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**Education  
Buddies**

## Introduction

Education Buddies Ltd (referred to hereafter as the 'Company') are committed to practice which promotes the wellbeing of children and young people and helps keep them safe from harm. Staff and volunteers in this organisation recognise and accept our responsibility to develop awareness of the issues which cause children and young people harm. This policy is to be adopted by all Company staff, paid and unpaid. It serves to ensure that all visitors to our Sessions have a safe and enjoyable experience.

## Who does this policy apply to?

Any employee/worker who works for the Company and to other individuals working for or engaged at or visiting the Company (e.g. sub-contractors, consultants, third-parties, work experience, and agency staff).

## Key principles

This policy is based on the following principles:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid / unpaid) have a responsibility to report concerns to the person in charge
- Staff / volunteers have a crucial role in identifying and raising concerns about children but should not investigate if abuse has occurred
- All visitors to our premises have the right to a safe play environment

We will aim to safeguard children by:

- Adopting Safeguarding Children procedures and a code of conduct for staff and volunteers
- Company staff, paid and unpaid, will adhere to the code of conduct as per Company policy
- Sharing information about any concerns with agencies who need to know, and involving parents, carers, children and young people appropriately
- Carefully following the procedures for recruitment and selection of staff and volunteers
- Adhering to the Company's Recruitment Policy
- Providing effective training for staff and volunteers
- A commitment to regularly review of our policy and practice.

## Legislative and policy framework

- The Health and Safety at Work Act 1974 Sections 3 and 4
- The Management of Health and Safety at Work Regulation 1999
- Equality Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Regulation 3 Notification and Reporting
- Health and safety (First Aid) regulation and Guidance 1997 (13)
- The Children Act 1989
- The Children's Act 2004 and the "Every Child Matters": "Change for Children" social policy agenda
- Sexual Offences Act 2003 S. 47-50
- The Human Rights Act 1998
- GDPR 2018

- Working Together to Safeguard Children, 2013

## **Recruitment, training and induction**

All staff recruited by the Company will be employed subject to satisfactory DBS checks and references in line with our safer recruitment policy.

All staff will be given a full induction within the first month of employment in accordance with our Recruitment Policy.

Managers and staff will be trained on:

- Relevant legislation and their responsibilities
- Safeguarding policy
- Correct use of equipment
- Routine inspections and checks
- Reporting procedures around safeguarding concerns
- Provision rules
- Emergency procedures
- First Aid
- Accident reporting (to include RIDDOR)

Continuation of training and development is essential and staff training records will be maintained

## **Play / Education facilities rules & guidelines**

The Company operate 'rules of play' during provision. The rules of play ensure a safe and enjoyable experience for all children using the facilities / taking part in the provision. It is the responsibility of all staff members to fully understand these rules and ensure they are adhered to at all times.

- The provision is designed and delivered to children ranging from Primary school age (KS1) to young adults in 6th Form (KS5), however, the Company will also work with pre-school children.
- Company-delivered assemblies run for approximately 45 minutes
- Our provision offers part-time educational provision that will amount to no more than 18 hours per week per child.
- Clients and students are encouraged to be polite to others – take turns and where possible and be courteous and respectful to all children and adults who attend the provision.
- Entry to the building is controlled but for peace of mind valuables should be kept with clients at all times. The Company cannot be held liable for any loss or damage to personal property during your visit.
- Any accident, incidents or damage should be reported to a member of staff immediately so we can assist.
- Only Assistance Dogs are permitted in the facility.
- During booking, we collect personal data from customers via a contact form; this allows us to handle bookings effectively. We only gather data that you submit voluntarily; we may from time to time use this to advise of future events. We will never sell customer data on. All details are provided at the time of booking and will adhere to the GDPR 2018

## **Suitability and safety of play and educational equipment**

All play / educational equipment used by the Company will comply with the relevant British Safety Standard. The Company purchases quality, legitimate products that have their own safety compliance

included.

Regular inspection and maintenance of the play / educational equipment is essential to ensure a safe and well-presented play environment. A systematic approach is required and daily and weekly checks should be carried out by a competent person. The checks should be documented and any fault identified and prioritised for repair on the action plan or removed immediately if possible and replaced. Serious defects will affect the risk assessment. Play/educational area(s) and equipment will be cleaned on a regular basis to avoid the spread of germs and infection.

The following outlines the schedule of checks:

- Daily and weekly checks by a responsible person, usually the manager, to check for hazards arising from every day use/vandalism
- Quarterly inspections to check the operation and stability of equipment/ wear and tear

### **Reporting concerns**

In the event that a member of the Company's staff suspect abuse or harm the following procedures should be followed:

If a child arrives/attends the provision with injuries Company staff should:

- Ensure immediate medical attention, if necessary
- Explanations, however puzzling, should be accepted and accusations should not be made
- Make a written record, including diagrams, of observations and explanations given. Have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral to the Social Services Department if necessary or the Safeguarding Officer/Deputy Safeguarding officer
- If you suspect that the injuries have been caused by assault or by failure to protect the child you must tell the member of staff in charge. That person will contact, without delay, the Duty Social Worker in the Social Services Office for the County in which the child lives or report to the School Head Teacher
- If through conversation or other contact with the child you have cause to suspect physical, sexual or emotional abuse or neglect of a child: Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying
- Write down exactly what the child says or what actions concern you, and what you have said in response. Sign, and date, it. Advise Company management immediately that a potential incident or disclosure has taken place
- Do not make assumptions about whom the allegation might concern. If a member of staff may be involved, or a member of staff from the School, appropriate steps must be taken to ensure the safety of the child and other children

### **Contractors and supply staff**

Any contractors used by the Company to work with the children will be booked through a reputable company and it will be a requirement that they have valid DBS and insurances in place.

### **Allegations made against a member of staff**

Allegations made against a member of staff, contractor or volunteer (this could be from a child, another member of staff, a parent/carer or other user of the Company), will be handled by senior management, or if the allegations are about senior management, an external body will be referred to.

Any allegation will be taken seriously.

All members of staff regardless of their position within the Company are treated fairly and equally and in accordance with the set guidance. Detailed records will be made to include decisions, actions taken, and reasons for these.

All allegations will be investigated properly and in line with agreed procedures. Investigations into allegations against people who work with children may result in the following:

- investigation by the Police; and/or
- investigation by the employer under disciplinary procedures; and
- further investigation by Ofsted

The Company will take steps to immediately secure the safety of children and any urgent medical needs. This could, if deemed necessary, result in immediately removing the member of staff from directly being around children whilst the allegation is investigated. It could also result in suspension from work without prejudice of the member of staff, if the matter is deemed to be of a serious nature, the child/children are at risk of significant harm, or the allegation warrants an investigation by the Police, or it is so serious that grounds for dismissal are being considered.

## **Whistleblowing**

All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. The Company recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

It is important that staff have the confidence to come forward to speak or act if they witness any inappropriate behaviour by a member of staff, or any other concerns they may have.

Whistleblowing occurs when a member of staff raises a concern about dangerous, illegal activity or any wrong-doing in the Company premises. This can include, but is not limited to, health and safety risks, environmental factors, possible fraud, or harm of children or vulnerable adults. It is fundamental to the Company's core values that matters of this nature are addressed immediately and are dealt with at the earliest possible opportunity to prevent any or further damage occurring.

Every situation is different and members of staff can become quite nervous about whistleblowing.

Staff should speak to the senior management in the first instance. If the matter involves the senior management, the staff member should look at approaching an external body. Staff must consider the following when raising a concern:

- stay calm;
- consider the risks and next steps;
- explain the facts clearly and concisely – do not make false allegations;
- do not pursue the allegation themselves

Further details on Whistleblowing are outlined in the Company's Public Interest's Disclosure Policy

Written notes will be taken by senior management (or a suitable responsible person presenting the Company) and the matters will be investigated as appropriate.

When an allegation is made against a member of staff from a child, this is referred to as a disclosure. The child will be comforted and reassured that the person they are telling believes them.

No promises are made to the child to keep their disclosure a secret, but they are gently told who else must be told and that they will tell them what will happen next. The child may be asked some gentle open-ended questions to ascertain more information. Notes will be written as soon as possible after the disclosure with the exact language the child used. Any questions asked will be noted with the responses given by the child. Any witnesses to the conversation will be named. The date, time and place of the disclosure will be noted. Senior management will be informed immediately. It is then their responsibility to pass on the information shared to the relevant external bodies.

All allegations will be dealt with confidentially and information only shared on a need to know basis, all records will be securely kept and retained

### **Taking, storing, using and/or processing images of children**

All personal mobile phones must be kept away from the allocated provision activities. The Company will use Company mobile phones solely for the taking images in an open and transparent manner.

Designated, authorised personnel are identified to take the photographs in these instances. Volunteers are not authorised to do this.

Employees use of a personal mobile phone is only permitted when they are on their lunch break and only allowed in the staff room, if on Company premises, or outside client premises. In personal emergencies, all staff should be contacted and allowed access to the Company's phone or the client's landline.

Parent/carer's written permission is needed for taking images of their children and how they will be used, this includes but is not limited to: publicity, web site. All photos are then deleted from the camera and no images are stored on the computer to ensure that photos and recordings of the children cannot be used inappropriately. Please also refer to the Company's Consent Forms and Privacy Notices.

Parents/carers will be instructed not to take photos during any of the sessions, unless they are of their own children only.

The Company will not take any photos in any of its school sessions – any photos taken are under the direction and liability of the school who has booked us.

### **Employee responsibility**

It is your personal responsibility to adhere to this policy.

Ultimately disregard for this policy could be construed as gross misconduct, which may lead to dismissal. The person accused will have the right to be accompanied by a representative at the meeting under the Disciplinary Policy and Procedure.

You must co-operate to the fully in any investigation into suspected breaches of this policy.

### **Management discretion**

The Company reserves the right to alter, amend or remove this policy at any time in line with changing Company or legislative requirements. Due notice will be given and staff will be notified accordingly.

Every employee who is in the employment of the Company twenty-eight days after the notice giving details of changes has been posted is deemed to have contracted with the Company upon the terms and rules. The Company does not accept ignorance of any such notice as an excuse for non-

compliance.

Designated Safeguarding Officer:

Katie Dixon  
[general@educationbuddies.co.uk](mailto:general@educationbuddies.co.uk)  
07772477201

We are committed to reviewing our policy and good practise annually.

This policy was last reviewed on 01/01/2026. By *Katie Dixon*

