



Educate-2-Aspire

HEALTH & SAFETY POLICY & PROCEDURES
September 2025

**** Policies are updated as and when needed, E2A reserves the rights to update and make changes to all policies and procedures without notice. This is to best preserve the operation of the Business. ****

1. Introduction

Educate-2-Aspire is an Alternative Provision (AP) centre based in Surrey, United Kingdom, providing personalised educational support to secondary-aged students who may present with social, emotional, and learning needs, including Autism Spectrum Disorder (ASD), Pathological Demand Avoidance (PDA), and anxiety-related challenges. Our learners require targeted support to ensure their safety, wellbeing, and consistent educational engagement.

This policy outlines Educate-2-Aspire's commitment to safeguarding and promoting the welfare of every child and young person who accesses our services. It sets out our statutory obligations, organisational principles, reporting procedures, and professional conduct requirements. All staff, contractors, and volunteers must adhere to this policy without exception.

This document is written in accordance with **Keeping Children Safe in Education (KCSIE) 2024**, the statutory guidance that governs safeguarding responsibilities for all educational settings in England.

This policy must be read in conjunction with: - **Child and Young Person Protection Policy and Procedures** - **Staff Behaviour (Code of Conduct) Policy** - **Safer Recruitment Policy** - **Behaviour and Conduct Procedures**.

2. Purpose and Scope

The purpose of this policy is to ensure that Educate-2-Aspire: - Creates and maintains an environment in which children and young people feel secure, listened to, valued, and respected. - Has clear, robust procedures for identifying, reporting, and responding to safeguarding concerns, disclosures, or allegations. - Meets all statutory safeguarding and child protection responsibilities. - Ensures that all staff understand their legal and professional obligations. - Incorporates the specific needs of students with ASD, PDA, anxiety, and other vulnerabilities when assessing risk or providing support.

This policy applies to all individuals working at or on behalf of Educate-2-Aspire, including part-time staff, sessional workers, contractors, and volunteers.

3. Statutory Framework

Educate-2-Aspire is committed to full compliance with the following legislation and statutory documents: - **Keeping Children Safe in Education (DfE, 2024)** - **Working Together to Safeguard Children (2018, updated 2023)**, **Data Protection Act 2018** and **UK GDPR**

Compliance with these documents is mandatory and underpins all safeguarding practice at Educate-2-Aspire.

4. Definitions

- **Safeguarding:** All actions taken to promote the welfare of children and protect them from harm.
- **Child Protection:** Actions undertaken when a child is suffering, or is likely to suffer, significant harm.
- **Child/Young Person:** Any individual under the age of 18.

5. Roles and Responsibilities

5.1 Designated Safeguarding Lead (DSL)

The DSL is responsible for the strategic and operational oversight of safeguarding arrangements. Key duties include: - Acting as the primary contact for all safeguarding matters. - Liaising with Surrey Children's Services, the Local Authority Designated Officer (LADO), police, and referring schools. - Ensuring that internal safeguarding procedures are implemented consistently. - Maintaining detailed, confidential safeguarding records in accordance with statutory requirements. - Ensuring all staff receive timely safeguarding and Prevent training. - Ensuring that the specific needs of students with ASD, PDA, anxiety, or other vulnerabilities are taken into account in risk assessments and intervention planning.

5.2 Deputy DSL

The Deputy DSL supports the DSL in maintaining safeguarding standards and assumes responsibility in their absence.

5.3 All Staff, Contractors, and Volunteers

All personnel must: - Report concerns immediately to the DSL or Deputy DSL. - Understand and follow all elements of this policy and related procedures. - Maintain appropriate professional boundaries. - Identify and respond to signs of abuse, neglect, or emotional harm. - Undertake annual safeguarding training. - Contribute to a culture of vigilance and accountability.

6. Safe Environment and Site Security

Educate-2-Aspire operates from a secure, self-contained facility comprising three rooms with controlled access via a private entrance. We ensure: - All spaces are risk assessed and appropriate for working with vulnerable young people. - Only authorised individuals may access the premises during session times. - Students are supervised at all times. - Staff-to-student ratios are maintained at levels appropriate to individual needs. - Safety, wellbeing, and behaviour expectations are clear and consistently upheld.

Additional risk assessments are completed for: - Individual learners (where vulnerabilities or risk indicators are present) - Outings and off-site activities - Use of equipment and specialist learning activities

7. Child Protection Procedures

7.1 Recognising Abuse or Neglect

All staff must be able to recognise the four primary categories of abuse: - **Physical Abuse** - **Emotional Abuse** - **Sexual Abuse** - **Neglect**

Staff must also be aware that learners with ASD, PDA, anxiety, or similar needs may present behavioural or communication patterns that differ from typical safeguarding indicators. Such factors must be considered through a contextual safeguarding lens.

7.2 Responding to a Disclosure

When a young person discloses information suggestive of harm: - Remain calm, supportive, and non-judgmental. - Do not promise confidentiality. - Record facts accurately, using the student's own words. - Avoid leading questions or assumptions. - Report the disclosure to the DSL immediately.

7.3 Reporting Concerns

- All concerns, however minor they may appear, must be reported on the same day.
- Concerns must not be investigated independently.
- The DSL will determine the appropriate course of action, which may include referral to Children's Services, Early Help, CAMHS, Prevent, or law enforcement.
- Parents/carers will be informed unless doing so compromises the child's safety.

7.4 Allegations Against Staff

If an allegation is made against a member of staff: - It must be reported immediately to the DSL. - The DSL will contact the Surrey LADO within 24 hours. - Staff may be suspended or reassigned pending investigation. - Confidentiality will be maintained throughout.

If the allegation concerns the DSL, the Deputy DSL or external agency must be contacted.

8. Staff Behaviour (Code of Conduct)

All staff must demonstrate exemplary professional conduct. Requirements include: - Maintaining clear professional boundaries. - Using appropriate, respectful communication at all times. - Ensuring transparency by avoiding unsupervised one-to-one situations unless Risk Assessed. - Never using physical punishment or intimidating behaviour. - Only using physical intervention when necessary to prevent immediate harm, and only if trained. - Not engaging in online, text, or social media communication with students. - Dressing in a manner that reflects professionalism and respect.

Failure to comply with the Code of Conduct may result in disciplinary action and referral to external agencies.

9. Safer Recruitment

Educate-2-Aspire follows stringent safer recruitment protocols, including: - Enhanced DBS checks for all staff and contractors. - Verification of identity, employment history, and professional references. - Completion of safeguarding-based interview questions. - Mandatory safeguarding induction for all new staff members.

10. Prevent Duty

Under the Prevent Duty, Educate-2-Aspire must safeguard learners from radicalisation and extremism. Staff must: - Be vigilant to behavioural indicators of radicalisation. - Report concerns to the DSL.

The DSL will refer to the Prevent team where appropriate.

11. Data Protection, Record Keeping, and Confidentiality

- All safeguarding records are stored securely and separately from educational files.
- Information is shared lawfully and only when necessary to protect a child.
- Record keeping complies with UK GDPR and the Data Protection Act 2018.

12. Partnership and Multi-Agency Working

We work proactively with: - Referring schools - Surrey Children's Services - Educational psychologists and CAMHS - Health and mental health professionals - Parents and carers (unless this poses a safeguarding risk)

Collaborative working is essential to achieving positive safeguarding outcomes.

13. Training and Development

All staff receive: - Annual safeguarding training aligned with KCSIE requirements - Ongoing updates throughout the year - Training relevant to ASD, PDA, anxiety, de-escalation, and trauma-informed practice

The DSL receives advanced safeguarding training at least every two years.

14. Monitoring, Review, and Quality Assurance

- This policy will be reviewed annually or sooner if legislation changes.
- The DSL is responsible for ensuring compliance.
- All staff must sign to confirm they have read and understood the policy.

15. Key Contacts (to be completed)

DSL Name:

Surrey Children's Services:

- **Phone:** 0300 470 9100 or +44 20 8541 9944 - 9am to 5pm, Monday to Friday
- **Email:** cspa@surreycc.gov.uk
- **Evenings, weekends and bank holidays:**
- **Phone:** 01483 517 898
- **Email:** edt.ssd@surreycc.gov.uk

Surrey LADO:

- **Duty LADO:** call 0300 123 1650 (option 3)
- **Email:** LADO@surreycc.gov.uk
- **Emergency Services:** 999

16. Approval and Adoption

This Safeguarding and Child Protection Policy have been formally adopted by the senior leadership of Educate-2-Aspire and applies to all staff, contractors, and volunteers.

Last reviewed: 31.08.2025

Next review due: 30.08.2026