



Safeguarding & Child Protection Policy

1. Policy Statement

Roots Education Limited is an educational consultancy specialising in supporting children and young people with Special Educational Needs and Disabilities (SEND). We are fully committed to safeguarding and promoting the welfare of all children and young people we work with, whether directly or indirectly.

We recognise that children with SEND may be more vulnerable to harm, may communicate differently, and may require additional consideration when identifying and responding to concerns. Safeguarding is integral to all aspects of our work, and we act in the best interests of the child at all times. We follow statutory guidance and work transparently with families, schools and partner agencies.

2. Legal Framework

This policy is informed by the following legislation and statutory guidance:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (2024)
- SEND Code of Practice (2015)
- Equality Act 2010
- UK GDPR & Data Protection Act 2018
- Local Safeguarding Partnership procedures

3. Designated Safeguarding Leads

Roots Education Limited has two Designated Safeguarding Leads (DSLs):

Lindsay Lakhani Director & Designated Safeguarding Lead Email:

info@rootseducation.co.uk

Amelia Edrich Director & Designated Safeguarding Lead Email: info@rootseducation.co.uk

The DSLs are responsible for overseeing safeguarding practice, responding to concerns, liaising with statutory agencies, and ensuring secure and compliant record-keeping.



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4. Scope

This policy applies to all consultancy activity undertaken by Roots Education Limited, including:

- SEND consultancy and casework
- Parent consultations
- School visits and observations
- Home visits
- Online meetings
- Training and workshops
- Written reports and recommendations

It covers children and young people aged 0–25.

5. Recognising Abuse

We remain vigilant to all forms of abuse, including physical, emotional, sexual, neglect, child-on-child abuse, online harm, exploitation and domestic abuse.

SEND-specific indicators may include:

- Changes in communication
- Behavioural regression or dysregulation
- Self-injurious behaviour
- Withdrawal from preferred activities
- Distress expressed through behaviour rather than words
- We do not assume that concerning behaviours are “part of their SEND”.

6. Responding to Concerns

Any safeguarding concern — no matter how small — must be reported to a DSL.

When responding to a disclosure, we:

- Listen calmly and without interruption
- Avoid leading questions
- Do not promise confidentiality
- Record information factually and accurately
- Take timely and appropriate action

If a child is at immediate risk of harm, emergency services are contacted without delay.



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7. Reporting & Recording

We record:

- What was seen, heard or disclosed
- The date, time and context
- Actions taken
- Who the concern was shared with

Records are stored securely and shared only when necessary to protect a child.

8. Information Sharing

We follow statutory guidance on information sharing. Information may be shared without consent if a child is at risk of significant harm. We work openly with families unless doing so would increase risk.

9. Allegations Against Professionals

If an allegation is made about anyone working on behalf of Roots Education Limited (including directors or associates), we follow Local Authority Designated Officer (LADO) procedures. If the allegation concerns Lindsay Lakhani, Amelia Edrich will report to the LADO.

If it concerns Amelia Edrich, Lindsay Lakhani will report to the LADO.

If it concerns both DSLs, an external professional will make the referral.

All work is paused while concerns are investigated.

10. Safe Working Practices

We maintain clear professional boundaries at all times.

Home and school visits include:

- Pre-arranged and recorded
- Professional conduct maintained
- Sessions held in appropriate, visible spaces
- Parents or staff aware of the session
- Doors open where appropriate
- Physical contact avoided unless necessary for safety

Use of technology:

- Only secure platforms used
- No personal devices or social media contact
- No recording unless agreed in writing

Roots Education Limited does not transport children.



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11. Online Safety

For online sessions:

- Parents are aware and within proximity
- Secure, encrypted platforms are used
- No screenshots or recordings are taken
- Sessions end immediately if a child appears unsafe or distressed

SEND-specific online risks (e.g., misunderstanding communication cues) are always considered.

12. Safer Recruitment

All associates or subcontractors must complete:

- Enhanced DBS with children's barred list check
- Identity and qualification verification
- Reference checks
- A signed safeguarding agreement

No individual begins work until all checks are satisfactorily completed.

13. Training & Supervision

All professionals working on behalf of Roots Education Limited complete:

- Safeguarding training (renewed every 2 years)
- Prevent Duty awareness
- Online safety training
- SEND-specific safeguarding training

DSLs complete advanced DSL training and regular updates. Supervision and reflective practice support safe and informed decision-making.

14. Partnership Working

We work collaboratively with:

- Parents and carers
- Schools and SENCOs
- Local authorities
- Health and social care professionals

We advocate strongly for children with SEND and ensure their voices are heard in ways appropriate to their communication needs.



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15. Policy Review

This policy is reviewed annually, or sooner if:

- Legislation changes
- Practice changes
- A safeguarding incident occurs

Updated versions are shared with all associates and published on our website.

Policy Approval

Approved by:

Lindsay Lakhani Director & Designated Safeguarding Lead Roots Education Limited

Amelia Edrich Director & Designated Safeguarding Lead Roots Education Limited

12th May 2026