# SAFEGUARDING POLICY FOR

**33 Recruitment t/a Educ8sen**

|  |  |
| --- | --- |
| **Date Updated:** | **September 2024** |
| **Reviewed:****Reviewed by:** | **September 2024****Alison Ramsay****Maria Takkou** |
| **Next Review:** | **September 2025** |

|  |  |
| --- | --- |
| **Designated Safeguarding Lead:** |  **Maria Takkou** |



**Contents**

* **Important Contacts**
* **Introduction**
* **Scope of the policy**
* **Purpose and Aims**
* **Definitions**
* **Equality Statement**
* **Legislation and statutory guidance**
* **Roles and responsibilities**
* **Safety**
* **Confidentiality**

# Online safety and the use of mobile technology

* **Recognising abuse and taking action**
* **Notifying parents or carers**
* **Implementation and Monitoring**
1. **Important Contacts**

| **ROLE** | **NAME** | **CONTACT DETAILS** |
| --- | --- | --- |
| **Designated Safeguarding Lead (DSL)** | Maria Takkou (Managing Director) | Maria.Takkou@educ8sen.co.uk**Telephone: +44 (0) 7913112414** |

**Introduction**

Safeguarding and promoting the welfare of children is everyone’s responsibility. ‘Children’ includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

*(Keeping Children Safe in Education – DfE, 2024)*

Educ8sen carries out activities which brings tutors into regular contact with children. This includes providing tutoring in the student’s home, in the local community and within Educ8sen environment. It also includes online tutoring, in which tutoring is provided in person or over the Internet. Educ8sen takes its responsibilities to safeguard and protect the interests of all young children very seriously.

**Scope of this policy:**

This policy applies to those who are in any way connected to the work of Educ8sen.

Please note that our tutors are either qualified and experienced teachers, tutors or HLTA’s experienced in working with children and young people with a SEND.

**Purpose and Aims of this policy:**

To protect children and young people who receive services from Educ8sen.

Educ8sen aims to ensure that:

* Appropriate action is taken in a timely manner to safeguard and promote children’s welfare
* All staff are aware of their statutory responsibilities with respect to safeguarding
* Staff are properly trained in recognising and reporting safeguarding issues

**Definitions**

This Child Protection policy is for all staff, parents, and any person’s that are connected to or working with or on behalf of Educ8sen. It forms part of the safeguarding arrangements for our tutors and should be read in conjunction with the following policies and procedures:

* + Keeping Children Safe in Education (DfE, 2024)
	+ Online Teaching Policy
	+ Complaints & Whistleblowing Policy
* Safeguarding and promoting the welfare of children is now defined as:
	+ Providing help and support to meet the needs of children as soon as problems emerge
	+ Protecting children from maltreatment, **whether that is within or outside the home, including online**
	+ Preventing the impairment of children’s mental and physical health or development
	+ Making sure that children grow up in circumstances consistent with the provision of safe and effective care
	+ Taking action to enable all children to have the best outcomes

**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Appendix 1 defines neglect in more detail.

**Sharing of nudes and semi-nudes** (also known as sexting or youth produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

**Children** include everyone under the age of 18.

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

* The local authority (LA)
* A clinical commissioning group for an area within the LA
* The chief officer of police for a police area in the LA area

**Victim** is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

**Alleged perpetrator(s)** and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what’s appropriate and which terms to use on a case-by-case basis.

# Equality statement

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children’s diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

* Have special educational needs (SEN) or disabilities or health conditions (see section 10)
* Are young carers
* May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
* Have English as an additional language
* Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
* Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
* Are asylum seekers
* Are at risk due to either their own or a family member’s mental health needs
* Are looked after or previously looked after (see section 12)
* Are missing from education
* Whose parent/carer has expressed an intention to remove them from school to be home educated

# Legislation and statutory guidance

There is government guidance set out in Working Together (HMG, 2018) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements.

Educ8sen works in accordance with the following legislation and guidance *(this is not an exhaustive list)*:

This policy is based on the Department for Education’s statutory guidance Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (2018), and the Governance Handbook. We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

* The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
* Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
* Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
* The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
* Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what ‘regulated activity’ is in relation to children
* Statutory guidance on the Prevent duty, which explains schools’ duties under the Counterterrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
* The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
* The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it’s proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there’s evidence that they’re being disproportionately subjected to sexual violence or harassment
* The Public Sector Equality Duty (PSED), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination
* The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (referred to in this policy as the “2018 Childcare Disqualification Regulations”) and Childcare Act 2006, which set out who is disqualified from working with children
* The Conduct of Employment Agencies and Employment Business Regulations (2003)
* Health and Safety at Work Act (1974)

# Roles and responsibilities

Safeguarding is **everyone’s** responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

Everyone has a responsibility to protect children and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people who have specific responsibilities under child protection procedures. Educ8senn’s designated safeguarding lead is shown on the cover sheet of this document.

Every pupil should feel safe and protected from any form of abuse and neglect. Educ8sen and all its staff are committed to safeguarding and promoting the welfare of children and young people and requires everyone who comes into contact with children and their families to share this commitment.

Keeping children safe in education (September 2020) (**KCSIE**) defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

## All agency staff

* All staff who work for Educ8sen either directly or indirectly with children are expected to read and understand Part 1 Annex B of the Department for Education’s statutory safeguarding guidance, Keeping Children Safe in Education 2024, and review this guidance at least annually.
* Reinforce the importance of online safety when communicating with parents. This includes making parents aware of what we ask children to do online (e.g. sites they need to visit or who they’ll be interacting with online).
* Provide a safe space for pupils who are LGBT to speak out and share their concerns

**This Policy must be read, understood and agreed to by our Tutors and staff.**

**All staff will be aware of:**

* Our systems which support safeguarding, including this child protection and safeguarding policy, Keeping Children Safe in Education (DfE, 2024), Online Teaching Policy, Complaints, Whistleblowing Policy, online safety which includes the expectations, applicable roles and responsibilities in relation to filtering and monitoring, and the safeguarding response to children who go missing in education.
* What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
* The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM and radicalization and serious violence (including that linked to county lines) radicalisation, which is defined as 'the process of a person legitimising support for, or use of, terrorist violence’, 'susceptible to an extremist ideology'
* The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
* The fact that children can be at risk of harm inside and outside of their home, at school and online
* The fact that children who are (or who are perceived to be) lesbian, gay, bi or trans (LGBTQ+) can be targeted by other children
* What to look for to identify children who need help or protection
	+ Indicators of county lines. Be aware of children who:
	+ Go missing **from school or home** and are subsequently found in areas away from their home
	+ Have been the perpetrator or**alleged**perpetrator of serious violence (e.g. knife crime), as well as the victim

**Educ8sen will:**

1. Follow local inter-agency procedures when required.
2. Ensure that we practise safer recruitment in checking the suitability of staff and tutors to work with children and young people. See our separate Safer Recruitment and Selection Policy;
3. Be alert to signs of abuse and protect each child from any form of abuse, whether from an adult or another pupil;
4. Deal appropriately with every suspicion or complaint of abuse and support children who have been abused in accordance with ’Keeping Children Safe in Education guidance’;
5. Design and operate procedures which, so far as possible, ensure that tutors and others who are innocent are not prejudiced by false allegations;
6. Be alert to the needs of children with physical and mental health conditions;
7. Operate robust and sensible health and safety procedures.
8. Assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, based on an understanding of the potential risk in the local area;
9. Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in the local areas.

**Educ8sen will ensure the following:**

**Training:**The DSL and deputy DSL receives regular training every two years. All of our tutors are required to undertake “Safeguarding Young People” and “Child Protection in Education” up to level 3 and this is organised by Educ8sen on commencement of a successful application within the company. If the training had been completed within the last two years this must be verified by Educ8sen. This training will be updated every 2 years with staff receiving updates on knowledge and skills annually.

**Criminal Records:**

Thar all our tutors hold an Enhanced Disclosure and Barring Service (DBS) check.

**Planning:**

All activities or assignments involving children should be planned in advance and be appropriately differentiated to ensure they take into account the age range and ability of the participants.

**Physical Contact:**

That on no account should any tutor have any physical contact with a child unless it is to prevent accident or injury to themselves or anyone else (e.g. to prevent a fall), or in the case of medical assistance being needed (e.g. to administer first aid), or to provide nursing or other general care, in which case the prior consent of the affected person should be requested where possible. Where appropriate, consent from parents or those with parental or caring responsibility should be obtained.

If a child is hurt or distressed, the tutor should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person’s own behaviour. The tutor should inform the parent or guardian at the earliest possible time.

**Adult presence:**

When a tutor is working with a student in a home setting it is a requirement that there is always another adult present in the home or close environment when a child is being tutored, for the “protection” of the tutor as well as the child.

**Working in the local community:**  Tutors working with students in a community based environment will ensure that is a safe environment and has internet access as applicable, it is expected that venues would be libraries or other suitable public spaces. The tutor will ensure that the student, parent/carers or other responsible adults are given details of the venue and the times that the student is required to be present prior to a tutoring session taking place. Tutors working in the local community will contact the office when they arrive for a session and when they have finished a session with a student,

**Communication:**

Communication with children is vital in establishing relationships built on trust. Those working with children should listen to what they are saying and respond appropriately. Children are entitled to the same respect as any adult. It should also be made clear to them what standards of behaviour and mutual respect are expected from them.

Those working with children should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes, comments or conversations which are clearly unsuitable.

**Technology:**

If tutoring online, tutors must make it clear to the Student, parent/carers how their online tutoring is delivered, and the nature of the technology used. Videos should be switched on so that both Student and tutor can be seen during the lesson. Both Students and Tutors are not permitted to record lessons (apart from some software which automatically records the whiteboard lesson for the Tutor, but it does not record the child image).

**Behaviour and Abuse:**

We should all aim to promote an environment of trust and understanding. Those working with children should not tolerate unsociable behaviour but should try to ensure good working relationships.

The tutors of Educ8sen have a strict duty never to subject any child to any form of harm or abuse. This means that it is unacceptable, for example, to treat a child in any of the following ways:

* to cause distress by shouting or calling them derogatory names
* to slap
* to hold them in such a way that it causes pain, or to shake them
* to physically restrain them except to protect them from harming themselves or others
* to take part in horseplay or rough games
* to allow or engage in inappropriate touching of any kind
* to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present)
* to allow or engage in sexually suggestive behaviour within a person’s sight or hearing, or make suggestive remarks to or within earshot
* to give or show anything which could be construed as pornographic
* to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.
* to engage with them online in an unacceptable manner.

It is illegal for a teacher/tutor to enter into a sexual relationship with a student, even if the student is over the age of consent (i.e. over 16). Tutors, like school teachers, are operating in a similar position of trust and thus must also abide by this law.

## The Designated Safeguarding Lead - (DSL)

The designated safeguarding lead has lead responsibility for safeguarding and child protection. Their role includes:

* managing child protection referrals, working with other agencies
* ensuring all staff are appropriately trained and raising awareness of all safeguarding and child protection policies and procedures.
* Ensure that everyone are aware of these procedures and that they are always followed.
* Act as a source of advice and support for staff (on child protection matters) and ensure that timely referrals to the relevant Local Authority Children’s Social Care teams are made in accordance with current procedures.
* Work with local authorities as required and ensure that information is shared appropriately.

The DSL receives regular training every two years. All of our tutors are required to undertake “Safeguarding Young People” and “Child Protection in Education” up to level 3 and this is organised by Educ8sen on commencement of a successful application within the company. If the training had been completed within the last two years this must be verified by Educ8sen. This training will be updated every 2 years with staff receiving updates on knowledge and skills annually.

**Safety**

The safety of the people we work with is paramount and we are committed to providing a safe environment within which to work. Those working with children should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment.

 Any equipment used must be safe and only used for the purpose for which it is intended. Users should be adequately trained. Appropriate insurance should be up-to-date and adequate to cover such assignments.

# Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils) or promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the designated safeguarding lead and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the designated safeguarding lead (or deputy) with other relevant staff members. This will be on a ‘need to know’ basis only and where it is in the child’s best interests to do so.

Educ8sen aims to ensure that all personal data collected about staff, pupils, parents, and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

All personal information regarding children is highly confidential and should only be shared with appropriate people on a need to know basis. Information is stored by the Directors’ via a secure online file hosting service.

 Anyone who is likely to have access to confidential material regarding children, or any of the bodies on behalf of whom Educ8sen is working, may be required to sign a non-disclosure agreement. The requirement for confidentiality is emphasised.

The DSL will open a child protection file following a report to her of a child protection concern about a pupil. The DSL will record all discussions with both colleagues and external agencies, decisions made and the reasons for them and detail of the action taken.

**Contact outside of work**

Contact should not be made with any of the children with whom we are working for any reason unrelated to the particular work.

**Gifts and inducements**

On no account should anyone working for Educ8sen give a child a gift or buy refreshments etc which could be in any way considered as a bribe or inducement to enter into a relationship with the student or give rise to any false allegations of improper conduct against the individual.

# Recognising abuse and taking action

Staff must follow the procedures set out below in the event of a safeguarding issue.

# Online safety and the use of mobile technology

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, educ8sen aims to:

* Have robust processes in place to ensure the online safety of pupils and staff.
* Protect and educate in the safe and responsible use of technology, including mobile and smart technology (which we refer to as ‘mobile phones’)
* Set clear guidelines for the use of mobile phones
* Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

**Suspicions of Abuse:**

Allegations against a tutor who may have behaved in a way that has or may have harmed a child or committed a criminal office either against or related to a child or behaved towards a child in a way that suggests he or she is unsuitable to work with children, should be reported immediately to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) in the local authority where the incident is alleged to have taken place.

**Child Protection Incidents:**

A Child Protection incident usually includes some of the following scenarios but this list is not intended to be a formal and all-inclusive definition. A typical CP incident is when: –

* a tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.
* a tutor observes a situation (e.g. risk in a child’s environment which could potentially cause serious physical or psychological harm).
* a company/agency and/or parent receives information about a tutor either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.

**If a child makes a disclosure to you**

If a child discloses a safeguarding issue to you, you should:

* Listen to and believe them. Allow them time to talk freely and do not ask leading questions
* Stay calm and do not show that you are shocked or upset
* Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
* Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
* Write up your conversation as soon as possible in the child’s own words on educ8sen’s cause for concern form. Stick to the facts, and do not put your own judgement on it
* Sign and date the write-up and pass it on to the DSL. Aside from this person, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

Bear in mind that some children may:

* Not feel ready, or know how to tell someone that they are being abused, exploited or neglected
* Not recognise their experiences as harmful
* Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers
* None of this should stop you from having a ‘professional curiosity’ and speaking to the DSL if you have concerns about a child.

**Recording a Child Protection Incident:**

All Child Protection incidents must be reported to the DSL as soon as possible. It is essential to:

* Speak individually with all parties concerned
* Write a record of all conversations on the educ8sen Cause for Concern form
* Write up all telephone conversations with a written report to send to LADO/Child Protection Unit (at the local authority where the incident took place) who will deal with the allegation.

All allegations will be dealt with expeditiously, thoroughly, fairly and with common sense and professional judgement. Educ8sen Take all allegations seriously and will seek advice from the local Safeguarding Children’s board in which the allegation is said to have taken place. If referred to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) Educ8sen will cooperate fully and respond to any request promptly in order to aid a speedy conclusion to any investigation.

 in **immediate**danger or is at risk of harm, a referral should be made to children’s social care and / or the police immediately. If a crime is committed, this should be reported within one working day.  Anyone can make a referral in these circumstances.

Tutors must report to the police known cases of Female Genital Mutilation in under 18s.

**Making a Referral:**

Confirmation of any referrals made to LADO/Child Protection Unit (at the local authority where the incident took place) and details of the decision as to what course of action will be taken should be received from the local authority within one working day. If this is not received, the DSL should contact children’s social care again.

If after a referral the child’s situation does not appear to be improving, the DSL (or the person that made the referral) should press for reconsideration to ensure their concerns are addressed and that the child’s situation improves.

Where relevant, Educ8sen will co-operate with the Channel panel and the police in providing any relevant information so that each can effectively carry out its functions to determine whether an individual is vulnerable to being drawn into terrorism. Educ8sen will respond to requests for information from the police promptly and in any event within five to ten working days.

**Concerns about a staff member, supply teacher, volunteer or contractor**

**Dealing with allegations against teachers, the Headteacher, volunteers and other staff**
Local authorities have designated a particular officer, or team of officers, to be involved in the management and oversight of allegations against people that work with children (**Designated Officer(s)**). The Designated Officer(s) will be informed immediately and in any event within one working day of all such allegations that come to the attention of the DSL.

Detailed guidance is given to staff and tutors to ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to a child. This guidance is contained in the Code of Conduct.

Staff and tutors should also feel able to follow Educ8sen separate whistleblowing policy to raise concerns about poor or unsafe safeguarding practices and that such concerns will be taken seriously. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns about child protection failures internally.

**Informing Parents and Schools:**Parents and schools where we work, will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Designated Officer(s), children’s social care and / or the police before discussing details with parents.

In relation to Channel referrals, the DSL will consider seeking the consent of the pupil (or their parent / guardian) when determining what information can be shared. Whether or not consent is sought will be dependent on the circumstances of the case but may relate to issues such as the health of the individual, law enforcement or protection of the public.

**Communicating this policy and concerns**

Those working with by Educ8sen will be made aware of this policy.

Furthermore, a copy of this policy will be made available to all relevant bodies with whom we work and will be made available to parents and carers of children with whom we plan to work.

**Breach of this policy**

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly with appropriate action taken.

**Implementation, monitoring and review of this policy**

The Directors of Educ8sen have equal responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to either Maria Takkou – Managing Director maria@educ8sen.co.uk or Alison Ramsay - the Director of Educ8sen alison.ramsay@educ8sen.co.uk