Safeguarding Policy

Review date: Sept 2026
Next review: Sept 2027
Contact: Chief Executive, Education Futures Trust

Our children. Our families. Our community.

Registered Charity Number: 1146171 Company Number: 7852922

Child Protection Policy
All trustees, staff or volunteers working for the Education Futures Trust, whether working directly with children or not, shall adhere to the standards set down in this documentation.

This policy is written and reviewed in line with 'Keeping Children Safe in Education guidance (2026). Education Futures Trust is committed to implementing these requirements, including enhanced measures relating to online safety and AI, prejudice-based harm, mental health, attendance, safer recruitment, and the safeguarding of all children through a whole-school approach.

It should be read alongside our confidentiality and whistleblowing documents.

Aims and Principles of the Policy

- The safety and welfare of the children will be paramount.
- All staff will undergo child protection awareness training, as soon as practically possible after taking up post, and will complete Child Protection training on an annual basis.
- All staff will read 'Keeping Children Safe in Education' part 1 (2026) annually.
- Induction for new staff will include safeguarding (child and adult), arranged specifically for this purpose.
- All staff will be aware of the procedure for reporting safeguarding concerns to the Designated Safeguarding Lead.
- Clear guidance will be given on action to be taken by all staff on concerns, suspected abuse or clear disclosure, including allegations against staff.
- Clear procedures will be in place to record, monitor and store information regarding child protection concerns and referrals.
- A policy of confidentiality will govern the way in which information is given, and shared, between appropriate agencies.
- Informed consent will be obtained to the sharing of information, which will be governed by the Data Protection Act (1998), GDPR (2018), the Human Rights Act (1998).
- Interagency working will be required when dealing with safeguarding issues.
- Contributions will be made, when appropriate, to assessments carried out under the Assessment Framework used by Children's Services and Adult Safeguarding Departments.
- On-going and regular support will be offered to staff concerned with child protection and referrals. Supervision will be provided by their line manager in accordance with the management structure of the Education Futures Trust
- All staff will complete Child and Adult Safeguarding and Preventing Violent Extremism training on an annual basis.
- The policy will be reviewed annually, or sooner if needed.

Introduction
All trustees, staff and any volunteers working with children or adults will undertake an enhanced DBS check. Safer recruitment practices, including enhanced DBS and calling two references, will be followed. All trustees,

staff and volunteers will be responsible for registering with the online service and online checks will be made every 3 years.

The Board of Trustees will identify a trustee to have the overview of safeguarding. The name of this trustee will be noted in the meeting minutes and subsequently shared with staff members.

The Chief Executive retains the overview of safeguarding within the organisation, with the operational responsibility and management delegated to trained manager/s, who will act as the Designated Safeguarding Lead/s for the organisation. Other managers will be similarly trained to act as the named person in the absence of the Designated Safeguarding Lead. All incidents or concerns should be shared with the Designated Safeguarding Lead as soon as possible.

All staff members working for the Education Futures Trust have an important safeguarding role in respect of recognition and referral of cases of suspected or actual child abuse. This might involve physical, sexual or emotional abuse, or cases of persistent neglect.

The Trust recognises that child abuse can take various forms including:

- radicalisation;
- sexual and criminal exploitation;
- female genital mutilation,
- consensual and non-consensual sharing of nude and semi-nude images;
- upskirting;
- peer on peer abuse;
- initiation/hazing type violence and rituals.

Separate protocols cover these areas.

Staff may also be involved in contributing to child/adult protection case conferences or core group meetings.

Some staff are in the unique position of being able to observe interactions between parents/carers and children in the home setting, as well as having regular focused sessions with both parents and children. Staff are in a privileged position of lone working with vulnerable children and should take due care in keeping themselves safe. This should include making sure that any sessions undertaken with children are in a safe and confidential space with appropriate viewing panels or windows. They should be alert to the possible indicators of child abuse and ensure they are familiar with procedures for any response. They should also be aware of the potential for allegations against staff working in unsupervised settings.

When an Education Futures Trust employee has any concerns about a child's welfare, they should act on them immediately. Advice must be sought from the identified person for their team without delay, **on the same day as the incident**. If appropriate, advice can then be sought from a

Designated Safeguarding Lead within the organisation. If he/she is unavailable, advice should be sought from one of the EFT Managers or the Chief Executive. Any concern must be recorded. The Designated Safeguarding Lead at the child's school should also be informed. Staff must have regard to the Child Protection Policy of the school that the child attends.

All issues raised on school premises should be taken through the normal school route for child protection matters. **However, it should also be noted that the member of staff who experiences the Child Protection concern should be the person who writes the Statement of Referral, should this be a decided outcome.**

In all cases, the welfare of the child is paramount.

Any concern must be recorded on the child's file in a separate section from the main records, on pink paper. A copy will be given to the appropriate Designated Safeguarding Lead at the earliest possible time. All such records will be kept in a secure locked filing cabinet, stored centrally at the Education Futures Trust office.

Any decision regarding the referral of a case will be carried out under the East Sussex Safeguarding Children Partnership Procedures.

If, after discussion with a Designated Safeguarding Lead, a decision is made to refer the case, the appropriate checks will be made to see if a Child Protection plan already exists. The staff member, supported as appropriate by the Designated Safeguarding Lead will then contact Children's Services Single Point of Advice (SPOA) by phone or e-mail and follow this, if so advised, with an e-mailed copy of the Statement of Referral (SOR) form (with the Early Help Assessment if one already exists) within one working day. Contact telephone numbers are readily available and on the wall in the meeting room and staff toilets and relevant paperwork can be obtained from Named Persons within the organisation, on the named area of the Zone or from the pink safeguarding folder at the front desk

When a child chooses to share information

If a child asks to share information about an abusive incident, it is important that the child feels supported and is reassured that they have done the right thing. The Education Futures Trust staff member involved will ensure that, in child protection issues, they do not promise confidentiality. They will also do their best, however, to ensure that they do not lose the confidence of the child.

When dealing with child protection issues, Education Futures Trust staff also recognise that steps may need to be taken to avoid contaminating possible criminal evidence. They will have in mind that their role is to support the child and not investigate the allegation. When seeking advice, any person against whom an allegation is made should not be approached.

The following guidelines will be followed:

- listen to the child: do not directly question him/her

- do not stop a child who is freely recalling significant events
- respond in a way that is not judgemental
- do not express strong feelings
- make a note of the discussion, verbatim where possible, taking care to record the timing, setting and people present, as well as what was said. This should be done immediately, in draft, if necessary, in order to retain as much accurate information as possible. Notes must be dated, signed and submitted with the final version.
- record all subsequent events up to the time of any assessment interview carried out by Children's Services
- if a child asks to show a bruise or an injury, another adult should be asked to be present

It is important that, to minimise the trauma of the child, he/she does not have to repeat or elaborate what has been said to other staff or adults. The child should be treated sensitively and with dignity. They should be told what is happening at each stage and why. They should be prepared for the next stage and questions should be answered honestly and openly.

Confidentiality
Staff members are expected to adhere to the Confidentiality Policy of the Education Futures Trust.

There is an explanation of this Confidentiality Policy on the leaflets given to parents/carers when pupils are receiving intensive support from the Education Futures Trust. It should be made clear to children that confidentiality cannot be promised in child protection issues. This should be done in a way that does not prevent children from sharing information but helps them to understand that some things may need to be passed on to other people. It is important that distress to children is minimised, and children are not required to repeat sensitive or distressing information more than necessary.

Recording and presenting evidence
Child protection records should include:
- copies of any letters;
- reports;
- details of any telephone conversations;
- details of contacts with parents/carers;
- medical reports if available;
- a clear chronology.

Careful notes should be made of dates and times as well as personnel involved. Reports and notes should contain only relevant and important information. These should be factual and objective. Any comments which are subjective should be noted as such.

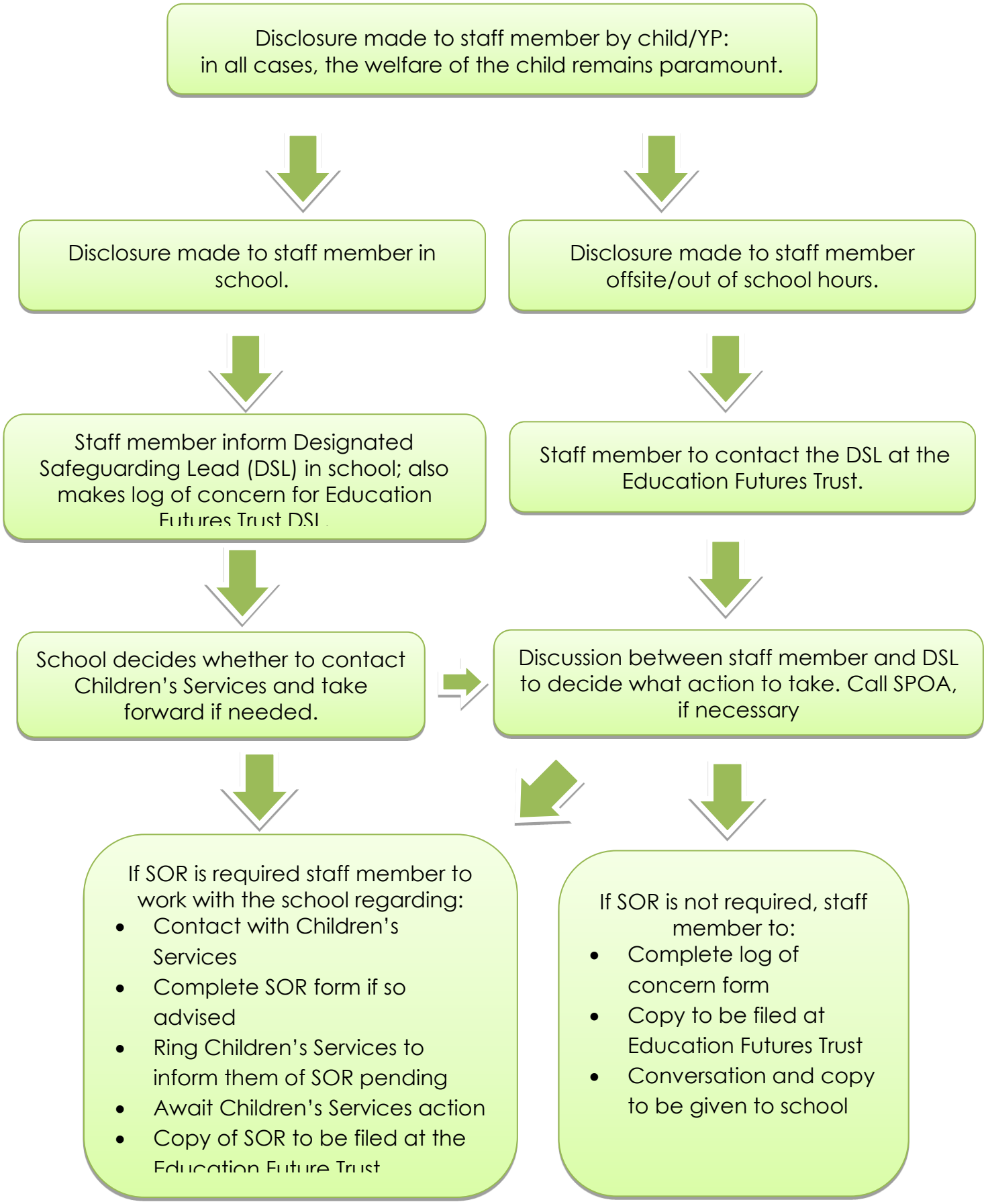
Any rough notes made at the time of disclosure, or immediately afterwards, should be signed, dated and kept, even if a report is later based on these notes. These should be kept securely in the child's file.

Child Protection Conferences
When an initial Child Protection Conference is held after an investigation, it may be appropriate for an Education Futures Trust staff member to attend the Conference. Attendance at a Child Protection Conference must be discussed with the appropriate Designated Safeguarding Lead at the Trust before agreement is made to attend. If a Child Protection Plan is put in place, a staff member may be asked to attend Core Group meetings and to contribute to the protection plan for the child.

Guidance
Keeping Children Safe in Education 2026, Department for Education.

Education Futures Trust
Approved: Sept 2026.

Section 2


Disclosure made to staff member by child/YP:
in all cases, the welfare of the child remains paramount.
Disclosure made to staff member in school.
Disclosure made to staff member offsite/out of school hours.
Staff member inform Designated Safeguarding Lead (DSL) in school; also makes log of concern for Education Futures Trust DSL
Staff member to contact the DSL at the Education Futures Trust.
School decides whether to contact Children's Services and take forward if needed.
Discussion between staff member and DSL to decide what action to take. Call SPOA, if necessary
If SOR is required staff member to work with the school regarding:
• Contact with Children's Services
• Complete SOR form if so advised
• Ring Children's Services to inform them of SOR pending
• Await Children's Services action
• Copy of SOR to be filed at the Education Future Trust
If SOR is not required, staff member to:
• Complete log of concern form
• Copy to be filed at Education Futures Trust
• Conversation and copy to be given to school

Adults at Risk Policy

The Education Futures Trust celebrates and values the work that it undertakes with all users, and acknowledges that, whilst much of the work will be with children, there will be significant work undertaken with adults at risk and those with disabilities.

Education Futures Trust will not tolerate any form of discrimination (see Equality and Diversity Statement) and has a duty of care for adults at risk, or those with disabilities.

The Education Futures Trust takes seriously its responsibility to make sure that its staff and providers are fit to work with adults at risk. In particular, the Trust will ensure that:

- Safeguarding adults is taken into account in appropriate recruitment strategies, systems, policies and procedures
- national safe recruitment and employment practices are adhered to
- staff and volunteers in contact with adults at risk have regular supervision and support to help them identify and respond to possible abuse, neglect, self-harm and suicidal thoughts.

Staff working with adults at risk have a duty to report suspected, alleged or confirmed incidents of abuse, neglect, or risk of harm to self or others In a situation where a staff member has concerns, they should report this immediately to the DSL, or to a senior manager if consultation with the Designated Safeguarding Lead would involve undue delay. A call to emergency services should be made if the person is at risk of imminent harm.

In normal circumstances observing the principle of confidentiality will mean that information is only passed on to others with the consent of the service user. However, it should be recognised that in order to protect adults at risk, it may be necessary, in some circumstances, to share information that might normally be regarded as confidential.

All adults at risk and, where appropriate, their carers or representatives need to be made aware that the operation of multidisciplinary and inter-agency procedures will, on occasion, require the sharing of information in order to protect an adult at risk or others, or to investigate an alleged or suspected criminal offence.

On receiving an alert of an allegation or suspicion of abuse, the DSL will check that the vulnerable adult is in no immediate danger.

An adult protection incidence will be reported to the appropriate Adult Social Care team or the police and include the following details:

- when the incident happened
- where the incident happened
- who was involved (names and relationships)
- whether there is an immediate or future risk.

If the vulnerable adult is in immediate danger, or in need of urgent medical attention, action must be taken to ensure their immediate safety and well-

being. This may include contacting the appropriate Emergency Duty Service who will take steps to ensure the safety of the vulnerable adult and pass on information to the appropriate team.

Guidance

Keeping Children Safe in Education (September 2026)
Safeguarding Vulnerable Groups Act 2006
The Care Act 2014
Pan-Sussex Child Protection and Safeguarding Procedures
Mental Capacity Act (MCA)

Appendix 1

Safeguarding representatives:

Trustee:	Allison Baines
	Alex Reed
Chief Executive:	Zoe Jackson
Designated Safeguarding Lead:	Jen Umpleby
Trained managers:	Jodie Cornford

Single Point of Advice (SPoA)

0 -18 years: Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm
SPOA@eastsussex.gov.uk or
01323 464222

Out of Hours Social Care Service: **Children's Services:** 01273 335905/6

Local Authority Designated Officer Referral: Lado referral form

Adult Social Care: hscc.eastsussex.gov.uk or 03456080191

Sept 2026.