

Safeguarding Policy

Date of policy: September 2026

Review cycle: Every 12 months, or sooner if there is a change in legislation or statutory guidance

Introduction

Operam Education Group (OEG) recognises that safeguarding and promoting the welfare of children and young people is everyone's responsibility. As a provider of recruitment and supply services to schools, academies, colleges, nurseries and other education settings, OEG is committed to safer recruitment practices and ensuring that all candidates supplied are suitable to work with children and young people.

This policy is informed by and compliant with the most recent statutory guidance, including:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (July 2023)
- The Children Acts 1989 & 2004
- The Care Act 2014
- Counter Terrorism and Security Act 2015 (Prevent Duty)
- Modern Slavery Act 2015
- Mental Capacity Act 2005
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- Equality Act 2010
- Human Rights Act 1998

This policy should be read alongside OEG's Safer Recruitment Policy, Allegations Policy, Whistleblowing Policy, Complaints Policy, and Code of Conduct.

Review

This policy will be reviewed every 12 months as a minimum, or sooner if there are changes to legislation, statutory guidance, or Local Safeguarding Partnership procedures.

Designated Safeguarding Leads (DSLs)

OEG will maintain at least one Designated Safeguarding Lead (DSL) and a Deputy DSL (DDSL). These roles carry lead responsibility for safeguarding and child protection. Contact details for the DSL/DDSL will be published in this policy and on all relevant internal and external materials.

Safeguarding Principles

OEG will:

- Promote the welfare of children and young people.
- Operate robust safer recruitment procedures.
- Ensure appropriate pre-employment and safeguarding checks are completed.
- Work in partnership with schools, local authorities and safeguarding agencies.
- Share information appropriately where safeguarding concerns arise.
- Respond promptly to safeguarding concerns.
- Maintain accurate safeguarding records.
- Ensure staff understand their safeguarding responsibilities.

Scope

This policy applies to all:

- OEG employees (permanent, temporary, contract, voluntary, and work placement)
- Candidates registered with OEG
- Clients and third-party organisations working in partnership with OEG

It covers safeguarding in both in-person and online/remote working contexts.

Definitions of Abuse

As per *KCSIE 2025*, abuse can be:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Domestic abuse
- Honour-based abuse
- Female genital mutilation (FGM)
- Forced marriage
- Serious violence
- Mental health concerns
- Missing education
- Online safety
- Grooming
- County lines
- Radicalisation and extremism
- Prevent

Reporting Concerns

All safeguarding concerns, regardless of how minor they may appear, must be reported immediately to the DSL or Deputy DSL. Where there is immediate risk of harm, emergency services must be contacted on 999. Staff should not investigate concerns themselves.

If a concern meets the threshold for referral, OEG will follow the relevant Local Safeguarding Partnership referral thresholds and procedures.

Allegations Against Adults

Any allegation that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child in a way that indicates they may pose a risk of harm; or
- Behaved in a way that indicates they may not be suitable to work with children

will be reported to the Local Authority Designated Officer (LADO) within one working day and handled in accordance with OEG's Allegations Policy.

DBS Referrals

OEG has a legal duty to make a referral to the Disclosure and Barring Service (DBS) where a person in regulated activity has been:

- Dismissed or removed from working with children or vulnerable adults because of harm or risk of harm; or
- Would have been removed had they not resigned, retired, or otherwise left the role.

Referrals will be made within 72 hours of the decision and will include all supporting documentation.

Information Sharing

OEG recognises that effective safeguarding depends upon appropriate information sharing. Information will be shared with schools, local authorities, police and other safeguarding agencies where there is a lawful basis and where it is necessary to safeguard children or vulnerable adults.

Record Keeping

Safeguarding concerns will be recorded promptly, factually and securely. Records will be retained in accordance with OEG's Record Retention Policy and KCSIE requirements.

Online Safety

OEG recognises the importance of online safety.

Candidates and employees must:

- maintain professional boundaries;
- use approved communication channels;
- report online safeguarding concerns;
- comply with client school online safety policies.

Confidentiality

Safeguarding concerns will be shared on a strictly “need-to-know” basis to protect the confidentiality of those involved.

Prevent Duty

Employees who have safeguarding concerns about organisational practice are encouraged to report concerns through OEG's Whistleblowing Policy without fear of detriment.

Modern Slavery

OEG recognises that children and vulnerable adults may be victims of modern slavery, trafficking or exploitation. Concerns will be treated as safeguarding matters and referred appropriately.

Whistleblowing

Employees who have safeguarding concerns about organisational practice are encouraged to report concerns through OEG's Whistleblowing Policy without fear of detriment.

Accessibility

This policy can be provided in alternative formats (e.g., large print, braille, translated versions) upon request.

Training

All OEG staff will receive safeguarding training at induction and regular refreshers thereafter. DSL/DDSs will receive training updated every two years, with regular interim updates in line with changes to law or guidance.