

Safeguarding Policy

1. Purpose

Kew Computers Ltd is committed to safeguarding and promoting the welfare of children, young people and at-risk adults when our staff or contractors are working in or visiting school environments. This policy outlines our responsibilities, expectations and procedures to ensure all individuals remain safe from harm.

2. Scope

This policy applies to:

- All employees of Kew Computers Ltd
- Contractors, engineers, consultants or any personnel representing the company
- Any work carried out on school premises or involving contact with pupils, staff or visitors

3. Our Commitment

Kew Computers Ltd believes that everyone has the right to feel safe and protected from abuse, neglect, exploitation and harm.

We will:

- Promote a safe environment where safeguarding is everyone's responsibility
- Ensure staff understand their role when working in education settings
- Prevent behaviours that could place children or adults at risk
- Respond appropriately to concerns and report them to the designated safeguarding lead (DSL)
- Work in accordance with UK safeguarding law and *Keeping Children Safe in Education (KCSiE)*.

4. Staff Responsibilities

When working in or with schools, our staff must:

- Act professionally and appropriately at all times
- Never be alone with a pupil
- Never initiate contact with pupils except where necessary for work and always in line with school instructions
- Never engage in any form of sexual, physical, emotional or discriminatory behaviour
- Not exchange personal contact details with pupils
- Not take photos, videos or recordings unless explicitly authorised by the school.

Staff must immediately report:

- Any safeguarding concern, suspicion or disclosure

- Any behaviour from others that may put a child at risk.
Reports must be made directly to the school's Designated Safeguarding Lead (DSL) and then to a Kew Computers director.

5. Recruitment & Training

We take appropriate steps to ensure safe working practices, including:

- Verifying identity and employment history
- Using DBS checks where required
- Training staff on safeguarding responsibilities relevant to their role
- Ensuring contractors understand expected behaviour on school premises.

6. Reporting Concerns

If a safeguarding concern arises while on school premises:

1. Report immediately to the school's DSL
2. Notify a Kew Computers director
3. Record factual information only.

We will cooperate fully with schools, Local Authorities and police in any investigation.

7. Responding to Allegations About Staff

Any allegation involving Kew Computers staff will be:

- Taken seriously
- Handled promptly
- Reported to the appropriate statutory bodies
- Managed according to legal and school requirements.

We may suspend or remove staff from school work during investigations where appropriate.

8. Confidentiality

Safeguarding information will only be shared on a strict need-to-know basis and stored securely. We comply with UK GDPR and confidentiality expectations for education settings.

9. Associated Policies

- Code of Conduct
- Whistleblowing Policy
- Data Protection Policy
- Equal Opportunities Policy.

10. Review

This policy is reviewed annually or sooner if legislation or guidance changes.

Approved by:

Director, Kew Computers Ltd

Date: 2025
(Reviewed annually)