



# Catherine School of London

## Safeguarding Policy

**Date:** 15 May 2025

**Review Date:** Annually or as required

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### 1. Policy Statement

Catherine School of London is committed to creating and maintaining a safe learning environment where all learners, staff, and visitors are protected from harm. We recognise our responsibility to safeguard and promote the welfare of all students in accordance with the Children Act 1989/2004, the Safeguarding Vulnerable Groups Act 2006, and the **Keeping Children Safe in Education** statutory guidance.

We aim to ensure that all learners, including those who are vulnerable or at risk, are supported to achieve their full potential in a safe and secure environment.

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### 2. Purpose

This policy sets out the principles and procedures to:

- Protect learners from abuse, neglect, exploitation, and bullying
- Ensure all staff understand their safeguarding responsibilities
- Provide clear reporting routes for concerns or disclosures
- Respond effectively and appropriately to safeguarding issues
- Comply with relevant legislation and statutory guidance

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### 3. Scope

This policy applies to:

- All learners (under 18 and vulnerable adults)
  - All staff, contractors, volunteers, and visitors
  - All learning environments and activities organised by Catherine School of London
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## 4. Legal Framework and Guidance

This policy is underpinned by key legislation and guidance including:

- Children Act 1989 and 2004
  - Working Together to Safeguard Children 2018
  - Keeping Children Safe in Education 2023
  - Safeguarding Vulnerable Groups Act 2006
  - The Prevent Duty (Counter-Terrorism and Security Act 2015)
  - Data Protection Act 2018 and UK GDPR
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## 5. Definitions

**Safeguarding:** Protecting health, wellbeing, and human rights, enabling learners to live free from abuse, harm, and neglect.

**Child Protection:** Procedures and actions to protect individual children identified as suffering or likely to suffer significant harm.

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## 6. Responsibilities

Role	Responsibility
<b>Designated Safeguarding Lead (DSL)</b>	Lead on safeguarding matters; receive and manage concerns; liaise with external agencies
<b>Deputy Safeguarding Lead(s)</b>	Support DSL and cover in their absence
<b>All Staff and Volunteers</b>	Recognise signs of abuse; report concerns immediately to DSL; undertake safeguarding training
<b>Governing Body / Senior Leadership</b>	Ensure policy implementation; allocate resources; monitor safeguarding arrangements

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## 7. Designated Safeguarding Leads

- **Lead DSL:** [Name and Contact Details]
- **Deputy DSL(s):** [Name(s) and Contact Details]

The DSLs have completed appropriate safeguarding training and receive regular updates.

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## 8. Types of Abuse and Indicators

Staff are trained to recognise signs of:

- Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Neglect
  - Bullying and cyberbullying
  - Radicalisation and extremism (Prevent Duty)
  - Peer-on-peer abuse
  - Online safety risks
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## 9. Recruitment and Staff Vetting

Catherine School of London follows robust safer recruitment practices including:

- Disclosure and Barring Service (DBS) checks on staff and volunteers
  - Verification of identity, qualifications, and references
  - Clear job descriptions and safeguarding responsibilities
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## 10. Reporting and Responding to Concerns

If you suspect or witness abuse or neglect:

- **Do not delay or investigate yourself**
  - **Report immediately** to the Designated Safeguarding Lead (DSL)
  - Record your concern factually and accurately in writing
  - Maintain confidentiality—only share on a need-to-know basis
  - If the DSL is unavailable, report to the Deputy DSL or senior manager
  - If urgent and no one is available, contact the local authority children's social care or emergency services
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## 11. Handling Disclosures from Learners

If a learner discloses abuse:

- Listen carefully and calmly
- Do not promise confidentiality—explain you may need to share to keep them safe
- Reassure the learner they are taken seriously
- Record the disclosure accurately and promptly
- Report immediately to the DSL

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## 12. External Agencies and Multi-Agency Working

The school will cooperate with:

- Local Safeguarding Children Boards (LSCB) or Safeguarding Partnerships
- Social Care Services
- Police
- Health Services
- Education Authorities

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## 13. Confidentiality and Information Sharing

- Information about safeguarding concerns will only be shared with those who need to know to protect the learner
- Data will be stored securely in compliance with the Data Protection Act and GDPR
- Consent to share information will be sought unless doing so would place the learner at risk

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## 14. Training and Awareness

- All staff receive safeguarding training during induction and refresher training at least annually
- DSLs complete advanced safeguarding training every two years
- Learners receive age-appropriate safeguarding and online safety education

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## 15. Online Safety

- Safe use of technology and the internet is promoted to prevent cyberbullying, exploitation, and exposure to harmful content
- Staff and learners follow the centre's **Acceptable Use Policy**

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## 16. Prevent Duty (Counter-Terrorism)

- Staff are trained to identify and respond to signs of radicalisation and extremist behaviour
  - The centre has procedures to refer concerns under the Prevent Duty
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## **17. Monitoring and Review**

- This policy will be reviewed annually or following any significant safeguarding incident or legislative change
  - The centre will monitor safeguarding arrangements and report to senior management regularly
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## **18. Policy Approval**

**Tahir Khan/ Director**

**Date:** 15 May 2025