



# Safeguarding Policy

## Purpose

To protect children, young people, and vulnerable adults who receive Everyday English Ltd's services, and to provide all staff, volunteers, and associates with clear guidance on our approach to safeguarding and child/vulnerable adult protection.

## Policy Statement

Everyday English Ltd believes that no child, young person, or vulnerable adult should experience abuse of any kind. We have a responsibility to promote their welfare and keep them safe, and we are committed to acting in a way that protects them at all times.

## Scope

This policy applies to:

- Board of Directors and senior managers
- Paid staff, volunteers, and sessional workers
- Agency staff, contractors, students, or anyone working on behalf of Everyday English Ltd

## Legal Framework

This policy is based on and informed by:

- Children Act 1989 & 2004
- United Nations Convention on the Rights of the Child 1991
- Human Rights Act 1998
- Data Protection Act 2018 (UK GDPR)
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Working Together to Safeguard Children (HM Government)
- SEND Code of Practice 0–25 years (2014)
- Information Sharing: Advice for Practitioners (HM Government)

## We will:

- Value, listen to, and respect all children, young people, and vulnerable adults.
- Appoint a Designated Safeguarding Officer (DSO) and a Lead Director for safeguarding.
- Adopt safeguarding practices through clear procedures and codes of conduct.
- Provide effective management for staff and volunteers through supervision, training, and support.
- Recruit safely, ensuring all necessary checks (including DBS where required) are carried out.

## Safeguarding Policy

- Record and store safeguarding information securely and share it appropriately with relevant agencies.
- Use safeguarding procedures to address concerns or allegations involving staff or volunteers.
- Maintain an anti-bullying environment and respond effectively to any bullying incidents.
- Ensure robust complaints and whistleblowing procedures are in place.
- Provide a safe physical environment by following relevant health and safety measures.

### Procedures

This policy should be read alongside related procedures and policies on:

- Safer recruitment and induction
- Role of the Designated Safeguarding Officer
- Dealing with disclosures and concerns
- Managing allegations against staff or volunteers
- Recording and information sharing
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Lone working
- Quality assurance

### Additional Commitments


- Work in partnership with children, young people, vulnerable adults, parents, carers, and other agencies.
- Recognise additional vulnerabilities caused by past trauma, communication needs, or dependency.
- Ensure safeguarding is embedded in all activities and service delivery.

### Breach of Policy

Failure to comply with this policy may result in disciplinary action, termination of volunteer arrangements, and/or referral to statutory agencies.

### Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30<sup>th</sup> September 2025