

## PHILOSOPHY EDUCATION SAFEGUARDING POLICY AND PROCEDURES

### Core safeguarding principles

Philosophy Education acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

This policy applies to all internal staff at Philosophy Education as well temporary workers, candidates and contractors. Philosophy Education is fully compliant with Keeping Children Safe in Education – September 2025. Philosophy Education is committed to ensuring their work is consistent with safeguarding and promoting the welfare of children. All candidates placed by Philosophy Education are expected to take all reasonable steps to ensure they are alert to possible child abuse and neglect, and to familiarise themselves with arrangements for safeguarding children in the schools where they are placed.

### Safeguarding aims and objectives

This policy is designed to meet the above principles by ensuring that:

- Those who are known to be unsuitable do not gain access to children.
- Those who become unsuitable are detected at the earliest stage and prevented from continuing to work with children.
- Those who intend to do harm are prevented at every possible stage from entering the workforce.
- It is as simple as possible for an individual to report that they are being harmed or feel at risk of being harmed.
- Clear procedures will be implemented where child protection issues arise.
- Effective management is provided for staff, temporary workers, candidates and contractors through support and training.
- All necessary checks are made on staff, temporary workers, candidates and contractors.
- Philosophy Education stays up to date with developments on safeguarding best practice, reporting and auditing our safeguarding activities annually and reviewing and updating our policies and practices every 12 months.
- Those who are identified as being at risk of abuse are afforded every practicable protection by Philosophy Education and our subcontractors/partners.
- Philosophy Education will report any concerns regarding any individual, or any potential safeguarding situation that it becomes aware of as soon as practicable to the appropriate authority.
- Those we discover are being abused are afforded the relevant protection and assistance by the relevant bodies as soon as practicably possible.
- At an individual and collective level, employees are involved in ensuring safeguarding is embedded across our services to ensure a whole organisation approach so that individuals are adequately covered by this policy.

## Recruitment and selection process

Philosophy Education are also committed to protecting children through a careful recruitment and selection process, training, a whistle blowing policy and guidance on appropriate behaviour. Philosophy Education's rigorous procedures ensure that any candidate found to have a history of unacceptable conduct or practice, will not be offered work finding services.

As part of our safeguarding policy Philosophy Education will:

- Promote and prioritise the safety and wellbeing of children.
- Ensure all candidates undergo a full vetting and compliance process.
- Ensure all candidates complete online safeguarding training (Level 1) every 12 months. This is in order to understand their roles and responsibilities in respect of safeguarding and includes how to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the engagement of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- This policy will be widely promoted and is mandatory for everyone involved in Philosophy Education. Failure to comply with this policy and the company's safeguarding procedures will be addressed without delay and may result in disciplinary action.

## Legislation

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2018
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children act 2004
- Keeping Children Safe in Education
- Rehabilitation of Offenders Act 1974
- Disqualification under the Childcare Act 2006 (2015)
- Counter-Terrorism and Security Act 2015 (including the 'Prevent Duty')
- Modern Slavery Act 2015
- Mental Capacity Act 2005
- Human Rights Act 1998

## Definitions

**'Safeguarding'** - is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

**'Abuse'** - Keeping children safe in education September 2020 defines abuse and neglect and gives four clear categories of abuse as:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

**'Child'** – is used to define anyone under the age of 18 (Children Act, 1989).

## **Safeguarding and compliance checks**

Philosophy Education conducts the following safeguarding checks and has sight of all original documents before supplying a candidate into a school to undertake regulated activity with children.

- CV with full employment history
- Registration form
- Health declaration
- Face to face video interview
- Written Interview notes
- DBS Enhanced Disclosure Certificate
- Children's Barred List Check
- Overseas Police Checks
- Proof of address
- Right to Work check
- Proof of qualification
- Childcare Disqualification Check
- Prohibition Order check (Teachers only)
- EEA restrictions check (Teachers only)
- A minimum of 2 professional written references
- Signed Terms of Engagement for Agency workers
- Philosophy Education Professional Guidelines
- Level 1 Safeguarding Training course (online)

Philosophy Education do accept a candidate's Enhanced DBS processed through another organisation but we must officially sight the full, original certificate, confirm it is listed as 'Child Workforce' and it must be registered on the DBS Update Service. If the candidate has not registered on the update service, then Philosophy Education will process a new DBS Enhanced Disclosure check. All Philosophy Education Enhanced DBS Checks will be processed for the Child workforce. Child and Adult workforce checks will be completed for special education settings with pupils up to 25 years old. When a candidate is subscribed to the DBS update service, an online check will be done every 12 months. (Refer to our DBS policy for further guidance).

## **Responsibilities**

All staff, temporary workers, candidates and contractors placed on assignment in schools are responsible for supporting safeguarding practices and have a responsibility to follow the guidelines laid out in this policy and related policies and to pass on any welfare concerns using the required procedures.

All staff are required to read and understand the following government legislation documents:

# PHILOSOPHY EDUCATION

- Keeping Children safe in Education (2024) – part one: Information for all school and college staff
- Prevent Duty

Philosophy Education staff must hold Level 1 Safeguarding training and to update this every 12 months. Philosophy Education provide this free of charge to agency workers registered and working for Philosophy Education.

We expect all staff, temporary workers, candidates and contractors to promote good practice by being an excellent role model; contributing to discussions about safeguarding to positively involving people in developing safe practices. All staff, temporary workers, candidates and contractors should:

- Read, understand, accept and act in accordance with this policy and Philosophy Education professional guidelines.
- Be vigilant and follow professional codes of conduct to maintain professional boundaries.
- Report any concerns or disclosures related to the protection and safety of children.
- Undertake mandatory child protection and safeguarding awareness sessions where provided.
- Help educate learners, including children, young people and adults in matters of keeping safe, and acting as a good role model.

All staff, temporary workers, candidates and contractors working through Philosophy Education are expected to keep children safe by:

- Reading and adhering to the specific guidelines set out in each school's safeguarding policy.
- Providing a safe learning environment.
- Making a note and reporting to the designated member of staff any major incident, or signals which give cause for suspicion or concern.
- Identifying children who are suffering or likely to suffer significant harm and taking the appropriate action by referring all matters following the school's safeguarding procedures
- Under no circumstance should a candidate intervene on his or her own and must always refer to a senior member of staff in the school.

## **Reporting and barring referrals**

The process outlined below details the overarching stages involved in raising and reporting safeguarding concerns at Philosophy Education. (For detailed information, please refer to our Quality Control, Allegation and Complaints Policy and our DBS Policy.)

## **LADO (Local Authority Designated Officer)**

In accordance with Working Together to Safeguard children (2018), where an organisation has received an allegation that a volunteer or member of staff who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

A referral should be sent to the Local Authority Designated Officer (LADO) within one working day, giving as much detail as possible. This will be completed by the school with supporting information provided by Philosophy Education's Safeguarding Lead.

## **Duty to make a referral to the DBS**

Where there is evidence that anyone has harmed, or poses a risk of harm, to a child, there is a legal duty on Philosophy Education to report that person to the Disclosure and Barring Service using their guidance available here <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>. The DBS has statutory authority to bar a person from working in regulated activity with children and/or vulnerable adults in the UK.

Referral to the DBS will also be made if the person resigns prior to an investigation being carried out or reaching its conclusion. If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance.

Philosophy Education will not make any compromise/settlement agreement in the case of a person deemed unsuitable to work with children. Any such agreement which contained a condition of not referring the case to the DBS would constitute a criminal offence.

Anyone who is concerned about a child's welfare or who believe that a child or vulnerable adult may be at risk of abuse should pass any information to the DBS or other appropriate authority as soon as possible and no longer than 24 hours after the initial concern.

## **Whistle Blowing**

All staff, temporary workers, candidates and contractors should bring matters of concern to the attention of Philosophy Education and concerns can be reported directly to the LADO. Once you have shared your concerns you should submit them in writing giving names, date and places where appropriate. No action will be taken against you if the concern proves to be unfounded but was raised in good faith. All staff, workers, candidates and contractors should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Include concern raised and not acted upon by the safeguarding lead. Allegations that are made frivolously, maliciously or for personal gain will lead to termination.

Once a disclosure against anyone has been made, Philosophy Education will consider whether the allegation should be reported to the LADO. Only after notifying and consulting with the LADO (or, in the most serious cases, the police) will the Philosophy Education undertake an investigation.

Please refer to Philosophy Education's Whistleblowing Policy for further information [www.philosophyeducation.co.uk/policies](http://www.philosophyeducation.co.uk/policies)

## **Summary**

Philosophy Education safeguarding policy is available on clients and candidates request. All staff, temporary workers, candidates and contractors must be aware that they have a professional duty to share information with local authorities, DBS, the police and other education recruitment agencies in order to safeguard children. The public interest in safeguarding children may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by Philosophy Education.