



Child Protection Policy

1. Policy Statement

Trust Education is committed to ensuring that all children and young people with whom our staff and candidates come into contact are protected from harm. We recognise our moral and statutory responsibility to safeguard children and promote their welfare. The safety and well-being of children is always our highest priority.

2. Purpose and Scope

This policy applies to all employees, directors, and registered candidates of Trust Education. It sets out clear expectations and responsibilities for recognising, responding to, and reporting concerns about the welfare of children encountered through our work.

3. Legal Framework

This policy is based on the following statutory guidance and legislation:

- Children Act 1989 and 2004
- Education Act 2002
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (KCSIE) 2024
- Data Protection Act 2018 and UK GDPR

4. Designated Safeguarding Lead (DSL)

Trust Education has appointed the following Designated Safeguarding Lead (DSL) for the business:

Leanne O'Brien (Team Leader in South Yorkshire)

The DSL is responsible for ensuring that all child protection concerns are managed appropriately and in line with local authority procedures.

5. Definitions of Abuse

In accordance with the Children Act 1989, there are four categories of abuse:

- Physical Abuse – causing physical harm to a child
- Emotional Abuse – persistent emotional maltreatment that affects a child's emotional development
- Sexual Abuse – forcing or enticing a child to take part in sexual activities
- Neglect – persistent failure to meet a child's basic physical or psychological needs

All candidates and staff must be familiar with these definitions and alert to signs of possible abuse or neglect

6. Responsibilities of Candidates and Staff

All candidates and employees of Trust Education have a duty to protect children from harm. They must:

- Remain vigilant and report any concerns about a child's welfare immediately
- Follow the reporting procedure outlined below
- Never promise confidentiality to a child who discloses information about abuse
- Maintain professional boundaries and adhere to the Code of Conduct provided by Trust Education

7. Reporting a Concern

If a candidate or member of staff suspects that a child is being abused or neglected:

Report concerns immediately to the school's Designated Safeguarding Lead (DSL) if on placement. Inform Trust Education's DSL as soon as possible by emailing safeguarding@trust-education.co.uk

Record all details of the concern, including dates, times, witnesses, and the nature of the concern. If a child is in immediate danger, contact the police or social services without delay.

All reports must be factual, accurate, and submitted promptly.

8. Allegations Against Candidates or Staff

Any allegation that an individual working on behalf of Trust Education has harmed or poses a risk to a child must be reported immediately to the DSL. The DSL will notify the Local Authority Designated Officer (LADO) within one working day to determine the appropriate course of action. The candidate will be suspended from active work pending investigation. Referrals will be made to the Disclosure and Barring Service (DBS) or Teaching Regulation Agency (TRA) where necessary.

9. Confidentiality and Record Keeping

All child protection information will be handled sensitively and stored securely in compliance with UK GDPR. Records will include factual details, dates, and actions taken, and will be retained for a minimum of six years. Information will only be shared with authorised safeguarding professionals on a need-to-know basis.

10. Policy Review and Approval

This policy will be reviewed annually or sooner if there are updates to statutory guidance.

Policy Owner: Darren Artley and Richard Kaye, Directors

Next Review: November 2026

Approved by: Director of Trust Education