

Safeguarding Policy and Procedure for Illuminate You, Lifelong Learning Lodge

Policy Name: Safeguarding and Child Protection Policy

School Name: Illuminate You, Lifelong Learning Lodge

Policy Date: 09.11.2025

Policy Lead: Designated Safeguarding Lead (DSL)

Approved by: Committee

1. Introduction

At **Illuminate You, Lifelong Learning Lodge**, we are committed to ensuring the safety and well-being of all our students. We recognize our duty to protect students from harm, abuse, and neglect and to promote a safe and nurturing learning environment. This policy adheres to **The Education (Independent School Standards) Regulations 2014** and the **Keeping Children Safe in Education (KCSIE)** guidance.

2. Purpose

The purpose of this policy is to ensure that all members of the school community—staff, students, governors, and visitors—are aware of their safeguarding responsibilities and that procedures are in place to respond effectively to any concerns about student welfare.

3. Scope

This policy applies to all staff (including temporary staff, volunteers, and committee members), students, parents, visitors, and contractors who engage with the school, whether on premises or during external school activities.

4. Legal Framework

This policy is informed by the following legislation and statutory guidance:

1. [The Education \(Independent School Standards\) Regulations 2014](#) (Part 3: Welfare, Health, and Safety of Pupils)
2. [Keeping Children Safe in Education \(KCSIE\)](#)
3. [Working Together to Safeguard Children \(2018\)](#)
4. [The Children Act 1989 and 2004](#)
5. [The Education Act 2002 \(Section 175\)](#)
6. **Equality Act 2010**

5. Key Definitions

- **Safeguarding:** The process of protecting children from harm, abuse, and neglect, ensuring their health, safety, and well-being.
- **Child Protection:** Part of safeguarding focused on protecting children from specific forms of abuse.
- **Abuse:** Includes physical, emotional, sexual abuse, and neglect as defined in **Keeping Children Safe in Education (KCSIE)**.

6. Roles and Responsibilities

6.1. Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Implementing and promoting safeguarding policies.
- Coordinating safeguarding training for staff.
- Acting as the point of contact for concerns about student welfare.

- Referring cases to external agencies, such as Children's Social Care, when appropriate.

6.2. All Staff

All staff at **Illuminate You, Lifelong Learning Lodge** are expected to:

- Familiarize themselves with **Part 1 of Keeping Children Safe in Education (KCSIE)**
- Attend safeguarding training on an annual basis.
- Remain vigilant to any concerns about a child's welfare and report them to the DSL immediately.
- Adhere to the school's whistleblowing policy in the event of any concerns regarding the behaviour of other staff members.

6.3. Committee

The Committee ensures compliance with safeguarding regulations, including:

- Appointing a DSL and ensuring adequate training and resources for safeguarding.
- Regularly reviewing safeguarding policies and procedures to ensure their effectiveness.

7. Safeguarding Procedures

7.1. Identifying and Reporting Concerns

All staff must be able to recognize signs of abuse, including:

- **Physical abuse:** Unexplained injuries or bruising.
- **Emotional abuse:** Excessive criticism or a lack of emotional support.
- **Sexual abuse:** Inappropriate behaviour, knowledge, or language for the child's age.
- **Neglect:** Failure to meet a child's basic needs, including adequate food, clothing, or supervision.

If any staff member has concerns:

- Report them immediately to the DSL.
- Record concerns on the safeguarding concern form, ensuring details are accurate and timely.

- The DSL will then assess the situation and decide if a referral to external agencies is needed, in line with **Working Together to Safeguard Children (2018)**.

7.2. Managing Allegations Against Staff

If an allegation is made against a member of staff:

- The Headteacher or Chair of Governors must be notified immediately.
- The school will follow procedures set out in **Part 4 of KCSIE 2024**, which includes liaising with the **Local Authority Designated Officer (LADO)**.
- The accused staff member may be suspended, depending on the nature of the allegation and the advice of external agencies.

7.3. Confidentiality and Information Sharing

All safeguarding records are treated with confidentiality and only shared on a need-to-know basis. The school will share information with external safeguarding partners in line with **KCSIE 2024** and **Data Protection Act 2018** requirements.

7.4. Online Safety

The school follows its **E-safety Policy**, ensuring that students are protected from online risks such as cyberbullying, grooming, and inappropriate content.

8. Training and Awareness

8.1. Staff Training

- All staff will receive annual safeguarding training, aligned with **KCSIE 2024** and **The Education (Independent School Standards) Regulations 2014**.
- The DSL and deputy DSL(s) will receive enhanced safeguarding training to effectively manage their responsibilities.

8.2. Student Education

The school integrates safeguarding into the curriculum through PSHE and other subjects, educating students on topics such as safe relationships, online safety, and recognizing abuse.

9. Safer Recruitment

The school adheres to safer recruitment guidelines, ensuring that all staff, volunteers, and governors undergo appropriate background checks, including:

- Enhanced DBS checks.
- Barred list checks.
- Taking up references and verifying qualifications.
- Safer recruitment processes as outlined in **Part 3 of The Education (Independent School Standards) Regulations 2014** and **KCSIE 2024**.

10. Whistleblowing

Staff are encouraged to raise concerns about unsafe practices or the behaviour of colleagues through the school's whistleblowing procedures, in line with **KCSIE 2024**. Staff are reassured that concerns will be treated confidentially.

11. Record Keeping

- The DSL maintains secure records of all safeguarding concerns, ensuring that they are logged and stored confidentially.
- These records are separate from a student's main file and will be shared only with relevant safeguarding authorities when necessary.

12. Monitoring and Review

- The safeguarding policy and procedures will be reviewed annually by the DSL, in conjunction with the Board of Governors, to ensure that they comply with the most up-to-date statutory guidance, including **KCSIE 2024**.
- Safeguarding reports and audits will be presented to the Committee regularly to ensure oversight and continuous improvement of safeguarding practices.

Policy Approved by:

Name _____ **Date:** _____

Position _____ **Date:** _____

Signatures

DSL _____ **Date:** _____

Headteacher _____ **Date:** _____

References to Key Legislation and Guidance

1. **The Education (Independent School Standards) Regulations 2014** (Part 3: Welfare, Health, and Safety of Pupils)
2. **Keeping Children Safe in Education (KCSIE) 2023**
3. **Working Together to Safeguard Children (2018)**
4. **The Children Act 1989 and 2004**

This Safeguarding Policy ensures that Illuminate You, Lifelong Learning Lodge complies with relevant regulations and promotes a culture of vigilance and safety, protecting all students from harm and fostering a secure learning environment.