



## Safeguarding & Child Protection Policy

**Directors:** Alex Alton & Heather Beevers

**Version:** 1.0

**Review Date:** June 2027

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### 1. Policy Statement

Enlightenment Education Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, candidates, and associates to share this commitment.

We recognise our responsibility to ensure that all staff supplied to schools are suitable to work with children and young people and are recruited in line with safe recruitment practices and statutory guidance, including **Keeping Children Safe in Education (KCSIE)** and relevant UK safeguarding legislation.

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### 2. Purpose and Scope

This policy applies to:

- All staff employed by Enlightenment Education Ltd
- All temporary and supply staff placed in education settings
- All candidates registered with the agency
- All directors and consultants acting on behalf of the company

The purpose of this policy is to ensure that robust safeguarding procedures are embedded within all recruitment, vetting, and placement processes.

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### 3. Safeguarding Commitment

Enlightenment Education Ltd is committed to:

- Protecting children and young people from harm, abuse, and exploitation
  - Preventing unsuitable individuals from gaining access to children
  - Acting in accordance with statutory safeguarding guidance at all times
  - Ensuring all placements prioritise the safety and welfare of children
  - Promoting a culture of vigilance and professional accountability
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#### **4. Safer Recruitment**

We operate safe recruitment practices in line with recognised safeguarding standards. This includes:

- Face-to-face or video registration interviews with all candidates
- Verification of identity in line with government right-to-work guidance
- Full employment history review, including explanation of any gaps
- Collection and verification of at least two professional references covering a minimum of two years employment history
- Verification of qualifications relevant to education roles
- Confirmation of professional registration status where applicable (e.g. QTS, EYTS)
- Assessment of suitability to work with children during the registration process

No candidate will be placed into an education setting until all mandatory compliance checks are satisfactorily completed.

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#### **5. Disclosure and Barring Service (DBS) Checks**

All candidates working through Enlightenment Education Ltd in regulated activity will be required to hold an enhanced DBS certificate, including children's barred list information where applicable.

Where appropriate, candidates may be required to:

- Register for the DBS Update Service
- Provide consent for ongoing status checks
- Provide original DBS documentation for verification

We will not knowingly place any individual who is barred from working with children.

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#### **6. Safeguarding Expectations in Schools**

All placed staff are expected to:

- Follow the safeguarding policies and procedures of the host school
  - Report any safeguarding concerns immediately to the designated safeguarding lead (DSL) within the school
  - Maintain appropriate professional boundaries at all times
  - Record concerns accurately and factually where required
  - Act in accordance with KCSIE guidance and school-specific training
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## **7. Reporting Safeguarding Concerns**

Any safeguarding concerns relating to a placed candidate must be reported immediately.

Concerns should be escalated to:

- The Designated Safeguarding Lead (DSL) within the host school and/or
- A Director of Enlightenment Education Ltd

Where appropriate, concerns will be referred to relevant external safeguarding authorities, including the Local Authority Designated Officer (LADO).

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## **8. Allegations Against Staff**

Any allegation made against a member of staff supplied by Enlightenment Education Ltd will be taken seriously and handled in line with statutory guidance.

We will:

- Cooperate fully with the host school and relevant safeguarding authorities
  - Suspend placement pending investigation where necessary
  - Maintain appropriate confidentiality throughout any investigation
  - Keep written records of all actions taken
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## **9. Training and Awareness**

All candidates are expected to demonstrate up-to-date awareness of safeguarding requirements prior to placement.

We may require evidence of:

- Safeguarding training completion
- Prevent Duty awareness training
- Behaviour management training (where relevant)

We encourage ongoing professional development in safeguarding practice.

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## **10. Record Keeping**

Enlightenment Education Ltd maintains secure and confidential records relating to:

- Candidate vetting and compliance checks
- DBS certification status
- References and qualification verification

- Placement history

All records are stored in accordance with UK GDPR principles and retained only for as long as necessary for compliance and audit purposes.

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## **11. Policy Review**

This policy will be reviewed annually, or sooner if required due to changes in legislation, statutory guidance, or operational practice.

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**Signed for and on behalf of Enlightenment Education Ltd**

**Alex Alton** – Director

**Heather Beavers** – Director