HanTovia
EDUCATION CIC

Learn • Grow • Thrive

Safeguarding and Child Protection Policy

HANTOVIA EDUCATION CIC · Company no. 17587942 · Last updated 23 November 2026

HanTovia Education CIC works with children and young people, including children with special educational needs and disabilities (SEND), children who are looked after and children whose education has been disrupted. Keeping them safe is our first responsibility. This policy sets out how we do that and what everyone working with us must do if they are worried about a child.

If a child is in immediate danger, call 999.

If you are worried about a child, tell the Designated Safeguarding Lead straight away (see section 4), or contact the children's social care team at the local council where the child lives. Anyone can make a referral.

1. Policy statement

We believe that every child has the right to be safe, to be listened to and to be protected from abuse, neglect and exploitation, whatever their age, disability, gender, race, religion or belief, sexual orientation or background. Safeguarding is everyone's responsibility. Everyone who works with us must always act in the best interests of the child, and the child's welfare is paramount.

We are committed to:

- creating a culture of vigilance in which children are listened to and concerns are taken seriously and acted on ("it could happen here");
- recruiting staff and volunteers safely and making sure they are trained and supported;
- following clear procedures for recognising, recording and reporting concerns;
- working in partnership with schools, care providers, parents and carers, local authorities and other agencies;
- recognising that children with SEND and children who are looked after can face additional risks and barriers to telling someone.

2. Who this policy applies to

This policy applies to the directors, employees, sessional workers, volunteers, students on placement and contractors of HanTovia Education CIC (together, "staff and volunteers"), in every setting where we work: schools, children's homes, foster placements, community venues and online.

3. Legal and statutory framework

This policy is based on the law and statutory guidance for England, including:

- the Children Act 1989 and the Children Act 2004;
- *Working Together to Safeguard Children* (Department for Education, 2023);
- *Keeping Children Safe in Education* (current edition), which we follow when working in schools and colleges;
- *Information sharing: advice for practitioners providing safeguarding services* (Department for Education, 2024);
- the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 (DBS checks and barring);
- the Counter-Terrorism and Security Act 2015 (the Prevent duty) and the Female Genital Mutilation Act 2003;
- the Children and Families Act 2014 and the *SEND Code of Practice: 0 to 25 years*;
- the Equality Act 2010, the Human Rights Act 1998 and the United Nations Convention on the Rights of the Child;
- the Data Protection Act 2018 and UK GDPR.

When we work inside a partner's setting, we also follow that setting's own safeguarding procedures, such as a school's child protection policy or a children's home's procedures under the Children's Homes (England) Regulations 2015.

4. Roles and responsibilities

Designated Safeguarding Lead (DSL)

Hanan Torfi, Founder & Managing Director, hanan@hantoviaeducation.co.uk, 07751 293699.

The DSL has overall responsibility for safeguarding within HanTovia Education CIC. They hold appropriate safeguarding training (refreshed at least every two years), make or support referrals, keep safeguarding records secure, give advice to staff and volunteers, make sure this policy is followed and reviewed, and liaise with partner settings and the local authority. A deputy DSL will be appointed as the team grows; until then, if the DSL cannot be reached, concerns must be reported directly to the partner setting's DSL or to the local authority.

The directors

The directors make sure that this policy is in place, resourced, followed and reviewed at least once a year, and that safer recruitment and training requirements are met.

All staff and volunteers

Everyone must read and follow this policy, complete safeguarding training before working with children, report any concern without delay and keep to our code of conduct. Anyone who has a concern about a child may make a referral to children's social care directly.

5. Working in partner settings

Most of our work takes place in schools, children's homes and foster placements that have their own safeguarding arrangements. Before any work begins, we agree in writing with the setting:

- who the setting's Designated Safeguarding Lead or registered manager is, and how to contact them;
- how concerns will be reported and shared between us;
- any information we need to keep a child safe (for example a risk assessment or care plan, shared on a need-to-know basis);
- where sessions will take place and any supervision arrangements.

When working in a partner setting, staff report concerns **immediately to the setting's DSL or manager**, following that setting's procedures, **and also inform our DSL** the same day. For looked-after children, the child's social worker and the Virtual School may also need to be informed, normally through the setting.

6. Recognising abuse and neglect

Staff and volunteers must know the four main categories of abuse: **physical abuse, emotional abuse, sexual abuse and neglect**. They must also be alert to specific safeguarding issues, including:

- child-on-child abuse, including bullying, cyberbullying and sexual violence or harassment;
- child sexual exploitation and child criminal exploitation, including county lines;
- domestic abuse, including its impact on children;
- online harms, including grooming and the sharing of nude or semi-nude images;
- radicalisation and extremism;
- female genital mutilation, forced marriage and so-called "honour"-based abuse;
- children who are absent from education or go missing;
- mental health concerns and self-harm.

Children with SEND may find it harder to tell someone or may communicate distress through behaviour. Staff must never assume that signs such as changes in mood, behaviour or injury are explained by a child's disability without considering whether something else is happening.

7. What to do if you are worried about a child

If a child tells you something

1. **Listen.** Stay calm, give the child your full attention and let them speak in their own words and in their own way, including through any communication aids they use.
2. **Reassure.** Tell them they were right to tell you and that it is not their fault.
3. **Do not promise confidentiality.** Explain kindly that you will need to tell someone whose job it is to help keep them safe.
4. **Do not investigate.** Do not ask leading questions or ask them to repeat their account. Only ask open questions if you need to clarify what you have heard (for example "Tell me more" or "What happened next?").
5. **Act.** Report it straight away (see below). Do not discuss it with anyone who does not need to know.

6. **Record.** As soon as possible, write down what was said, in the child's words, what you saw, the date, time and place, and who was present. Record facts, not opinions. Sign and date your record.

Reporting

- **Immediate danger:** call 999, then inform the setting's DSL and our DSL.
- **In a partner setting:** report to the setting's DSL or manager immediately and inform our DSL the same day.
- **Anywhere else:** report to our DSL immediately. The DSL will decide, with partners, whether to refer to children's social care or the police.
- **If the DSL cannot be reached,** or you think a concern is not being acted on, contact the local authority children's social care team directly. You do not need anyone's permission to do this.

If staff become aware that female genital mutilation appears to have been carried out on a girl under 18, there is a mandatory duty for teachers and regulated professionals to report it to the police.

8. Records, confidentiality and information sharing

Safeguarding records are kept separately from other records, stored securely (password-protected and encrypted electronically, or locked away on paper) and only seen by those who need to see them. Information is shared in line with the Department for Education's information sharing advice: data protection law does not prevent information being shared to keep a child safe. Fears about sharing information must never stand in the way of protecting a child.

Safeguarding records are kept for as long as recommended in current sector guidance, normally until the child's 25th birthday, or longer if there is a legal requirement or an ongoing investigation. Records relating to allegations against adults are kept in line with statutory guidance.

9. Concerns about a member of staff or volunteer

If anyone believes that a member of staff or a volunteer has harmed a child, may have committed a criminal offence against a child, or has behaved in a way that suggests they may pose a risk to children, they must report it immediately:

- to our DSL, or, if the concern is about the DSL, to another director or directly to the Local Authority Designated Officer (LADO);
- if the concern arises in a partner setting, also to the head teacher, registered manager or that setting's DSL.

We will refer the matter to the LADO for the area within one working day, and will not carry out our own investigation unless agreed with the LADO. Where a person is removed from working with children because of harm or risk of harm, we will make a referral to the Disclosure and Barring Service as required by law. Low-level concerns that do not meet this threshold are still recorded and dealt with.

10. Safer recruitment

We follow safer recruitment practice for everyone who works with children, including:

- an enhanced Disclosure and Barring Service (DBS) certificate with a check of the children's barred list for anyone in regulated activity, renewed or monitored through the DBS Update Service;
- identity and right-to-work checks, and verification of relevant qualifications;

- at least two references, including one from the most recent employer, obtained before appointment;
- an interview that explores attitudes to safeguarding and any gaps in employment history;
- an induction covering this policy, our code of conduct and training, and a probation period;
- a single central record of the checks carried out.

No one works unsupervised with children until all checks are complete. Partner settings may ask us to confirm these checks, and we will do so in writing.

11. Code of conduct and professional boundaries

Staff and volunteers must:

- work in an open and transparent way, using rooms that are visible or have the door open where possible when working one-to-one, as agreed with the setting;
- use physical contact only when it is appropriate, necessary and in line with the setting's policy, and never use physical intervention unless trained and authorised by the setting;
- not give personal phone numbers, email addresses or social media details to children, or contact them outside agreed professional channels;
- not transport children unless this has been agreed in writing in advance with the setting and those with parental responsibility;
- not take photographs or recordings of children without written consent from those with parental responsibility and the setting's agreement, and only using organisation devices;
- not give or accept gifts other than small tokens, and record any that are given;
- not provide intimate care unless it has been agreed in the child's care plan and the member of staff has been trained;
- report any situation that could be misunderstood, or any breach of these boundaries, to the DSL.

12. Online safety and remote sessions

Remote sessions only take place with the agreement of the setting and those with parental responsibility, on approved platforms, using organisation accounts. Sessions are not recorded without consent. Staff use a neutral, professional background, and a responsible adult should normally be nearby. Concerns arising online are reported in exactly the same way as any other concern.

13. Preventing radicalisation

We have regard to the Prevent duty. Staff are trained to recognise signs that a child may be vulnerable to radicalisation and to report concerns to the DSL, who may make a referral to the local authority's Prevent and Channel arrangements.

14. Training

- All staff and volunteers complete safeguarding training appropriate to their role before working with children, and receive regular updates at least once a year.
- The DSL completes designated safeguarding lead training and refreshes it at least every two years.

- Staff also complete Prevent awareness training and any training required by the partner settings where they work.

15. Whistleblowing

Anyone who is worried about poor or unsafe practice in our organisation should raise it with the DSL or a director. If you do not feel able to, or you feel your concern has not been dealt with, you can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285. You will not be treated unfairly for raising a concern in good faith.

16. Key contacts

Emergency: a child is in immediate danger	999
Designated Safeguarding Lead	Hanan Torfi hanan@hantoviaeducation.co.uk 07751 293699
Children's social care (local council where the child lives)	gov.uk/report-child-abuse-to-local-council
Local Authority Designated Officer (LADO)	Through the local authority where the concern arose
Police (non-emergency)	101
NSPCC Helpline (adults worried about a child)	0808 800 5000 · help@nspcc.org.uk
Childline (for children and young people)	0800 1111 · childline.org.uk
NSPCC Whistleblowing Advice Line	0800 028 0285
DfE counter-extremism helpline	020 7340 7264 · counter.extremism@education.gov.uk

17. Monitoring and review

The directors review this policy at least once a year, and sooner if the law or statutory guidance changes, after any serious incident, or if a review identifies lessons to learn. All staff and volunteers are told when it changes.

Version 1.0. Approved by Hanan Torfi, Director, for HanTovia Education CIC. Next review due: November 2027.

About us

HanTovia Education CIC is registered in England and Wales as **HANTOVIA EDUCATION CIC**, a community interest company and private company limited by shares, under company number **17587942**. Our registered office address is shown on the Companies House register.

The latest version of this document is always available at **hantoviaeducation.co.uk/safeguarding**.