

Safeguarding and Child Protection Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD supplies candidates into schools, colleges and other settings where children are present. Safeguarding is the reason our compliance processes exist, and it is the responsibility of everyone who works for or through us.

Our commitments

- We recruit safely, so that people who present a risk are identified before they reach a setting.
- Every candidate is briefed on their safeguarding responsibilities before they start.
- Every concern is acted on promptly and proportionately, in line with statutory guidance.
- We work openly with schools, local authorities, the police and the Disclosure and Barring Service.
- Nobody is expected to decide whether a concern is serious enough to pass on. Report it; assessing it is someone else's job.

The framework we work to

Keeping Children Safe in Education 2026, in force from 1 September 2026; Working Together to Safeguard Children 2023; the Children Acts 1989 and 2004; the Safeguarding Vulnerable Groups Act 2006; the Counter-Terrorism and Security Act 2015 (Prevent); and the Care Act 2014 where an adult at risk is involved.

Data protection law never prevents the sharing of information to keep a child safe. Fear of breaching it is not a reason to withhold a concern.

What candidates must do

- Read the setting's safeguarding policy and identify its designated safeguarding lead on the first day.
- Follow the setting's child protection procedures at all times.
- Maintain professional boundaries — no personal contact details, no social media contact with pupils, no lifts, no gifts, no photographs on personal devices.
- Report any concern immediately, to the setting's designated safeguarding lead and to ours.
- Complete any safeguarding or Prevent training we or the setting require.

If a child discloses something

1. Listen. Do not interrupt and do not ask leading questions.
2. Do not promise to keep it secret.
3. Record what was said in the child's own words, with the date and time.
4. Report to the setting's designated safeguarding lead the same day, and tell us.

Where a child is at immediate risk, call 999.

Allegations against adults

Concerns about the conduct of a candidate or member of staff are managed under our Allegations Policy. The concern goes to our Designated Safeguarding Lead immediately; the Local Authority Designated Officer is contacted within one working day where the harm threshold may be met; nobody interviews the child or the accused person; and where a person is removed from regulated activity because they have caused harm or pose a risk of harm, we make a referral to the DBS, which is a legal duty.

Concerns that do not meet the harm threshold are still recorded and reviewed, so that patterns become visible before they become serious.

Contacts

Designated Safeguarding Lead	Abdullah Iqrar — abdullah@keystage-education.co.uk — 0208 057 9509
Deputy Designated Safeguarding Lead	Mahedi Alam — mahedi@keystage-education.co.uk
Local Authority Designated Officer	The LADO for the local authority in which the setting is located
NSPCC Helpline	0808 800 5000
NSPCC Whistleblowing Advice Line	0800 028 0285
Child at immediate risk	Police, 999

Our full Safeguarding and Child Protection Policy, Allegations Policy and Safer Recruitment Policy are available on request.