

Date policy issued: 06/09/2022

Date policy last reviewed: 06/09/2025

This policy will be reviewed every 12 months (as a minimum).

Review due date: 06/09/2026

Designated Safeguarding Lead contact details:

Designated Safeguarding Lead: Liz Monks

Designated Safeguarding Lead Contact Details: liz@hazel-tree.co.uk 01942 945671

Deputy Designated Safeguarding Lead: Natalie Smith

Deputy Designated Safeguarding Lead Contact Details: natalie@hazel-tree.co.uk 01942 945671

Table of Contents

- 1. Introduction**
- 2. Definitions**
- 3. Recognising Abuse and Neglect**
- 4. Core Safeguarding Principles**
- 5. Designated Safeguarding Lead**
- 6. Safer Recruitment**
- 7. How to Raise a Concern**
- 8. Managing Allegations Against Staff or Candidates**
- 9. Duty to Refer to the Disclosure and Barring Service (DBS)**
- 10. Whistleblowing**
- 11. Monitoring and Reviewing**

1. Introduction

Safeguarding is everyone's responsibility. At Hazel Tree Education Recruitment, we fully recognise our legal and moral obligations to protect and advance the wellbeing of children and adults who may be at risk. We are dedicated to upholding safeguarding standards that align with national laws, official guidelines, and leading industry practices. Every child and adult at risk deserves impartial safeguarding from all forms of harm or mistreatment, irrespective of their age, disability, gender, ethnic background, faith, sexual orientation or identity.

This policy applies to all our team members and candidates, and it will be actively shared and enforced across the organisation. Non-adherence to this policy or our safeguarding protocols could lead to disciplinary measures, up to and including dismissal or contract termination. Candidates supplied by Hazel Tree Education must familiarise themselves with the safeguarding measures in their assigned settings and understand the nature of abuse and neglect in its various forms, including recognition, response, and escalation protocols.

We at Hazel Tree Education hold our staff and candidates to high standards in fostering effective safeguarding. To support this, they are required to:

- Thoroughly review, understand, and implement this policy.
- Stay alert and adhere to professional standards to uphold boundaries and secure practices.
- Promptly raise any concerns or disclosures relating to children or adults at risk.
- Participate in required safeguarding training and refreshers as offered.

2. Definitions

Child - Anyone under the age of 18 (Children Act 1989).

Adult at risk - An adult who has care and support needs and is at risk of, or experiencing, abuse or neglect and is unable to protect themselves (Care Act 2014).

Safeguarding - Protecting children and adults at risk from maltreatment, preventing impairment of health and development, and ensuring they grow up (or live) in circumstances consistent with the provision of safe and effective care.

3. Recognising Abuse and Neglect

We expect all staff and candidates to be able to recognise the main categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse and exploitation (including child-on-child sexual violence and harassment)
- Neglect
- Domestic abuse
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- Online harms
- Radicalisation and extremism
- Female genital mutilation (FGM)
- Forced marriage and honour-based abuse
- Financial or material abuse (adults)
- Discriminatory abuse
- Organisational/institutional abuse
- Self-neglect

Full indicators are contained in our staff training programme and in Keeping Children Safe in Education (KCSIE) 2025 and the Care Act statutory guidance.

4. Core Safeguarding Principles

Hazel Tree Education Recruitment will:

- Always act in the best interests of the child or adult at risk
- Maintain a child-centred and coordinated approach
- Recruit staff and candidates safely and maintain an ongoing culture of vigilance
- Provide regular, up-to-date safeguarding training and briefings
- Ensure clear, quick reporting routes both internally and externally
- Refer concerns without delay to the appropriate authority (school DSL, LADO, children's/adult social care, Police, Channel/Prevent, DBS)
- Keep accurate, timed, and factual records
- Cooperate fully with statutory investigations

5. Designated Safeguarding Lead

The DSL is responsible for:

- Being the first point of contact for concerns
- Making or supporting referrals to statutory agencies
- Maintaining the central safeguarding record
- Delivering and monitoring training
- Liaising with Local Authority Designated Officers (LADOs)
- Ensuring DBS referral obligations are met
- Reviewing and updating this policy annually or following legislative change

6. Safer Recruitment

We follow the principles and standards set out in Keeping Children Safe in Education 2025:

- Enhanced DBS checks (with barred list where appropriate)
- Full employment history and explanation of gaps
- At least two references taken up before placement, one from the most recent employer
- Prohibition from teaching/management checks where required
- Right to work, identity, and qualification verification
- Overseas police checks and letters of professional standing where applicable
- Risk assessment for any candidate with criminal history or concerns

No candidate will be placed until all pre-employment checks are satisfactorily completed.

7. How to Raise a Concern

If you are a candidate on placement:

1. Report immediately to the setting's Designated Safeguarding Lead
2. Inform Hazel Tree's DSL the same working day
3. If you feel the setting has not responded adequately, contact Hazel Tree's DSL directly

If you are a member of Hazel Tree staff:

- Report any concern (however small) to the DSL immediately
- If the concern involves the DSL, report to the Deputy DSL or a director

Emergency: In immediate danger, call 999, then inform the DSL.

All concerns will be recorded in writing and stored securely in line with data protection law.

8. Managing Allegations Against Staff or Candidates

Any allegation that a member of staff or candidate may have:

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

will be referred to the Local Authority Designated Officer (LADO) within one working day.

We will follow our separate Allegations Policy and fully cooperate with any investigation.

Suspension or redeployment is not an automatic response but will be considered where necessary.

9. Duty to Refer to the Disclosure and Barring Service (DBS)

We have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or adult at risk when the harm test is met. This duty continues even if the person resigns or leaves our register.

10. Whistleblowing

We actively encourage a culture where staff and candidates feel safe to raise genuine concerns about poor or unsafe practice, even if it involves colleagues or senior leaders. Hazel Tree Education's whistleblowing policy encourages candidates to raise concerns and access outside sources for support and advice if required.

11. Monitoring and Review

This policy and its procedures are reviewed at least annually by the Designated Safeguarding Lead and senior leadership, and immediately following any serious incident or legislative change.

We welcome feedback from schools, candidates, and partners to help us continually improve our safeguarding practice.