

## Safeguarding Policy

### Policy statement

[Name of franchisee] (trading as The Signing Company - [franchise area]) fully recognises her responsibility for protecting and safeguarding the welfare of children and young people. I acknowledge my responsibility to take all reasonable steps to promote safe practice and to protect young people from harm, abuse and exploitation.

### Scope of Policy

The Signing Company offer classes to babies and children where the parents and carers are always present. In Early years settings, a member of staff always attends the class with the children. The scope of this policy is therefore to outline our support and understanding of the importance of Safeguarding and what procedures we would follow in the event of a concern/incident.

Our aims:

- To safeguard the well-being of any child participating in activities.
- For staff to be aware of the signs of abuse and to confidently deal with any suspected cases of abuse sympathetically and competently.
- To provide support and if required, information to parents/carers, and families to secure children's welfare.

### Definition of safeguarding

The process of protecting children from abuse or neglect, preventing impairment of their health and development to ensure they are growing up in circumstances consistent with the provision of safe and effective care. Safeguarding enables children to have optimum life chances and enter adulthood successfully.

**Child Abuse** is the term used when an adult harms a child or young person under the age of 18.

It can take the following forms:

- Controlling or Coercive behaviour
- Domestic Abuse
- Emotional Abuse
- Neglect
- Physical abuse
- Sexual Abuse or Exploitation

For more detailed information, please visit:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### Equal rights of children to be safe

The Signing Company is committed to ensuring that all children are treated fairly and will not experience inequality, prejudice or discrimination on the grounds of:

- age
- disability
- gender
- health
- nationality
- race or ethnic group
- religion or belief
- sexual orientation
- social background

## Code of Conduct

[Name of franchisee] acknowledges their duty to follow the Signing Company's Staff Code of Conduct Policy and to treat other colleagues, external contacts, young people and parents or carers, with dignity and respect.

[Name of franchisee] is required to comply with the equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, external contacts, young people and parents or carers.

## Prevention measures / Staff requirements:

All staff agree to:

- allow The Signing Company Director to contact the referees staff have given to verify their employment history and suitability to work with children.
- have a valid enhanced DBS which is renewed every 2.5 years and can be viewed upon request.
- take all reasonable steps to keep up to date with guidelines on child protection in general, and local child protection policies.
- Report any unacceptable behaviour of staff to the Child Protection Lead.
- Ensure that all environments for classes are assessed in accordance with the company's Health and Safety policy and that a risk assessment form is completed for each space used.
- Ensure they have read and always keep, in a folder, a copy of the following policies with them:
  - An up-to-date copy of DBS
  - An up-to-date Public Liability Insurance policy
  - Completed Risk Assessment forms.
  - Health and Safety – Risk Assessment Guidance
  - Equal Opportunities Policy
  - GDPR / Privacy Policy
  - Terms and Conditions
  - Safeguarding Policy
  - Child Protection Policy
  - Anti-Bribery and Corruption Policy
  - Complaints procedure
  - Social Media Policy
  - Photography and Filming Policy
  - Staff Code of Conduct Policy
  - Any evidence of training undertaken.

## Training requirements:

All new franchisees/contractors are required to undertake a safeguarding/child protection course as part of their induction training.

All franchisees/contractors are required to undertake a refresher safeguarding/child protection course as part of their CPD every 2-3 years.

All franchisees/contractors are required to keep their First Aid training certification up to date.

### In the event of a safeguarding concern or incident

- If you feel it is an emergency, call 999
- Complete a “Logging a Safeguarding Concern” form, providing accurate and detailed notes about any concerns or an incident that may have happened to the child
- Share this form, confidentially, with your nominated Child Protection Lead.
- If it is safe to do so, inform third-parties involved.
- Report the concern to local authorities.

Please refer to the Child Protection Policy for a more detailed procedure.

### Related Policies:

Child Protection Policy  
Staff Code of Conduct Policy  
GDPR/Privacy Policy  
Health & Safety Guidance – classes & workshops  
Risk Assessment form

### Contact Details

#### Nominated child protection lead

Name: Rebecca Reynolds  
Phone – 07813 315914  
Email – [Becky@thesigningcompany.co.uk](mailto:Becky@thesigningcompany.co.uk)

Updated Date: 23<sup>rd</sup> February 2024  
Next Review Date: 22<sup>nd</sup> February 2026