



Safeguarding Policy

Ace London School

1. Policy Statement

Ace London School is committed to providing a safe and supportive environment where all students, staff, and visitors are protected from harm.

The school recognises its moral and statutory responsibility to safeguard and promote the welfare of all learners — including **children (under 18)** and **vulnerable adults** — and to ensure that robust safeguarding arrangements are in place.

The school aims to maintain a culture of vigilance, where safeguarding is everyone's responsibility.

2. Scope

This policy applies to:

- All staff (academic, administrative, and support)
- Contractors, volunteers, and visitors
- Students enrolled at the school (including those under 18 and vulnerable adults)
- External partners and organisations engaged with the school

It covers safeguarding against all forms of abuse, neglect, exploitation, and harm.

3. Legal and Regulatory Framework

This policy is based on and complies with the following UK legislation and guidance:

- **Children Act 1989 & 2004**
- **Education Act 2002 (Section 175/157)**
- **Keeping Children Safe in Education (KCSIE, 2025)**
- **Working Together to Safeguard Children (2018)**





- **Safeguarding Vulnerable Groups Act 2006**
- **Counter-Terrorism and Security Act 2015 (PREVENT Duty)**
- **Data Protection Act 2018 and UK GDPR**
- **Sexual Offences Act 2003**
- **Equality Act 2010**

4. Key Safeguarding Principles

Ace London School is committed to ensuring that:

- **The welfare of the learner is paramount.**
- All learners, regardless of age, disability, gender, race, religion, sexual orientation, or background, have equal rights to protection.
- **All suspicions or allegations** of abuse are taken seriously and responded to promptly and appropriately.
- **All staff and volunteers** understand their responsibilities for safeguarding and receive regular training.
- **Safe recruitment** practices are followed to prevent unsuitable individuals from working with students.

5. Designated Safeguarding Roles

a) Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for safeguarding and child protection across the school.

Their duties include:

- Managing safeguarding concerns, referrals, and reports.
- Acting as the main point of contact for staff and external agencies.
- Ensuring staff training and compliance with statutory guidance.
- Maintaining secure and confidential safeguarding records.

b) Deputy Designated Safeguarding Lead (DDSL)

Supports the DSL and acts in their absence.





c) All Staff Members

All staff have a duty to:

- Be alert to signs of abuse, neglect, or exploitation.
- Record and report concerns to the DSL immediately.
- Maintain professional boundaries with students.
- Complete safeguarding and PREVENT training annually.

6. Types of Abuse and Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

| Category | Examples |
|---|--|
| Physical Abuse | Hitting, shaking, poisoning, burning, misuse of substances. |
| Emotional Abuse | Verbal abuse, humiliation, controlling behaviour, bullying. |
| Sexual Abuse | Non-consensual sexual activity, exploitation, online grooming. |
| Neglect | Failing to provide basic needs such as food, care, or supervision. |
| Online Abuse | Cyberbullying, image-based abuse, online grooming. |
| Extremism & Radicalisation | Recruitment into extremist ideologies or activities. |
| Peer-on-Peer Abuse | Bullying, harassment, sexual violence between students. |
| Financial or Institutional Abuse | Exploitation or coercion by individuals or organisations. |

7. Safeguarding Procedures

a) Reporting Concerns

- Any safeguarding concern must be reported **immediately** to the **DSL or DDSL**.
- The reporting staff member should complete a **Safeguarding Concern Form**.
- If the student is in **immediate danger**, staff must contact **emergency services (999)**.

b) Referral Process

- The DSL will decide whether to refer the case to external agencies such as:



Ace London School Limited
 UK Learning Provider (UKPRN 10096855)
 Suite 302, 315 & 504 Olympic House 28-42 Clements Road, Ilford. IG1 1BA
 Company number 15358333 Registered in England & Wales
ASIC Accreditation no: AS95651/1124



- **Children's Social Care**
- **Local Safeguarding Partnership (LSP)**
- **Police or Prevent Coordinator** (if extremism is suspected)
- Referrals will be made within **24 hours** of receiving the concern.

c) Record Keeping

- All safeguarding concerns, discussions, and decisions will be recorded securely and confidentially.
- Records will be stored in compliance with **UK GDPR** and retained according to the school's Data Retention Policy.

8. Safer Recruitment

The school follows **Safer Recruitment** procedures to ensure only suitable individuals are employed. This includes:

- Enhanced **DBS checks** for all staff and volunteers.
- Verification of professional references and identity.
- Training on safeguarding responsibilities before commencing employment.

9. Training and Awareness

- All staff receive **mandatory safeguarding induction** and **annual refresher training**.
- The DSL and DDSL undertake **advanced safeguarding training** every two years.
- Students receive safeguarding awareness information during induction.
- Posters and contact details of safeguarding leads are displayed throughout the school.

10. PREVENT Duty

Under the **Counter-Terrorism and Security Act 2015**, Ace London School has a duty to safeguard learners from radicalisation and extremism.

The school will:

- Provide staff training on identifying and responding to radicalisation risks.





- Refer concerns to the **Channel Programme** through the DSL.
- Promote British values of democracy, tolerance, and respect.

11. Confidentiality and Information Sharing

- Information will only be shared on a **need-to-know basis** to protect the individual.
- The school complies with **UK GDPR** and **Data Protection Act 2018**.
- In cases of suspected abuse, safeguarding concerns override confidentiality where necessary to protect the student.

12. Whistleblowing

The school encourages a culture of openness.

Staff can raise safeguarding concerns about colleagues or institutional practices confidentially through the Whistleblowing Policy or directly to the Principal or external authorities (e.g., Local Authority Designated Officer – LADO).

13. Supporting Students

The school is committed to:

- Providing a safe, inclusive, and respectful environment.
- Offering pastoral and mental health support services.
- Supporting students who are victims of abuse or have safeguarding concerns.
- Ensuring appropriate adjustments and support plans are in place for vulnerable learners.

14. Monitoring and Review

- The Safeguarding Policy will be reviewed annually or sooner if required by legislation or institutional changes.
- The DSL will monitor implementation, report safeguarding statistics, and recommend improvements to the Senior Management Team.





15. Contact Information

Designated Safeguarding Lead (DSL)

Name: Dr Uzma Sajid (School's Welfare Officer)

Email: uzma@acelondonschool.co.uk

Phone: 07532775316

Local Safeguarding Authority Contact:

London Borough of Redbridge – Safeguarding Partnership

Phone: 020 8708 3885

Email: lbrsafeguarding@redbridge.gov.uk

Emergency Services: Dial 999 (for immediate danger)



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