relating to children
- Inform Ruth Swailes immediately if they become subject to any investigation, allegation or circumstance that might affect their suitability to work with children

Sub-contractors must sign a **Safeguarding and Professional Conduct Agreement** before undertaking any work.

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### 15.3 Ongoing Quality and Compliance Monitoring

To ensure continued compliance:

- Assure maintains an internal **Single Central Record (SCR)** for sub-contractors
  - DBS certificates are **rechecked every three years**, or sooner if concerns arise
  - Evidence of safeguarding training is updated annually
  - Feedback from schools/MATs is reviewed to ensure safe and professional practice
  - Any concerns about a sub-contractor's conduct or suitability lead to **immediate suspension of deployment** while matters are investigated
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### 15.4 Reporting Concerns About a Sub-Contractor

If a concern is raised regarding the conduct or suitability of a sub-contractor:

1. The commissioning school/setting will be notified immediately.
2. The sub-contractor's access to settings will be suspended pending clarification.



3. We will follow **Part 4 of KCSIE** and contact the **Local Authority Designated Officer (LADO)** where the threshold is met.
4. Records will be kept securely in accordance with GDPR and safeguarding expectations.