



## Safeguarding and Child Protection Policy

### **High Impact Academic Coaching Ltd**

89–90 Paul Street, London, EC2A 4NE

Company Number: 12386860

 [safeguarding@highimpactacademiccoaching.com](mailto:safeguarding@highimpactacademiccoaching.com)

 [www.highimpactacademiccoaching.com](http://www.highimpactacademiccoaching.com)

**Audience:** All Staff

**Owner:** Director (MD)

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### **1. Introduction**

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. High Impact Academic Coaching is committed to safeguarding and promoting the welfare of all pupils in its care. As Recruitment Company, High Impact Academic Coaching expects all Associates, support agencies and volunteers to share this commitment.

**Definition:** A *young person* is anyone under the age of 18.

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### **2. Legal Framework**

This policy is informed by the following statutory guidance and legislation:

- *Children Act 1989 and 2004*
  - *Working Together to Safeguard Children (2018)*
  - *Keeping Children Safe in Education (2025)*
  - *UK General Data Protection Regulation (UK GDPR)*
  - *Education Act 2002*
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### 3. Roles and Responsibilities

#### Designated Safeguarding Leads (DSLs)

Name	Email	Phone
Louisa Goldsmith	<a href="mailto:louisa@highimpactacademiccoaching.com">louisa@highimpactacademiccoaching.com</a>	07840 239549
Kris Geddes	<a href="mailto:kris@highimpactacademiccoaching.com">kris@highimpactacademiccoaching.com</a>	07815 823252

✉ General Safeguarding Contact: [safeguarding@highimpactacademiccoaching.com](mailto:safeguarding@highimpactacademiccoaching.com)

#### DSL Responsibilities

- Provide safeguarding training and support to all staff.
  - Ensure all staff are appropriately vetted (e.g., DBS checks).
  - Act as the primary contact for safeguarding concerns and disclosures.
  - Liaise with partner schools and local authorities.
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### 4. Code of Conduct

All staff must:

- Act professionally and responsibly at all times.
  - Avoid any behaviour that could be misinterpreted.
  - Be familiar with safeguarding procedures and reporting protocols.
  - Prioritise the best interests of the child in all decisions.
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### 5. Types of Abuse

Staff must be aware of the following forms of abuse, which may occur in person or online:

- **Physical abuse**
  - **Emotional abuse**
  - **Sexual abuse** (including child-on-child abuse and online exploitation)
  - **Neglect**
  - **Child Sexual Exploitation (CSE)**
  - **Criminal Exploitation (CCE)**
  - **Grooming**
  - **Self-harm**
  - **Mental health concerns** linked to safeguarding
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## **6. Reporting Procedures**

All concerns must be treated seriously and reported immediately to a DSL. The following steps will be taken: (Flow chart at bottom of document ref Hampshire)

1. DSL collects relevant information and contacts the school's DSL.
2. The school follows its safeguarding protocol, including notifying police or social services.
3. High Impact Academic Coaching Ltd supports the school's/LEAs actions and provides documentation.
4. No independent investigation will be conducted unless authorised by the school or authorities.
5. All concerns must be reported, regardless of perceived severity.

If a child does not consent to share information, staff may still do so if it is in the child's best interests.

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## **7. Safer Recruitment**

We ensure all staff:

- Undergo enhanced DBS checks.
  - Provide references and employment history.
  - Complete safeguarding induction and training.
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## **8. Training and Induction**

- All staff receive safeguarding training annually.
  - New staff complete induction training before working with children.
  - DSLs receive advanced safeguarding training.
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## **9. Data Protection and Confidentiality**

- Personal data is processed in accordance with UK GDPR.
  - Safeguarding records are stored securely and shared only on a need-to-know basis.
  - Privacy notices are provided to parents and pupils.
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## **10. Monitoring and Review**

This policy is reviewed annually or following any significant safeguarding incident. The DSLs are responsible for ensuring updates reflect current legislation and best practice.

## Year-on-Year Document Review

Review Date	Reviewer Name	Changes Made / Notes	Next Review Date
01/10/25	Kris Geddes	N/A	01/10/26
01/11/25	Kris Geddes	KCSIE (2025) + Flow Chart	01/10/26

## Flow Chart for the Reporting of Safeguarding Concerns

