

# 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)