

TRAINING & EDUCATION
POLICY
TE004 SAFEGUARDING
Safeguarding is everyone's business

1. OUR COMMITMENT

All our employees who work with learners have a crucial role to play in shaping their lives. A unique opportunity to interact in ways that are both affirming and inspiring. This policy has been produced to help staff establish safe and responsive environments, which safeguard all. We all have a duty of care to safeguard and promote welfare, and to enhance awareness of the broader welfare spectrum, specifically the issues facing young people in society.

2. OBJECTIVES

The aim of the policy is to enable employees to understand their responsibilities, and that of others. To enable everyone to recognise signs there might be a safeguarding concern, along with the reporting procedures for all safeguarding issues

3. SCOPE

The policy covers safeguarding of all our learners- and those persons in settings where we practice which fall under the category of child or adults at risk it is aligned with Working together to safeguard children (DFE 2023). It is inclusive of specific highlighted safeguarding risks – as defined by law, specified in Keeping Children Safe in Education (2024) and in the wider context all our learners. This policy also aligns our compliance with the government Prevent Duty.

4. INTRODUCTION

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Vulnerable adults may also be subject to similar abuse.

Safeguarding is the protection of children and adults at risk from abuse, neglect and exploitation, promoting health and development, ensuring safety and care, and ensuring optimum life chances.

- All our employees who work with learners have a crucial role to play in shaping their lives.
- We all have a duty of care to safeguard, promote and enhance welfare, and to encourage awareness of the broader welfare spectrum.



- Hoople values all learners and their protection.
- Hoople wants to fulfil its duty of care and provide a safe place of work, safe training and assessment environment.
- Hoople wishes to address and reduce any harm to which a learner is being or may be subjected to. This also includes witnessing the ill-treatment of others and that this is particularly relevant when children see, hear or experience domestic abuse and its effects
- Hoople wishes to give clear direction to employees in situations that may be distressing.

HOOPLE TRAINING & EDUCATION- SAFEGUARDING POLICY STATEMENT

Hoople Training & Education is committed to ensuring that all children under the age of 18 and any vulnerable groups who participate in learning have a safe and positive experience.

We believe that:

- Children, young people and vulnerable groups should never experience abuse, neglect and exploitation of any kind.
- We have a responsibility to promote the welfare of all children, young people and vulnerable groups, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- All children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation or any other factor have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, vulnerable groups, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and vulnerable groups safe by:

- Valuing, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children, young people and vulnerable group.

- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for employees and volunteers.
- Providing effective management for employees and volunteers through supervision, support, training and quality assurance measures.
- Recruiting employees and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable groups, parents, families and carers appropriately.
- Using our procedures to manage any allegations against employees and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place Ensuring that we provide a safe physical environment for our children, young people, vulnerable groups, employees and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

POLICY FOR EMPLOYEES

- Hoople will only recruit or appoint employees who are deemed suitable to work with vulnerable adults, based on their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act 1974.
- Hoople will ensure that all employees employed to work with learners are subject to enhanced DBS clearance, if clearance is not through prior to start date a comprehensive risk assessment will be in place to safeguard everyone
- Hoople employees working with children and vulnerable adults will be issued with a copy of this policy. Any employee found in breach of the guidance will be subject to disciplinary procedures in accordance with company policy.
- Hoople employees will ensure that work placement providers and Employers are reminded of their obligations under the Criminal Justice and Court

Services Act 2015 and that they are aware of child/vulnerable adult's protection issues.

RESPONSIBILITIES OF PARTICULAR INDIVIDUALS

- Directors/ Governors- to ensure we have effective policies
- Chief Executive Officer- to ensure policies are implemented and followed, and sufficient time and resources allocated to employees to carry out their responsibilities
- Designated Safeguarding Officer to maintain links with local multi agency safeguarding partners (local authorities, police, commissioning groups, and prevent co-ordinators).
 - Inform and advise all parties on legislation changes and current safeguarding themes plan and implement training for all employees including CPD, quality assurance and standardisation for the designed safeguarding officer team.
 - Carry out investigation where appropriate into welfare concerns reported and liaise with external bodies such as safeguarding board where appropriate. Support and coordinate escalation process.
 - Overall management of safeguarding issues and report to board any issues that arise. Review procedures and policies on a timely basis.
 - Maintain own CPD to ensure their role can be fulfilled competently.
 - Provide advice and support to other employees on child welfare, safeguarding and child protection matters, and taking part in strategy discussions and inter agency meetings, and/ or supporting other employees to do so, and to contributing to the assessment of children.
 - Lead on policy and training, making referrals to external agencies such as Local children's social care/ channel/police and DBS. Have awareness of those children that are in need and how their education is impacted and progressing.
 - Nominate and ensure Deputy Designated safeguarding officers are in place and trained to the same level.
 - The DSL will ensure there is always Deputy DSL cover in times of absence, in emergency situations where this is not possible an EMT member must be informed to ensure cover is in place.
 - All employees to read and be aware of their responsibilities as identified in part 1 of Keeping Children Safe in Education 2024.

POLICY FOR REPORTING- See TE004 Appendix A (My Concern)-Flow Chart

- Hoople will not undertake any investigations which meets threshold, referring evidence instead to the appropriate authority such as Social Services, Multi Agency Safeguarding Hub (MASH) or the Police.
- Hoople will maintain a full record of any reported incidents or suspicions via the My concern platform implemented September 2024, including procedure followed, the feedback received and to whom the incident was referred. All records will be protected in compliance with the General Data Protection Regulations and the information sharing: advice for safeguarding practitioners.

TRAINING- See TE004 Appendix B

- Hoople employees liable to have contact with children/vulnerable adults will undertake annual mandatory training specific to their role see TE004 Appendix B
- The Designated Safeguarding Officer will undertake any appropriate training. They will then be provided with the appropriate information and training to assist them to raise awareness of Child Protection/ Vulnerable Adults issues with placement providers and other staff as required.
- INSET days will be undertaken every 3 months with safeguarding as an agenda item.

PROCEDURE FOR SUSPICION OF ABUSE, NEGLECT AND EXPLOITATION-

- Hoople employees will be aware of what constitutes abuse, neglect and exploitation and what should arouse suspicion by reference to government documentation: working together to safeguard children 2023
- Complete an incident report log on my concern and pass this to the Designated Safeguarding Officer.
- The Designated Safeguarding Officer will consider the incident and assign the case to an appropriate employee for comments, consideration and if appropriate investigation Then if appropriate share the concerns and relevant information with the agencies who need to know and involving children, young people, parents, families and carers appropriately.
- The Designated Safeguarding Officer will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedure followed the outcome of advice given by the authority that the

case was to refer to. Every stage of the process and any action taken will be recorded on MyConcern.

- Support will be made available if the disclosed incident or the reporting of it distresses the employee
- Monthly meetings between officers to review and action- feedback / reports presented at monthly Training & Education management meetings.

PROCEDURE FOR ALLEGATION OF SUSPICION OF ABUSE PERPETRATED BY A HOOPLE TRAINING & EDUCATION EMPLOYEE

- Reporting of allegations or suspicions must be made through the Designated Safeguarding Officer. If the concern relates to Safeguarding Officer, refer to Local Authority Designated Officer (LADO).
- The Designated Safeguarding Officer will decide whether to refer the case to the relevant body e.g. Social Services or the police.
- If a report is received from an anonymous source, the Designated Safeguarding Officer will contact a member of the Executive Management Team (EMT) in confidence, sharing the evidence if appropriate.
- The member of the Executive Management Team (EMT) may need to be involved with any decision to re-allocate activities due to be carried out by the person under investigation, before the outcome of the investigation is known.
- All sensitive information will be kept secure and not disclosed to other Employees.

Types of abuse

The main forms of abuse are defined as follows:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions

Psychological and Emotional abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

Financial and Material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Sexual abuse - including rape and sexual assault or sexual acts to which the Vulnerable Adult has not consented or could not consent or was pressured into consenting.

Neglect and Omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the

withholding of the necessities of life, such as medication, adequate nutrition, and heating.

Discriminatory abuse - including abuse based on a person's race, sex, disability, faith, sexual orientation, or age, other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Domestic Abuse – an incident of controlling, coercive or threatening behaviour, violence or abuse between people that are or have been intimate partners or family members. This is regardless of gender or sexuality.

Self-Neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Sexual Exploitation – Sexual exploitation is a form of sexual abuse where individuals are sexually exploited for money, power, or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, individuals are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Sexual exploitation does not always involve physical contact and can happen online.

Modern Slavery – this encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude, and inhumane treatment.

Organisational – Neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. Repeated instances of poor care may be an indication of more serious problems.

KEEPING CHILDREN SAFE IN EDUCATION- UPDATES FROM 2022-2023

The Department of Education (DFE) published an updated version of the statutory safeguarding and child protection guidance for schools and colleges in England, Keeping Children Safe in Education (KCSIE) in 2023 this replaced KCSIE 2022 when it came into force on 1st September 2023.

Changes Filtering and monitoring

All staff should receive training on the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

The designated safeguarding lead should take lead responsibility for understanding the filtering and monitoring systems and processes in place



Child absent from education

Being absent as well as missing from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation

Recruitment

Updated guidance states that all schools and colleges should inform shortlisted candidates that on-line searches might be undertaken as part of pre-recruitment checks

POLICY UPDATE KCSIE 2024

Keeping children safe in education 2024 introduces changes to the guidance as set out below. Definition of safeguarding the definition of 'safeguarding and promoting the welfare of children' has been updated to reflect the changes made in Working together to safeguard children (DfE, 2023a). The definition now includes the additional points of:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, inside or outside the home, including online. Early help the guidance on 'Early help' has also been amended in line with Working together. The update adds that professionals should be alert to the need for early help for a child who:
 - is frequently missing/goes missing from education, home or care
 - has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit.
 - has a parent or carer in custody or is affected by parental offending.

Abuse, neglect and exploitation

Where applicable, 'abuse and neglect' has been changed throughout the document to 'abuse, neglect and exploitation.'

The definition of 'abuse' has also been changed to clarify that harm can include children witnessing the ill-treatment of others and that this is particularly relevant when children see, hear or experience domestic abuse and its effects.

Children absent from education

In outlining the signs that children may be at risk of harm, the guidance updates 'deliberately missing education' to read 'unexplainable and/or persistent absences from education.'



Data protection

The updated guidance recommends that education professionals read the DfE Data Protection guidance for schools (DfE, 2024b). This guidance is aimed at school staff, governors and trustees and sets out how to: comply with data protection law; develop data policies; understand what staff and pupil data to keep; and prevent personal data breaches.

Alternative provision

The updated guidance clarifies that when a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil

POLICY UPDATE KCSIE 2025

Keeping children safe in education 2025 introduces changes to the guidance as set out below.

KCSIE notes for information that revised guidance is expected this summer on relationships, sex and health education and gender questioning children. Both pieces of guidance are referenced in KCSIE 2025 which was published in September 2025.

Online safety

The 2025 guidance adds disinformation, misinformation and conspiracy theories to the list of content risks under online safety. Disinformation is the deliberate creation and spread of false or misleading content, such as fake news. Misinformation is the unintentional spread of this false or misleading content (Cabinet Office, Department for Science, Innovation and Technology, 2023). Filtering and monitoring KCSIE 2025 includes a link to the DfE guidance Generative AI: product safety expectations. This guidance on generative artificial intelligence (AI) explains how filtering and monitoring requirements apply to the use of generative AI in education and supports schools to use generative AI safely.

Alternative provision

The updated guidance provides additional information to clarify and reflect existing

alternative provision guidance, highlighting how schools should:

- gain written confirmation from the alternative provider that appropriate staff safeguarding checks have been carried out, as well as written information about any arrangements that may put the child at risk
- have records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend



- regularly review any alternative provision placements to make sure the placement continues to be safe and meets the child's needs. If safeguarding concerns occur; the placement should be immediately reviewed and ended if necessary.

Children who are absent from education

The updated guidance makes clear that the DfE's Working together to improve school attendance is now statutory guidance.

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LEGAL FRAMEWORK

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and vulnerable groups in England. A summary of the key legislation is available from nspcc.org.uk/learning. The policy will be reviewed annually.

6. REVIEW AND REVISION

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

LINKS TO OTHER RELEVANT DOCUMENTS

Keeping Children Safe In Education (KCSIE) 2025

TE004 Appendix A

TE004 Appendix B



DOCUMENT CONTROL

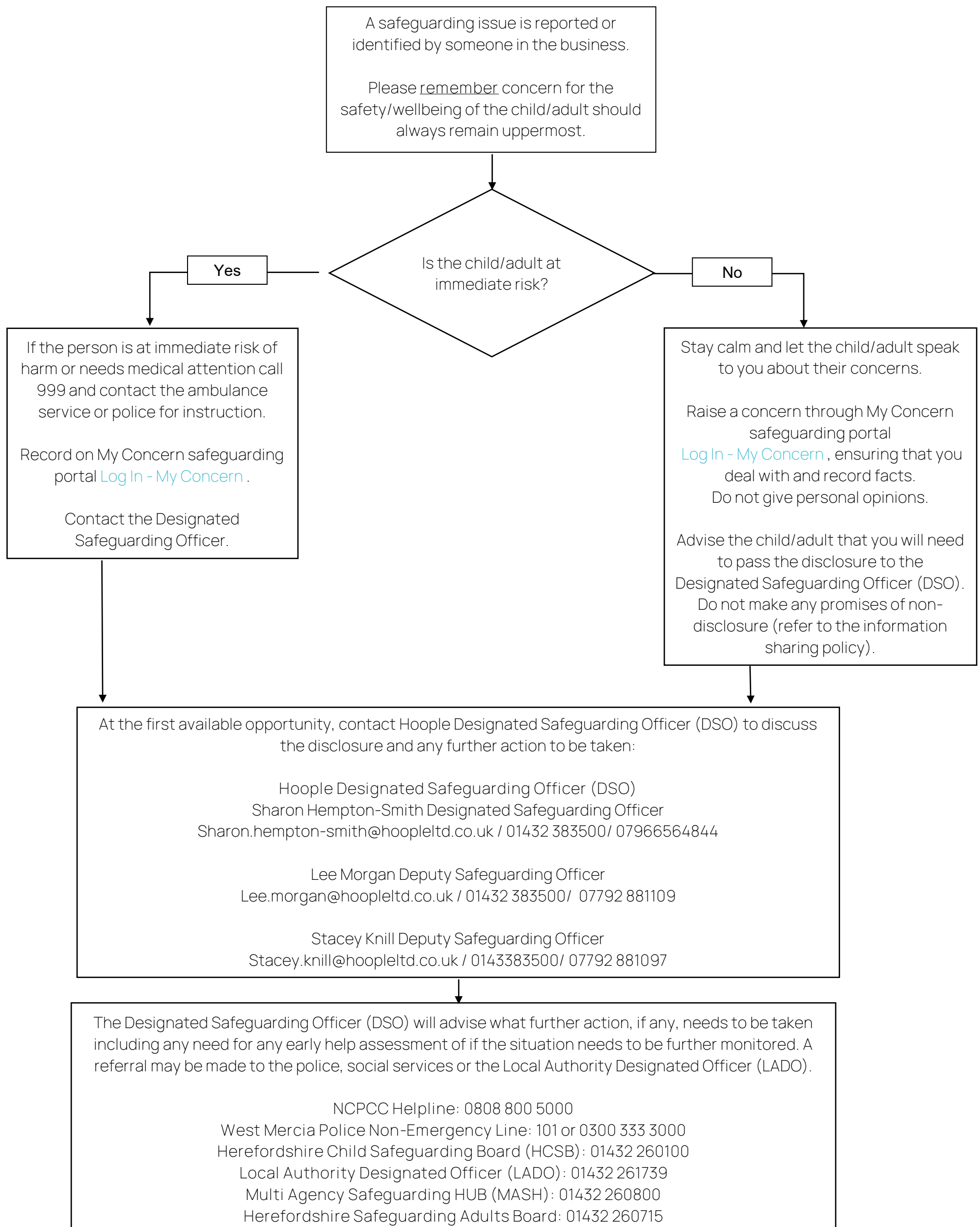
Guidance approved by:	TANDEM	Date approved:	November 2025
Implementation date:	Immediately	Review date:	Annual

CHANGE LOG

	Date	Description of changes	By	Reason for change	Pages affected
V1	January 2024	New policy created	SHS	-	All
V2	October 2024	Updated legislative changes	SHS / SK	Update	All
V3	September 2025	Updated legislation changes and inserted clearer guidance on types of abuse.	SHS/ LM	Update	All
V3	November 2025	Approved	TANDEM	-	-

END OF DOCUMENT

TE004 Appendix A
Action Guideline for employee with a safeguarding concern



TE004 Appendix B
Hoople Study Programme Safeguarding Training Matrix

Course	Estimated Hours of Learning	Key Audience				
		Governors	Designated Safeguarding Officer/ Deputy	Tutors	Teaching Assistant	Business Support
TES E-Learning- X- Mandatory						
Other safeguarding training and courses available and can be completed as part of CPD/inset dates available on TES e-learning platform.						
Child Exploitation	2		X	X	X	
Child Protection in Education	5	X	X	X	X	X
Child protection Refresher 2024	3	X	X			
Online Safety	2		X	X	X	
Safeguarding Young People	4		X	X		
Understanding low mood and depression	1				X	
The Prevent Duty	1	X	X	X	X	
A guide to UK Data Protection in Education Cyber Security	2		X			X
Hoople E-Learning X- Mandatory						
Hoople Information Security Awareness	1	X	X	X	X	X
Hoople Data Protection	1	X	X	X	X	X
Hoople Introduction to Health & Safety	1	X	X	X	X	X
Hoople Equality in the Workplace	1	X	X	X	X	X
Hoople Fraud Awareness and Prevention	1	X	X	X	X	X
Other						
Designated Safeguarding Lead Training			X			