



Safeguarding and Child Protection Policy

Date policy last reviewed: 5 September 2025

This policy will be reviewed every 12 months (as a minimum)

Review due date: 5 September 2026

Safeguarding Roles and Responsibilities

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1. Introduction

Safeguarding is everyone's responsibility. LTS Group acknowledges the duty to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance, and best practice.

All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to protection from all types of harm or abuse.

This policy applies to all LTS Group staff, contractors, temporary workers, and candidates. Compliance with this policy is mandatory. Failure to comply may result in disciplinary action, including termination of employment or contract.

Candidates placed by LTS Group are expected to familiarise themselves with safeguarding arrangements at their placement and understand how to identify, respond, and report abuse or neglect in all forms.

2. Scope

This policy covers all activities of LTS Group staff, contractors, and candidates where there is potential contact with children, young people, or vulnerable adults.

Staff and candidates are expected to:

- Read, understand, and act in accordance with this policy.
- Follow professional codes of conduct and maintain safe working boundaries.
- Report any concerns or disclosures related to child safety.
- Undertake mandatory safeguarding and child protection training.
- Act as role models for safe behaviour.

This policy should be read alongside:

- LTS Group **Safer Recruitment Policy**
- LTS Group **Allegations Policy**
- LTS Group **Whistleblowing Policy**
- LTS Group **Code of Conduct**

3. Key Definitions

Child/Young Person: Anyone under the age of 18 (Children Act 1989).

Harm: Ill-treatment or impairment of health or development (Children Act 1989 & Adoption and Children Act 2002).

Abuse Categories (Working Together to Safeguard Children 2023):

- **Physical Abuse:** Hitting, shaking, burning, or other physical harm.
- **Emotional Abuse:** Persistent emotional maltreatment or neglect of emotional needs.
- **Sexual Abuse:** Any sexual activity imposed on a child, including online abuse or grooming.
- **Neglect:** Persistent failure to meet basic physical or psychological needs.
- **Domestic Abuse:** Includes child exposure to abuse between family members or teenage relationship abuse (Domestic Abuse Act 2021).

Children may be abused by adults, peers, or others in a position of trust. **Peer-on-peer abuse** is also recognised, including bullying, sexual harassment, and initiation/hazing rituals.

4. Our Commitment to Safeguarding

LTS Group will:

- Ensure **robust safer recruitment processes** prevent unsuitable candidates from working with children.
- Provide staff and candidates with training to recognise, identify, and respond to abuse or safeguarding concerns.
- Maintain an **open and transparent culture** for raising concerns.
- Make reporting concerns simple and provide support to reporters.
- Review and update all safeguarding policies at least annually.
- Cooperate with local authorities, schools, social services, and other agencies to protect children.
- Maintain **confidential, detailed, and secure records** of safeguarding concerns.

5. Designated Safeguarding Lead (DSL)

DSL: Senior member of staff with lead responsibility for safeguarding.

Responsibilities:

- Ensure staff and candidates receive appropriate induction and ongoing safeguarding training, including online safety.
- Respond to safeguarding concerns promptly and appropriately.
- Maintain accurate records of concerns, reports, or referrals.
- Liaise with DSLs in partner organisations and other agencies.
- Support staff and candidates involved in safeguarding incidents.
- Refer allegations to children's social care, police, or LADO as required.
- Report serious concerns or dismissals to the DBS.

- Keep senior management informed of safeguarding incidents.

6. Recruitment and Selection

- LTS Group implements **Safer Recruitment procedures** to prevent unsuitable individuals from working with children.
- Staff involved in recruitment have completed **safer recruitment training**.
- Online checks may be carried out on candidates, and relevant findings are discussed at interview and recorded.
- References and employment history are verified, including previous work with children.
- All pre-appointment checks comply with statutory guidance (KCSIE 2025).

7. Responding to Safeguarding Concerns

All staff and candidates must:

- Follow LTS Group policies and procedures, including the Code of Conduct.
- Attend safeguarding training and keep knowledge up to date.
- Report concerns to the DSL immediately and provide a written record.
- Report any concerns in placements to the local DSL and inform LTS Group DSL.
- Take appropriate action where practice concerns arise, following the Whistleblowing Policy.
- Understand the importance of **information sharing** to safeguard children, which may override confidentiality.

8. Allegations Against Staff or Candidates

- Any allegations of abuse, harm, or unsuitability to work with children must be reported immediately to LADO and DSL.
- Low-level concerns are managed according to the **Allegations Policy**.
- LTS Group has a legal duty to refer unsuitable individuals to the **DBS**, including resigning or leaving before investigations conclude.
- LTS Group will not use compromise agreements to avoid reporting concerns to the DBS.

9. Whistleblowing

- Staff and candidates may report concerns about colleagues, managers, or placements.
- LTS Group's **Whistleblowing Policy** provides internal and external reporting routes.
- An open culture ensures concerns are responded to safely and effectively.

10. Summary & Communication

- LTS Group communicates this policy via:
 - Company website: www.ltsg.co.uk
 - Internal server
 - Registration and induction process
- Staff, temporary workers, candidates, and contractors must understand **shared safeguarding responsibilities**.
- Information is shared proportionally and on a **need-to-know basis**, in line with statutory guidance.

11. Relevant Legislation and Guidance

Legislation / Guidance	Web Address
Keeping Children Safe in Education 2025	KCSIE 2025
Working Together to Safeguard Children 2023	Working Together 2023
Children Act 1989	Children Act 1989
Children Act 2004	Children Act 2004
Care Act 2014	Care Act 2014
Disqualification under the Childcare Act 2006	Disqualification guidance
Rehabilitation of Offenders Act 1974	ROA 1974
Counter Terrorism and Security Act 2015 ('Prevent Duty')	Prevent Duty
Modern Slavery Act 2015	Modern Slavery Act
Human Rights Act 1998	Human Rights Act
Female Genital Mutilation Act 2003	FGM Act
Safeguarding Vulnerable Groups Act 2006	SVGA 2006
UN Convention on the Rights of the Child (UNCRC) 1989	UNCRC

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POSITION: DIRECTOR

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