

Safeguarding and Child Protection Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

Author	Version No	Date Approved	Review Date
Clay Calder	V1.0	January 2026	January 2027

Table of Contents

1. Policy Statement	3
2. Scope and Application	3
3. Legal and Statutory Framework	3
4. Definitions	4
5. Roles and Responsibilities	4
Proprietor	4
Headteacher	4
Designated Safeguarding Lead (DSL)	4
All Staff	5
6. Safer Recruitment	5
7. Recognising Abuse and Neglect	5
8. Reporting Concerns	6
9. Record Keeping	6
10. Information Sharing	6
11. Online Safety	6
12. Training and Awareness	6
13. Allegations Against Staff	7
14. Review and Monitoring	7
15. Legal Notice	7

POLICY

1. POLICY STATEMENT

Hatfield Wick Education is fully committed to safeguarding and promoting the welfare of all children and young people. We believe that safeguarding is everyone's responsibility and that all pupils have the right to be protected from harm, abuse, neglect, and exploitation.

This policy reflects our statutory duties and sets out how safeguarding is embedded in our culture, curriculum, and daily practice. All staff, volunteers, and visitors are expected to understand and adhere to this policy.

Safeguarding practice at Hatfield Wick Education is underpinned by the CARES360® framework, ensuring provision that is compassionate, autonomy-supportive, relationally safe, emotionally attuned, and consistently scaffolded.

2. SCOPE AND APPLICATION

This policy applies to:

- All pupils attending Hatfield Wick Education
- All staff, including supply staff and peripatetic staff - Volunteers, contractors, governors, and visitors

This policy should be read in conjunction with related safeguarding documentation including (but not limited to):

- Child Protection Procedures
- Staff Code of Conduct
- Safer Recruitment Policy
- Behaviour Policy
- Anti-Bullying Policy
- Online Safety Policy
- Whistleblowing Policy

3. LEGAL AND STATUTORY FRAMEWORK

This policy has regard to, and is informed by, the following:

- Keeping Children Safe in Education (latest statutory guidance)
- Working Together to Safeguard Children

- Children Act 1989 and Children Act 2004
- Education Act 2002
- Independent School Standards (Part 3)
- Equality Act 2010
- Human Rights Act 1998
- Prevent Duty Guidance

4. DEFINITIONS

4.1 **Safeguarding and promoting the welfare of children** is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

4.2 **Child protection** refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

5. ROLES AND RESPONSIBILITIES

Proprietor

The Proprietor has overall responsibility for ensuring that safeguarding arrangements at Hatfield Wick Education comply with statutory requirements and are effective. The Proprietor is Hatfield Wick Education Ltd, acting through its Board of Directors.

Headteacher

The Headteacher is responsible for:

- Ensuring safeguarding policies and procedures are implemented consistently
- Ensuring all staff receive appropriate safeguarding training
- Ensuring concerns are acted upon promptly

Designated Safeguarding Lead (DSL)

Our Designated Safeguarding Lead is Katie Adams and has lead responsibility for safeguarding and child protection and will:

- Manage referrals to children's social care, the police, and other agencies

- Provide advice and support to staff
- Maintain secure safeguarding records
- Ensure staff are trained and updated regularly

Our Deputy Designated Safeguarding Lead (DDSL) is Rosie Walker and is appointed to support and act in the absence of the DSL.

All Staff

All staff are responsible for:

- Maintaining a vigilant, child-centered approach
- Reporting concerns immediately to the DSL or DDSL
- Understanding safeguarding systems and procedures
- Acting in accordance with this policy and the Staff Code of Conduct

6. SAFER RECRUITMENT

Hatfield Wick Education operates robust safer recruitment practices in line with statutory guidance. This includes:

- Enhanced DBS checks
- Verification of identity and right to work
- Qualification and reference checks
- Prohibition checks where applicable

No member of staff will be permitted to work unsupervised without appropriate checks being completed.

7. RECOGNISING ABUSE AND NEGLECT

Staff are trained to recognise the signs of abuse and neglect, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Additional safeguarding concerns include (but are not limited to):

- Child sexual exploitation (CSE)

- Child criminal exploitation (CCE)
- County lines
- Female genital mutilation (FGM)
- Radicalisation and extremism
- Peer-on-peer abuse
- Online abuse

8. REPORTING CONCERNS

All safeguarding concerns must be reported immediately to the DSL or DDSL. Staff must:

- Record concerns accurately and promptly
- Avoid investigating concerns themselves
- Maintain confidentiality on a need-to-know basis

Where a child is at immediate risk of harm, staff must contact emergency services and inform the DSL as soon as possible.

9. RECORD KEEPING

Safeguarding records are:

- Accurate, contemporaneous, and factual
- Stored securely and separately from academic records
- Shared appropriately when pupils move provision

10. INFORMATION SHARING

Information will be shared lawfully and proportionately in line with data protection legislation and safeguarding guidance. The welfare of the child is always the paramount consideration.

11. ONLINE SAFETY

Hatfield Wick Education recognises the importance of safeguarding pupils online. Appropriate filtering, monitoring, and staff supervision are in place. Pupils are taught how to keep themselves safe online as part of the curriculum.

12. TRAINING AND AWARENESS

All staff receive:

- Safeguarding induction training
- Regular safeguarding updates
- Annual safeguarding and child protection training

The DSL undertakes advanced safeguarding training and updates as required.

13. ALLEGATIONS AGAINST STAFF

Allegations against staff are managed in accordance with statutory guidance and Hatfield Wick Education's procedures. The Local Authority Designated Officer (LADO) will be contacted where required.

14. REVIEW AND MONITORING

This policy is reviewed at least annually, or sooner if required by changes in legislation or guidance.

15. LEGAL NOTICE

Company Number: 12382794

Registered Office: Unit 2 Whitelands, Terling Road, Hatfield Peverel, Chelmsford, Essex, CM3 2AG

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