



Safeguarding Policy

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Coyle Education Safeguarding policy

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This policy will be reviewed every 12 months.

The role of the Designated Safeguarding Officer (DSO)

The role of the DSO includes:

- Ensuring that all relevant staff and candidates have received safeguarding training appropriate to their role and continue receiving training to enable the development of skills and good practice when working with children.
- Receiving and responding appropriately to all reports of safeguarding issues or abuse which are raised by staff members, partner agencies or candidates.
- Ensuring that confidential, detailed and accurate records are kept of any concerns, reports or referrals related to candidates or children that they work with.
- Liaising with Designated Safeguarding Leads/Officers in partner organisations.
- Acting as a source of support, advice and expertise for staff and candidates with concerns and liaising with other agencies and professionals.
- Supporting staff and candidates involved in safeguarding incidents and assisting them in challenging or reporting poor or unsafe practice.
- Referring any allegations of abuse or safeguarding concerns to the relevant children's social care and if relevant, the police and/or the Local Authority's Designated Officer (LADO). In order to do this, the DSO will need to consult the Local Safeguarding Partnership Arrangements for the area in which the organisation is located. Further details on referral routes are located in Working Together to Safeguard Children (2018) and in Keeping Children Safe in Education (2020)
- Reporting concerns to the Disclosure and Barring Service (DBS), this may be where a staff member or candidate has been dismissed or left, where serious concerns have been raised about their conduct or behaviour, and the company believes they pose a risk to children. The DSO will complete the necessary referral documents to the DBS and liaise with them thereafter if they have any further questions regarding the staff member or candidate.
- Keeping senior management apprised of any safeguarding incidents and their outcome.
- Liaising with the Company's Compliance Officer and senior management regarding training and skill development programmes available to staff and candidates.
- Policy development (or overseeing this, including ensuring that all policies are updated as and when needed, but in any event on an annual basis.

Core safeguarding principles

Coyle Education acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. All children and

vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

This policy applies to all internal staff at Coyle Personnel as well temporary workers, candidates and contractors. Coyle Education is fully compliant with Keeping Children Safe in Education – September 2020. We are committed to ensuring their work is consistent with safeguarding and promoting the welfare of children and vulnerable adults. All candidates placed by Coyles are expected to take all reasonable steps to ensure they are alert to possible child abuse and neglect, and to familiarise themselves with arrangements for safeguarding children in the schools where they are placed.

Here at Coyle Education, we expect all staff, and candidates to follow and promote good practice in safeguarding. In order to do so, they:

- Read, understand, accept and act in accordance with this policy.
- Be vigilant and follow professional codes of conduct to maintain professional boundaries and safe working practices.
- Report any concerns or disclosures to the designated safeguarding officer, relating to the protection and safety of children.
- Undertake mandatory safeguarding training and awareness sessions where provided.
- Help educate learners/service users in placements regarding matters of keeping safe, including acting as a good role model.

All candidates working through Coyle Education are expected to keep children safe by:

- Following the Coyle Education policies including the Code of Conduct
- Following the Safeguarding Policy of each placement, including any Code of Conduct
- Making the Designated Safeguarding Lead/Officer at the placement aware of any concerns regarding any children or any adults caring for or working with those children
- Seeking advice and support from Coyle Education's designated safeguarding office when they have reason to believe that their concerns have not been responded to appropriately or they have concerns about practice in the placement.

Safeguarding aims and objectives

This policy is designed to meet the above principles by ensuring that:

- Coyle Education has robust safer recruitment processes that ensures that those who are known to be a risk to children do not gain access to them.; those whose actions suggest that they are a risk to children are detected at the earliest stage and prevented from continuing to work with children; and that those who intend to do harm are prevented at every possible stage from entering the workforce.
- It is as simple as possible for an individual to report concerns about harm or risk and clear procedures are implemented where safeguarding and child protection issues arise. Where concerns are reported, Coyle Education will ensure that individuals are supported.
- Clear procedures will be implemented where child protection issues arise.
- Effective management is provided for staff, temporary workers, candidates and contractors through support and training.
- All necessary checks are made on staff, temporary workers, candidates and contractors.
- Coyle Education stays up to date with developments on safeguarding best practice, reporting and auditing our safeguarding activities annually, addressing any areas of improvement.
- Coyle Education has robust policies and procedures in place, which are reviewed and updated at least every 12 months.

- Those who are identified as being at risk of abuse are afforded every practicable protection by Coyles and our subcontractors/partners.
- Coyle Education will report any concerns regarding any individual, or any potential safeguarding situation that it becomes aware of as soon as practicable to the appropriate authority and will co-operate in any ongoing investigations or assessments.
- Coyle Education will work in partnership with other services (including local authority children's social care) to ensure that those who are identified as being at risk of abuse are protected.
- At an individual and collective level, employees are involved in ensuring Safeguarding is embedded across our services to ensure a whole organisation approach so that individuals are adequately covered by this policy.

Recruitment and selection process

Coyle Education are also committed to protecting children and vulnerable adults through a careful recruitment and selection process, a whistle blowing policy and guidance on appropriate behaviour. Coyle's rigorous procedures ensure that any candidate found to have a history of unacceptable conduct or practice, will not be placed.

As part of our safeguarding policy, Coyle Education will:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults.
- Ensure all candidates undergo a full compliance process.
- Ensure staff and candidates understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the engagement of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

Coyle Education conducts the following safeguarding checks and has sight of all original documents before supplying a candidate into an education/social work establishment.

- Face to face interview
- Registration form completed by the candidate with the relevant legislations signed
- Entitlement to work in the UK
- Proof of identify
- Written professional references covering a 24-month period
- Written personal references covering gaps on unemployment (where applicable)
- Enhanced DBS disclosure with a formal explanation of any cautions/convictions (where applicable)
- 2 proof of addresses dated within 3 months
- Proof of National Insurance number
- CV covering 10-years employment history
- Original qualification certificates including QTS certificates
- NARIC certificate (where applicable)
- Teacher regulation agency (formerly NCTL) sanction/prohibited check
- Teacher regulation agency (formerly NCTL) QTS check
- Barred list check (list 99)
- DBS update service check (every 12 weeks)

- Visa check (where applicable)
- Overseas police check (where applicable)
- This policy will be widely promoted and is mandatory for everyone involved in Coyles. Failure to comply with this policy and the company's safeguarding procedures will be addressed without delay and may result in disciplinary action.

Legislation

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2018 (HM Government)
- Keeping Children Safe in Education 2020 (Department for Education)
- The Children Act 1989
- The Children Act 2004
- Guidance for Safer Working Practice for Adults Who Work with Children and Young People (2019)
- Information Sharing: Guidance for practitioners and managers. HM Government (2018)
- Rehabilitation of Offenders Act 1974
- Disqualification under the Childcare Act 2006 (2015)
- Counter Terrorism and Security Act 2015 (including the 'Prevent Duty')
- The Prevent Duty, Departmental, Advice for Schools and Child Care Providers (2015).
- Modern Slavery Act 2015
- Human Rights Act 1998
- Local Safeguarding Partners/Arrangements

This policy should be read in conjunction with our other relevant safeguarding policies, such as:

- Health and Safety Policy
- Allegations Policy
- Complaints Policy
- Code of Conduct
- Safer Recruitment
- Information Sharing Policy

Definitions

'Safeguarding' - is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

The Children Act 1989 defines 'harm' as "ill-treatment or the impairment of health or development". 'Development' means physical, intellectual, emotional, social or behavioural development; 'health' means physical or mental health; and 'ill-treatment' includes sexual abuse and forms of ill-treatment which are not physical. As a result of the Adoption and Children Act 2002, the definition of harm also includes "impairment suffered by hearing or seeing the ill-treatment of another"

Abuse may be perpetrated by an individual from the child's school, community, family, those in a position of trust or another child.

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include but may not be limited to: bullying (including cyberbullying), physical abuse, sexual violence, sexual harassment, up-skirting, sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

‘Abuse’ - Keeping children safe in education September 2020 and Working Together to Safeguard Children (2018) defines abuse and neglect and gives four clear categories of abuse as:

- **Physical abuse** - Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual abuse** - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Emotional abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** - Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate caregivers); or
 - ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

For detailed guidance on the signs which may indicate abuse and neglect see [What to do if you’re worried your child is being abused \(2015\)](#).

‘Child’ – is used to define anyone under the age of 18 (Children Act, 1989).

‘Young people’ are children who are 16 to 17 years old.

‘Age of consent’ (the legal age to have sex) in the UK is 16 years old*.

‘Vulnerable adult’ is a person who has attained the age of 18 and for a range of reasons may be, either temporarily or permanently and in different situations, potentially vulnerable.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Warning signs of abuse & neglect

The signs of child abuse and neglect aren't always obvious, and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse and neglect will get worse. Or they might think that there's no-one they can tell or that they won't be believed. Sometimes, children don't even realise that what's happening is abuse or neglect.

We ask our candidates to look out for any obvious signs of abuse and neglect including:

- Large bruises (especially on the face, neck, arms, back and thighs)
- Distinctive marks such as hand prints or fingerprints
- Outbursts of angry and aggressive behaviour
- Sudden unexplained personality changes, mood swings and seeming insecure
- Weight loss
- Changes in eating habits
- Lack of trust and trouble making friends (anti-social behaviour)
- Untreated illnesses
- Hygiene
- Self-harm marks (especially on the wrist, forearm and thighs)
- Lack of concentration
- Smell of alcohol or drugs
- Not achieving the results (grades) that they previous did

If you come across any of these signs whilst working in a regulated activity or if a child discloses any information to you, you are not responsible to investigate further. We insist that you raise the concern with the designated safeguarding officer at the school immediately.

Responsibilities

All staff, temporary workers, candidates and contractors placed on assignment are responsible for supporting safe behaviour and have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff, temporary workers, candidates and contractors to promote good practice by being an excellent role model; contributing to discussions about safeguarding; and to positively involving people in developing safe practices. All staff, temporary workers, candidates and contractors should:

- Read, understand, accept and act in accordance with this policy.
- Be vigilant and follow professional codes of conduct to maintain professional boundaries.
- Report any concerns or disclosures related to the protection and safety of children and vulnerable adults
- Undertake mandatory child protection and vulnerable adult training and awareness sessions where provided.
- Help educate learners, including children, young people and adults in matters of keeping safe, and acting as a good role model.

All staff, temporary workers, candidates and contractors working through Coyles are expected to keep children safe by contributing to:

- Providing a safe learning environment.
- Identifying children who are suffering or likely to suffer significant harm and taking the appropriate action with the aim of making sure they are kept safe at home and in the education setting.
- Making a note and reporting to the designated member of staff any major incident, or signals which give cause for suspicion or concern. It is the candidate's responsibility to adhere to the specific guidelines set out in each Client's own safeguarding policy.
- Under no circumstance should a candidate intervene on his or her own.

Dealing with allegations of abuse made against candidates

All candidates placed on assignment are responsible for supporting safe behaviour and have responsibility to follow the guidance laid out in this policy and related policies, such as the Code of Conduct.

Reporting and barring referrals

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Coyle Education.

In an emergency, if you consider a child or vulnerable adult at risk of immediate harm call the police on 999.

Please contact the safeguarding officer with details of your concern. You will be asked to complete a safeguarding referral form which will ask you the following information:

Information about the person being referred, including:

- Name
- Address
- Date of birth
- Contact details
- Is the child's parents aware of this report being submitted?
- Has the child's parents consented to the report?
- Has the child consented to the report?
- Will contacting the child's parents directly place them at risk?
- Does the child require support?

Your details, including:

- Name
- Relationship to victim
- Contact details

Details of alleged abuser/suspect:

- Name
- Address
- Relationship to victim
- Organisation (if appropriate)
- Role within Organisation (if appropriate)
- Is the alleged abuser a vulnerable adult?
- Does the alleged abuser have capacity to understand implications of their actions?

Information about your concerns:

- Has this been reported to the police? Crime number? (if available)
- Does anyone else know a referral is being made?
- Does the alleged abuser/suspect know of the referral?
- Place of abuse
- Date/time of incident
- In depth description of the concern

Please provide as much evidence as you can to support your concern. A full investigation will be carried out with all parties involved to establish if the concern has enough foundation to be referred to the barring service. We also ask any witnesses to step forward and provide a statement of the event. The person who is being referred will be immediately removed from working in a regulated activity until the investigation is closed.

LADO (Local Authority Designated Officer)

In accordance with Working Together (2018) and Keeping Children Safe in Education (2020), where an organisation has received an allegation that a volunteer, supply staff or member of staff who works with children has:

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

A referral should be sent to the Local Authority Designated Officer (LADO) within one working day, giving as much detail as possible.

Multi Agency Safeguarding Hub (MASH)

The Multi-Agency Safeguarding Hub (MASH) was developed by the police, Local Authorities and other agencies to co-locate safeguarding agencies and their data into a secure, research and decision making unit.

MASH is the single point of entry for all referrals regarding concerns for a child or young person, or where it is felt they would benefit from additional support. Referrals will cover all thresholds of need from child protection to early help. Core agencies include the police public protection desk, children's

social care, health and education, with representatives attending from CAHMS, adult services, substance misuse, the early intervention services, probation, housing and others.

MASH is a screening, information and co-ordinating process only. It is not a case holding team.

Duty to make a referral to the DBS

Where there is evidence that anyone has harmed, or poses a risk of harm, to a child or vulnerable adult, there is a legal duty for Coyle Education to report that person to the Disclosure and Barring Service using their guidance. Available here <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>. The DBS has statutory authority to bar a person from working in regulated activity with children and/or vulnerable adults in the UK.

Referral to the DBS will also be made if the person resigns prior to an investigation being carried out or reaching its conclusion. If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance.

Coyle Education will not make any compromise/settlement agreement in the case of a person deemed unsuitable to work with children. Any such agreement which contained a condition of not referring the case to the DBS would constitute a criminal offence.

Anyone who is concerned about a child's or vulnerable adult's welfare or who believe that a child or vulnerable adult may be at risk of abuse should pass any information to the DBS or other appropriate authority as soon as possible and no longer than 24 hours after the initial concern.

The DBS referral form can be found here -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673546/DBS_Referral_Form_v5_0_August_2017_PDF.pdf

Whistle Blowing

All staff, temporary workers, candidates and contractors should bring matters of concern to the attention of Coyle Education and concerns can be reported directly to the LADO. Once you have shared your concerns you should submit them in writing giving names, date and places where appropriate. No action will be taken against you if the concern proves to be unfounded but was raised in good faith. All staff, workers, candidates and contractors should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Include concern raised and not acted upon by the safeguarding leads. Allegations that are made frivolously, maliciously or for personal gain will lead to termination.

Once a disclosure against anyone has been made, Coyle Education will consider whether the allegation should be reported to the LADO. Only after notifying and consulting with the LADO (or, in the most serious cases, the police) will Coyle Education undertake an investigation.

Summary

Coyle Education includes a copy of the Safeguarding Policy in the 'Welcome Pack' we provide to our candidates during the registration process. We make the clients aware of where to find our safeguarding policy online, and we also send them a copy if requested.

All staff, temporary workers, candidates and contractors must be aware that they have a professional duty to share information with other recruitment firms in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality

interests. However, information will be shared on a need to know basis only, as judged by Coyle Education.