

# SPM Development Services Ltd

## Safeguarding and Child Protection Policy

**Reviewed and Updated:** April 2026

**Next Review:** April 2027, or sooner if statutory guidance changes.

### Purpose and Scope

This policy sets out how SPM Development Services Ltd will safeguard and promote the welfare of children and young people. It applies to all staff, contractors, volunteers, and anyone working on behalf of the organisation. Our duty is to comply with Keeping Children Safe in Education (KCSIE 2025), Working Together to Safeguard Children (2023), the Alternative Provision Guidance (2024), the Prevent Duty (2023), the Children Missing Education statutory guidance (2024), and the Data Protection Act 2018/UK GDPR.

### Our Principles

- The welfare of children is paramount.
- Children should never experience abuse of any kind.
- We work in partnership with parents, carers, local authorities, and other professionals.
- All children, regardless of protected characteristics, have equal rights to protection.
- Some children, including those with additional vulnerabilities (such as children in kinship care, children with social workers, and gender-questioning children), may need additional safeguards.
- Children with special educational needs and disabilities (SEND), including those with Education, Health and Care Plans (EHCPs), may face additional safeguarding challenges and barriers to disclosing concerns.

### Designated Safeguarding Lead (DSL)

SPM Development Services Ltd has a Designated Safeguarding Lead (DSL):

DSL: Simon Piper-Masha

Email: [simon@spmdevelopmentservices.co.uk](mailto:simon@spmdevelopmentservices.co.uk) | Tel: 07787 530009

The DSL is the main point of contact for safeguarding concerns and liaises with partner organisations, local authority safeguarding teams, and the Local Authority Designated Officer (LADO) when appropriate. DSL training is renewed at least every two years.

## Reporting Concerns and Disclosures

All concerns, suspicions, or disclosures must be reported to the DSL immediately. Staff must never promise confidentiality, must avoid leading questions, and must report using the child's own words wherever possible.

Step-by-step procedure:

- Listen carefully, remain calm, and avoid interrupting.
- Reassure the child but do not promise confidentiality.
- Record the disclosure using the child's exact words where possible.
- Do not investigate or ask leading questions.
- Report to the DSL as soon as practically possible.
- Complete the safeguarding concern form and forward to the DSL.

Staff are expected to complete safeguarding records promptly, factually, and in the required format so that accurate records can be maintained.

If the DSL is not available, staff must contact the partner organisation's DSL or the local authority safeguarding team.

## Low-Level Concerns

In line with Part 4 of KCSIE 2025, SPM Development Services Ltd maintains a framework for managing low-level concerns. All concerns, no matter how small, about staff behaviour will be recorded, reviewed by the DSL, and acted upon appropriately. Patterns of low-level concerns will be monitored to ensure early intervention.

## Allegations Against Staff

Any allegation that a member of staff or contractor has harmed a child, may have harmed a child, or otherwise poses a risk of harm must be reported immediately to the DSL. The DSL will contact the LADO within 24 hours and follow Part 4 of KCSIE 2025.

If the allegation is against the DSL, the whistleblowing policy must be followed and the concern reported to the commissioning organisation or LADO directly.

SPM recognises its duty of care to staff and will provide appropriate support during any investigation.

## Safer Recruitment

SPM follows safer recruitment procedures in line with KCSIE 2025. This includes:

- Enhanced DBS with children's barred list check for all staff in regulated activity.
- Online searches as part of pre-employment checks.

- Verification of identity, right to work, qualifications, and employment history with explanations for gaps.
- At least two satisfactory references obtained before appointment.
- Overseas checks where relevant.
- Section 128 check where applicable.
- Prohibition from teaching list check where applicable.
- Risk assessments for staff with any criminal history.
- A single central record of all recruitment and vetting checks.

### **Staff Training and Prevent Duty**

All staff will complete safeguarding training at induction and receive annual updates, with formal refresher training at least every two years.

In addition, all staff must complete Prevent awareness training. The DSL will also complete the Prevent referrals training, as required by the Prevent Duty Guidance (2023).

### **Attendance and Children Missing Education (CME)**

As an alternative provision provider commissioned by local authorities, SPM records attendance at every session. Absences are reported promptly to commissioners. Persistent absence or missing education will be escalated in line with the 2024 statutory guidance 'Working Together to Improve School Attendance' and the Children Missing Education guidance.

### **Lone Working and Home Visits**

Tutors working in students' homes must:

- Ensure a parent, carer, or responsible adult is present unless alternative arrangements have been explicitly agreed by SPM and reflected within the individual risk assessment.
- Work in communal areas with doors open unless otherwise risk assessed as appropriate for the learner and setting.
- Follow SPM's Lone Worker and Home Visit Policy, including check-in/out systems and dynamic risk assessment expectations.
- Report any risks, incidents, or safeguarding concerns immediately to the DSL.

### **Physical Contact / Safe Touch**

SPM operates a no-touch approach within its 1:1 tuition model.

Tutors must not engage in physical contact with students unless immediately necessary to prevent harm, respond to an emergency, or ensure the immediate safety of the student or others.

This includes, but is not limited to, physical prompting, sensory regulation strategies, massage, therapeutic touch, occupational therapy activities, physical intervention, or any other planned direct-contact support.

Where a student requires medication, personal care, medical support, therapeutic input, sensory regulation, or other physical assistance during a session, this remains the responsibility of the parent/carer, responsible adult, or relevant external professional.

These boundaries are in place to maintain safeguarding, protect students and staff, preserve professional boundaries, and ensure clear role definition within SPM's tuition model.

### **Online Safety and Cyber Security**

SPM is committed to safe online tutoring. Staff must:

- Use SPM-approved platforms only.
- Not share personal contact details with students.
- Follow the staff online code of conduct.
- Report online safeguarding concerns in the same way as in-person concerns.
- Adhere to DfE's Cyber Security Standards to protect data and systems.

Additional expectations:

- Tutors must dress and behave appropriately during online sessions.
- Students must have a parent, carer, or responsible adult present in the home during online sessions unless alternative arrangements have been explicitly agreed by SPM and reflected within the individual risk assessment.
- No recording, screenshots, or sharing of online sessions is permitted.
- Parents/guardians are expected to provide a safe, quiet, and appropriate environment for online tutoring.

### **Staff Code of Conduct**

All staff must follow SPM's Code of Conduct, including:

- Treating all students with respect.
- Avoiding being alone with students where possible.
- Not promising confidentiality.
- Not sharing personal contact details or social media.
- Challenging unacceptable behaviour and reporting concerns immediately.
- Maintaining professional boundaries at all times.
- Never being under the influence of alcohol or substances when working.
- Following safeguarding procedures in the event of any concern or disclosure.

### **Anti-Bullying, Whistleblowing and Complaints**

SPM has clear policies on anti-bullying, whistleblowing, and complaints. All staff must be familiar with these and understand how they link to safeguarding practice. If staff feel

unable to raise safeguarding concerns internally, or if concerns are not addressed, they may contact the Local Authority Designated Officer (LADO) or the NSPCC whistleblowing helpline for advice.

### **Data Protection and Record Keeping**

All records are kept securely in compliance with the Data Protection Act 2018 and UK GDPR. Safeguarding concerns provide a lawful basis for sharing information with statutory agencies. Information will be shared only with those who need to know, and records will be retained securely.

### **Policy Review**

This policy will be reviewed annually, or sooner if changes are required by updated statutory guidance (e.g. Keeping Children Safe in Education).