SAFEGUARDING POLICY

(Incorporating Keeping Children Safe in Education (KCSIE), Safer Recruitment, and DBS Requirements)

Policy Statement

Evolve AP Services is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We recognise our responsibility to protect individuals from harm, abuse, neglect, and exploitation, and to create a safe, supportive environment in which they can thrive.

This policy is written in line with statutory guidance, including *Keeping Children Safe in Education (KCSIE),* and incorporates robust safer recruitment procedures and DBS requirements.

This policy applies to all staff, volunteers, contractors, and partners working on behalf of Evolve AP Services.

1. Aims of the Policy

- To safeguard and promote the welfare of children, young people, and vulnerable adults
- To comply with statutory safeguarding guidance, including KCSIE
- To ensure all staff understand their safeguarding responsibilities
- To embed safer recruitment practices across the organisation
- To ensure all staff are appropriately vetted, including DBS checks
- To provide clear procedures for identifying and responding to concerns
- To ensure safeguarding arrangements are reviewed annually

2. Statutory Framework

This policy is informed by:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Relevant safeguarding legislation and local safeguarding procedures

All staff must read and understand at least Part 1 (or Annex A where appropriate) of KCSIE.

3. Scope

This policy applies to:

- Children (under 18)
- Vulnerable adults
- All staff, volunteers, and associated personnel

4. Definitions of Abuse

Abuse can take many forms, including:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Neglect
- Child-on-child abuse (including bullying, harassment, exploitation)
- Online abuse
- Criminal and sexual exploitation
- Domestic abuse
- Discriminatory abuse

Staff must remain vigilant to signs of abuse and understand that safeguarding concerns may overlap.

5. Roles and Responsibilities

5.1 All Staff and Volunteers

All staff:

- Have a duty to safeguard and promote welfare
- Must read and understand KCSIE (Part 1 or Annex A)
- Must report safeguarding concerns immediately
- Must not investigate concerns independently
- Must maintain a child-centred approach
- Must complete safeguarding training and updates

5.2 Designated Person for Safeguarding (DPS)

Evolve AP Services will appoint a trained Designated Person for Safeguarding (and deputy where appropriate).

The DPS will:

- Act as the first point of contact for safeguarding concerns
- Receive, record, and assess concerns
- Make timely referrals to external agencies
- Liaise with safeguarding partners
- Maintain secure and confidential records
- Support and advise staff
- Ensure safeguarding training is delivered
- Monitor safeguarding practice across the organisation
- Ensure policy implementation

6. Safer Recruitment

Evolve AP Services is committed to safer recruitment practices in line with KCSIE to deter, identify, and reject unsuitable individuals from working with children and vulnerable adults.

Our safer recruitment procedures include:

- Clear job descriptions and person specifications with safeguarding responsibilities included
- Safeguarding statements included in all job advertisements
- Structured interview processes that assess safeguarding knowledge and attitudes
- Verification of identity (photo ID and proof of address)
- Verification of qualifications and professional status
- Full employment history checks with explanations for gaps
- Obtaining at least two references, including the most recent employer
- Conducting online searches (where appropriate) as part of due diligence
- Ensuring interview panels include at least one member trained in safer recruitment

7. DBS Checks and Vetting

- **All staff, volunteers, and relevant personnel will undergo appropriate Disclosure and Barring Service (DBS) checks prior to commencing work**
- The level of DBS check will be appropriate to the role (including enhanced DBS checks with barred list checks where applicable)
- No individual will be allowed to work unsupervised with children or vulnerable adults until all checks are completed
- Ongoing suitability will be monitored
- A Single Central Record (SCR) of recruitment and vetting checks will be maintained where required

8. Reporting Safeguarding Concerns

All concerns must be taken seriously and acted upon promptly.

Procedure:

- If there is immediate risk of harm, contact emergency services
- Report concerns to the DPS immediately (same day)
- Record concerns accurately, including:
  - Date, time, and context
  - Exact words used
  - Observations
  - Actions taken
- Do not promise confidentiality
- Do not investigate independently

9. Information Sharing and Confidentiality

- Information will be shared on a need-to-know basis
- Safeguarding concerns take precedence over confidentiality
- Decisions will align with KCSIE and data protection legislation

10. Managing Allegations Against Staff

- Allegations will be reported immediately to the DPS or senior leadership
- Concerns involving the DPS will be escalated appropriately
- Referrals will be made to the Local Authority Designated Officer (LADO) where required
- All cases will be handled fairly, quickly, and confidentially

11. Online Safety

Evolve AP Services will:

- Promote safe use of technology
- Educate staff and service users on online risks
- Respond to online safeguarding concerns in line with KCSIE

12. Training and Awareness

- Safeguarding training will be provided at induction
- Regular refresher training and updates will be delivered
- The DPS will receive enhanced training
- All staff will be informed of annual updates to KCSIE

13. Review of Policy

This policy will be:

- Reviewed **annually** in line with KCSIE
- Updated in response to legislative or organisational changes
- Approved by senior leadership
- Next Review Date:

_____

(insert date – one year from adoption)

14. Policy Approval

Signed: _____

Name: _____

Position: _____

Date: _____

Designated Person for Safeguarding (DPS):

Name: _____

Contact Details: _____

Deputy DPS (if applicable):

Name: _____

Contact Details: _____

Key Principles

- The welfare of the child is paramount
- Safeguarding is everyone's responsibility
- A child-centred approach must be maintained
- Safer recruitment is essential to safeguarding
- All concerns must be acted upon without delay

This policy ensures that Evolve AP Services complies with *Keeping Children Safe in Education (KCSIE),* embeds safer recruitment practices, mandates DBS checks for all staff, incorporates Designated Person for Safeguarding responsibilities, and commits to annual review and continuous improvement.