

Safeguarding Policy

Centre: Footprint School of Business (FSOB)

Policy Owner: Designated Safeguarding Lead (DSL)

Approval Date: 1 April 2026

Review Date: Annual (or sooner if legislation changes)

1. Policy Statement

Footprint School of Business (FSOB) is fully committed to safeguarding and promoting the welfare of all learners, staff, and stakeholders. We recognise our statutory and moral duty to ensure that all individuals, particularly children and vulnerable adults, are protected from harm, abuse, neglect, and exploitation.

This policy reflects FSOB's commitment as outlined in the uploaded policy document and is aligned with NCFE requirements that centres must demonstrate **robust** safeguarding systems, clear reporting procedures, and a culture of safety and vigilance.

2. Legislative and Regulatory Framework

This policy is informed by current UK safeguarding legislation and guidance, including:

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Keeping Children Safe in Education (KCSIE) (latest version)
- Working Together to Safeguard Children
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Equality Act 2010

3. Aims of the Policy

Building on your original policy, FSOB aims to:

- Protect learners and staff from harm, abuse, and exploitation
- Provide a safe, inclusive, and supportive learning environment
- Ensure all staff understand safeguarding responsibilities

- Promote early identification and intervention
- Maintain effective safeguarding reporting and recording systems
- Comply with NCFE quality assurance and safeguarding standards

4. Scope

This policy applies to:

- All learners (including adults at risk)
- All staff (permanent, temporary, agency)
- Volunteers and contractors
- Visitors and external partners

5. Definitions

Safeguarding refers to:

- Protecting children and vulnerable adults from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Taking action to enable best outcomes

Types of abuse include:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Neglect
- Financial abuse (for adults at risk)
- Modern slavery and exploitation
- Radicalisation and extremism

6. Roles and Responsibilities

6.1 Designated Safeguarding Lead (DSL)

As highlighted in your policy :

The DSL is responsible for:

- Leading safeguarding strategy and implementation
- Managing safeguarding concerns and referrals
- Liaising with external agencies (e.g., social services, police)
- Ensuring staff training and compliance
- Maintaining confidential safeguarding records
- Reporting safeguarding trends to senior management

6.2 Deputy DSL

- Supports the DSL
- Acts in absence of DSL

6.3 Staff Responsibilities

All staff must:

- Be vigilant and recognise signs of abuse
- Report concerns immediately to the DSL
- Maintain confidentiality
- Complete mandatory safeguarding training
- Promote a safe learning environment

6.4 Senior Management

- Ensure safeguarding is embedded in organisational culture
- Allocate sufficient resources
- Monitor compliance and effectiveness

7. Safer Recruitment

In line with your policy and NCFE expectations:

FSOB ensures:

- DBS checks (where applicable)
- Identity verification

- Right to work checks
- Reference checks
- Safeguarding-focused interviews
- Staff suitability assessments

8. Training and Awareness

- All staff complete safeguarding training at induction
- Annual refresher training is mandatory
- DSL receives advanced safeguarding training
- Staff are trained in:
 - Recognising abuse
 - Responding to disclosures
 - Prevent Duty awareness
 - Online safety

9. Safeguarding Procedures

9.1 Reporting Concerns

As indicated in your document :

- All concerns must be reported immediately to the DSL
- Concerns must be recorded in writing within 24 hours
- DSL determines appropriate action in line with statutory guidance

9.2 Responding to Disclosures

Staff must:

- Listen carefully without judgement
- Not promise confidentiality
- Reassure the individual
- Record factual information
- Report immediately

9.3 Record Keeping

- Secure and confidential storage of records
- GDPR-compliant data handling
- Chronological and accurate documentation

10. Allegations Against Staff

Reflecting your policy :

- All allegations are taken seriously
- Managed fairly and promptly
- Referred to appropriate authorities where required
- Staff subject to investigation are treated fairly
- Follow disciplinary procedures and legal guidance

11. Online Safety (E-Safety)

As highlighted in your policy :

FSOB will:

- Implement filtering and monitoring systems
- Educate learners on digital safety
- Prevent access to harmful content
- Promote responsible technology use

12. Prevent Duty (Radicalisation and Extremism)

FSOB will:

- Identify individuals at risk of radicalisation
- Promote British values
- Report concerns via safeguarding channels
- Provide Prevent training to staff

13. Working with External Agencies

As stated in your document :

FSOB will collaborate with:

- Local authorities
- Social services
- Police
- Health services
- NCFE and regulatory bodies

14. Learner Awareness and Support

- Learners are informed about safeguarding during induction
- Clear reporting channels are provided
- Support services are accessible
- Inclusive environment is maintained

15. Quality Assurance and Continuous Improvement

To meet NCFE requirements, FSOB will:

- Regularly review safeguarding practices
- Monitor safeguarding incidents and trends
- Collect learner and staff feedback
- Include safeguarding in:
 - Self-Assessment Reports (SAR)
 - Quality Improvement Plans (QIP)
- Participate in audits and external quality assurance

16. Confidentiality and Data Protection

- Information shared on a need-to-know basis
- GDPR compliance maintained

- Safeguarding takes precedence over confidentiality where risk exists

17. Monitoring and Review

- Policy reviewed annually or when legislation changes
- Reviewed by senior leadership and DSL
- Updated following audits, incidents, or NCFE guidance

18. Key Contacts (To be completed)

- DSL: Oluseye Jegede
- Deputy DSL: Olubukola Esther
- Local Safeguarding Authority:
- Emergency Services: 999