



The Glow Project

Policies & Procedures – Combined Policy Pack

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Founder & Lead Practitioner: Josie Marie Henson

Operations & Facilities Support Lead: Les Henson

Provision: Family-run Alternative Provision with sessional staff

1. Safeguarding Children & Vulnerable Adults Policy

The Glow Project is committed to safeguarding and promoting the welfare of all children and vulnerable adults. Safeguarding is the responsibility of everyone working with or on behalf of the organisation.

We follow statutory guidance including Keeping Children Safe in Education and local safeguarding partnership procedures.

All concerns are recorded and reported immediately to the Designated Safeguarding Lead and escalated to external agencies where required.

2. Child & Vulnerable Adult Sexual Exploitation Policy

The Glow Project recognises the risks of sexual exploitation and abuse.

Staff are trained to identify indicators of exploitation and respond in a trauma-informed and child-centred way.

Concerns are escalated without delay in line with safeguarding procedures.

3. Data Protection (GDPR) Policy

The Glow Project complies with UK GDPR and the Data Protection Act 2018.

Personal data is processed lawfully, fairly, and securely.

Information is stored securely and accessed only by authorised individuals.

4. Behaviour Management Policy

Positive behaviour is promoted through clear expectations, consistency, and supportive relationships.

Behaviour is understood as communication, particularly for learners with SEND or SEMH needs.

Restrictive physical intervention is used only as a last resort to prevent serious harm and is recorded and reviewed.

5. Anti-Bullying Policy (Including Online Bullying)

The Glow Project has zero tolerance for bullying, including cyberbullying.

All concerns are taken seriously and addressed promptly.

Support is provided to all learners involved.

6. Business Continuity / Disaster Planning

Plans are in place to minimise disruption to learning.

Clear communication arrangements exist with parents/carers and commissioning bodies.

Plans are reviewed following incidents or changes to provision.

7. Health & Safety Policy

The Glow Project is committed to maintaining a safe environment.

Risk assessments are completed and reviewed regularly.

Incidents and near misses are recorded and reviewed.

8. Code of Conduct for Staff

All staff and sessional workers are expected to act professionally and responsibly.

Appropriate boundaries with learners are maintained at all times.

Safeguarding responsibilities are upheld in all interactions.

9. Lone Working Policy

Lone working is risk assessed and managed appropriately.

Staff have access to communication and support arrangements.

Lone working is avoided where risks cannot be mitigated.

10. Transporting Children & Young People Policy

Transport is provided only within sessions where required for curriculum delivery.

Parental consent and risk assessments are completed.

Safeguarding procedures are followed at all times.

11. Safe Recruitment Policy

The Glow Project follows safer recruitment principles.

Enhanced DBS checks, references, and identity checks are completed.

Safeguarding is embedded throughout recruitment and induction.

12. Whistleblowing Policy

Staff are encouraged to raise concerns without fear of reprisal.

Concerns are handled confidentially and appropriately.

All issues are investigated in line with policy.

13. Complaints Policy

Complaints are welcomed and handled fairly.

A clear staged process is followed.

Outcomes are recorded and inform continuous improvement.

14. Modern Slavery & Exploitation Policy

The Glow Project is committed to preventing modern slavery and exploitation.

We operate ethically and transparently in line with legislation.

This policy applies where staff or contractors are engaged.