Supply & Demand Consultancy Ltd

Safeguarding and Child Protection Policy

Last Reviewed: September 2025
Next Review Due: September 2026. This policy will be reviewed annually or sooner if legislation changes

Policy Statement

Supply & Demand Consultancy Ltd is fully committed to safeguarding and promoting the welfare of all children and young people and staff. We believe that:

- The welfare of children is paramount.
- All children, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.
- Children with special educational needs and disabilities SEND and those with additional vulnerabilities, may face more challenges and barriers to disclosing concerns.

Purpose of This Policy

This policy aims to:

- Protect children and young people who receive services from Supply & Demand Consultancy Ltd
- Provide staff and partners with clear guidance on how to identify and respond to concerns about child abuse or neglect.

Legal Framework

This policy has been developed in accordance with the principles of Keeping Children Safe in Education 2025, The Children Act 2004, the Prevent Duty 2023, Alternative Provision Guidance 2025, Working Together to Safeguard Children 2023, The Data Protection Act 2018/ GDPR and the Children missing Education statutory guidance.

Definitions

- **Safeguarding**: Protecting children from maltreatment, preventing impairment of their health or development, ensuring safe and effective care, and enabling them to grow up in a safe environment.
- **Child Protection**: Specific actions taken to protect children who are suffering, or at risk of suffering, significant harm.

Roles and Responsibilities

- **Supply & Demand Designated Safeguarding Lead (DSL)**:
- Charlotte Atkins DSL email: charlotte.a@supply-demand.co.uk Tel: 020 8466 7946
- Jordan Rhodes DDSL email: jordan@supply-demand.co.uk Tel 02084667946
  The DSL is the main contact responsible for managing safeguarding concerns, providing advice and support, liaising organisations and the Local Authority Designated Officer LADO when appropriate, and ensuring records are kept.
- **All Teachers and Staff** must:
  - Read and understand this policy.
  - Attend safeguarding training annually.
  - Report any concerns or disclosures immediately to the DSL.

Recognizing Signs of Abuse

Abuse may take the form of:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse and exploitation**
- **Neglect**

Staff working with or supporting children should be alert to the potential indicators of abuse, neglect and exploitation

- Unexplained injuries
- Changes in behaviour or mood
- Becoming withdrawn
- Becoming uncharacteristically aggressive
- Poor bond or relationship with a parent
- Running away or going missing
- Knowledge of adult issues inappropriate for their age
- Always choosing to wear clothes with cover their body

Reporting concerns and Disclosures

If a child discloses abuse

- Listen carefully and stay calm.
- Do not promise confidentiality—explain you may need to share what they say.
- Allow the child to continue at their pace
- Reassure the child that they have done the right thing telling you.
- Record the disclosure exactly what the child says using their words. Note the date time and any names mentioned, ensure the record is signed and dated.
- Do not ask leading questions, ask questions for clarification only.
- Report the disclosure to the DSL immediately. If the DSL is unavailable contact the Local Authority safeguarding team

Low level Concerns

Concerns or allegations can relate to behaviour inside or outside work and do not have to directly involve children. All concerns about Supply & Demand staff will be recorded and reviewed by the DSL and acted upon appropriately.

Allegations against Supply & Demand Staff

Any allegations against a member of staff that has harmed a child or may have harmed a child, must be reported immediately to the DSL. The DSL will notify the LADO within 24 hours ensuring all appropriate action is taken. If the allegation is against the DSL, the whistleblowing policy must be followed and the concern reported to LADO or the commissioning school or Local Authority.

Supply & Demand will ensure that the member of staff about whom there are concerns, will be treated fairly and honestly and provide support during any investigation.

Complaints. Anti-Bulling and Whistleblowing

Supply & Demand has clear policies and procedures on complaints, anti-bullying and whistleblowing. All staff must be familiar with these policies and procedures. If staff feel their safeguarding concerns are not addressed, they may contact LADO or the NSPCC whistleblowing helpline for advice.

Safer Recruitment

Supply & Demand ensures they follow the safer recruitment procedures in line with KCSIE 2025 this includes:

- Face to face interview
- Enhanced DBS with children's barred list for all staff in regulated activity.
- Prohibition from teaching list check where applicable
- Overseas checks where relevant
- Identity checks in line with DBS regulations
- Disqualification declaration
- Proof of address, national insurance number, qualifications, right to work and employment history with explanation for gap in employment.
- Online presence searches
- Two satisfactory references

Staff Training

All Teachers and staff will complete

- Safeguarding training at induction, and receive annual updates
- Prevent awareness training
- Lone Worker Training
- Attendance and Children Missing in Education
  Supply & Demand records attendance. Absences are reported to commissioners, in line with the 2024 statutory guidance.
- DSL and Deputy DSL will receive advanced safeguarding training every 2 years.

Lone Working

- Staff should never enter a house alone to teach a child without the presence of parent/carer.
- Staff should ensure that when lone working they have their work mobile switched on.
- Staff should work in open areas of the home where the doors are left open.
- Teachers should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative
- Teachers should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation
- Teachers should not administer medication
- Teachers should only deliver tuition if another adult is present and in the immediate vicinity you should leave the home immediately if you feel you have been left home alone with a child
- Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members even though we urge you to leave your phone on
- At any time, you feel unsafe, please make an excuse and leave immediately
- If another person in the home makes you feel uncomfortable, ask them to leave, or end the session
- No lifts should be given to Pupils or Family members in your personal vehicle
- Report any risks, incidents or safeguarding concerns immediately to the DSL.

Online Safety

Supply & Demand Staff must:

- Use approved platforms (e.g. Zoom, MS Teams) with appropriate privacy settings.
- Never initiate 1:1 online contact without prior approval and parental consent
- Avoid private messaging
- Dress and use an appropriate background during sessions.
- Do not share any personal contact details
- Do not record or share online sessions.
- Devices must be secure with up-to-date virus protection
- Report any concerns or breaches to the Designated Safeguarding Lead (DSL).

Staff Code of Conduct

All Staff must follow Supply & Demand's Code of Conduct, including

- Integrity, honesty, and truthfulness in their professional duties
- Always maintaining professional boundaries
- Treating all learners with respect
- Protect learner's information and maintain confidentiality, sharing information on when legally required or for professional reasons.
- Maintaining their subject knowledge and skills to meet the needs of all learners.
- Never be under the influence of alcohol or substances when working
- Never be alone with a pupil
- Do not share personal contact information or social media
- Follow safeguarding procedure in the event of any concern or disclosure

Data Protection and Record Keeping

- All records are kept securely in accordance with the Data Protection Act 2018 and GDPR UK
- All safeguarding concerns, disclosures, and referrals will be recorded clearly and kept securely. Information will only be shared with those who need to know.

Contact

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