



# **Safeguarding Children Policy for**

## **U Teach Mi Ltd**

### **\*\*U TEACH MI LTD**

#### **SAFEGUARDING & CHILD PROTECTION POLICY**

(Updated 2025)\*\*

## **1. Introduction**

U Teach Mi Ltd delivers after-school tech clubs, tech camps, breakfast clubs, and childcare-based educational activities. We are responsible for creating safe, supportive environments where children can learn and thrive. Every adult involved in our organisation shares responsibility for protecting children from harm.

This policy applies to all staff, volunteers, contractors, and anyone acting on behalf of U Teach Mi.

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## **2. Our Safeguarding Commitment**

We commit to:

- **Placing the welfare and best interests of children at the centre of everything we do.**
  - **Protecting children from maltreatment, neglect, abuse, exploitation, and harm both online and offline.**
  - **Promoting safe, effective care and ensuring children grow up with the support needed for positive outcomes.**
  - **Ensuring safeguarding concerns are dealt with quickly, clearly, and professionally.**
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### 3. Key Contacts

- Designated Safeguarding Lead (DSL): Antonio Hines – 07599 429 937
- Deputy DSL: Assigned staff member
- Emergency Services: 999
- Local Authority Children's Services (MASH): Specific to each borough where clubs operate

All staff must know how to contact the DSL and must follow DSL direction immediately when concerns arise.

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### 4. Definitions

#### Children

Anyone under 18 attending a U Teach Mi provision.

#### Abuse

Includes physical, emotional, sexual abuse, neglect, exploitation, and exposure to harmful behaviour (online or offline).

#### Peer-on-Peer Abuse

Bullying, harassment, physical violence, sexual harassment/violence, harmful sexual behaviour, online abuse, and discriminatory incidents.

#### Online Harm

Grooming, cyberbullying, unsafe interactions, exposure to harmful content, misinformation and disinformation, and risks associated with new technologies.

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### 5. Safeguarding Principles

- The welfare of the child is paramount.



- All children have equal rights to protection, regardless of background, ability, identity, or circumstances.
  - Safeguarding is a shared responsibility; no single person sees the full picture.
  - Children with SEND or communication differences may face greater risks, and staff must approach concerns with sensitivity and awareness.
  - Children's voices and experiences must be taken seriously, recorded accurately, and acted upon.
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## **6. Safer Recruitment**

U Teach Mi uses a robust recruitment process to ensure all adults working with children are safe and suitable.

This includes:

- Enhanced DBS checks and barred list checks where applicable
- Identity and right-to-work checks
- Qualification verification
- Medical fitness assessment
- Overseas checks for candidates who have lived or worked abroad
- Written references
- Clear safeguarding expectations shared at induction
- Supervision and monitoring for volunteers where required

No adult may begin unsupervised work with children until all checks have cleared.

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## **7. Staff Training & Responsibilities**

**All Staff Must:**



- Complete safeguarding and child protection training on induction
- Take part in regular refresher training and updates
- Know how to recognise early signs of harm
- Report concerns immediately to the DSL
- Maintain professional boundaries at all times
- Follow mobile phone, photography, and behaviour policies
- Support children sensitively when they disclose concerns

#### **The DSL Will:**

- Act as the main point of contact for safeguarding
- Lead on referrals to social care, police, or other agencies
- Keep secure, accurate records
- Monitor patterns of concern
- Support and guide staff
- Liaise with parents and external professionals where appropriate
- Ensure safeguarding procedures remain current and effective
- Ensure child protection files are transferred safely and promptly when a child moves school

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## **8. Recognising Abuse and Indicators**

**Staff will remain aware of:**

- Unexplained injuries
- Changes in behaviour, mood, or attendance
- Fear of certain individuals

- Signs of neglect (poor hygiene, hunger, tiredness)
- Signs of online harm
- Concerns relating to radicalisation or extremist influence
- Children showing controlling, exploitative, or harmful behaviours toward peers

Early help is always encouraged where issues appear before risk escalates.

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## 9. Preventing Radicalisation & Harmful Influences

Staff will look out for:

- Vulnerability to extremist ideology
- Sudden behavioural changes
- Exposure to harmful online content
- Grooming into extremist views
- Engagement with harmful conspiracy content or misinformation
- Isolation or a sudden shift in friendship groups

Concerns are reported to the DSL, who will follow local Prevent processes where needed.

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## 10. Online Safety

Children frequently use devices and internet-based tools in our clubs. We therefore ensure:

- All online activity is monitored
- Filtering and monitoring systems are in place and regularly reviewed
- Staff understand expectations for safe use of technology



- Children are taught how to behave safely online
- Any online incident is reported and escalated appropriately
- New technologies (AI, digital tools, media platforms) are used responsibly and safely

We educate children on privacy, communication boundaries, digital footprint, and recognising unsafe online behaviour.

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## 11. Reporting Concerns

Any concern about a child must be reported to the DSL immediately.

Process:

1. Staff member records the concern factually.
2. DSL assesses the concern and decides action.
3. DSL may contact parents/carers unless doing so puts the child at greater risk.
4. DSL may refer to Children's Services, police, Channel programme, or other agencies.
5. All actions recorded securely.

If a child is in immediate danger, any staff member may contact emergency services.

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## 12. Allegations Against Staff

All allegations or low-level concerns about adults are taken seriously.

Procedure:

- Report immediately to the DSL
- DSL records and assesses the information
- DSL contacts Local Authority Designated Officer (LADO) where required

- Staff involved are supported during the process
- Confidentiality is maintained throughout
- Outcomes and actions are clearly documented

**Staff must never investigate allegations themselves.**

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## **13. Peer-on-Peer Abuse**

**We will not dismiss harmful behaviour between children as “just being children.”**

**We respond to all forms of:**

- Bullying (including cyber)
- Physical aggression
- Sexual harassment or sexualised behaviour
- Harmful sexual behaviour
- Coercion or intimidation
- Discriminatory behaviour
- Online coercion or abuse

**Victims will be supported sensitively and consistently. Perpetrators will be addressed through safeguarding procedures, not punishment alone.**

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## **14. SEND and Additional Vulnerabilities**

**Children with special educational needs, communication differences, disabilities, or health needs may:**

- Find it harder to communicate concerns
- Be more socially isolated

- Rely more on adults for care
- Be inadvertently exposed to harm
- Display behaviour that masks distress

Staff must be alert to these additional barriers and ensure concerns are handled appropriately.

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## **15. Attendance-Related Safeguarding**

Irregular or unexpected non-attendance at clubs or activities may be a safeguarding concern. Staff should inform the DSL when a child:

- Suddenly stops attending
- Misses multiple sessions without explanation
- Shows a pattern of disengagement

The DSL will then decide whether further follow-up or enquiry is necessary.

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## **16. Mobile Phones, Photography & Devices**

- Staff mobile phones may not be used during sessions except in emergencies.
  - Staff must not keep photos of children on personal devices.
  - Photos may only be taken with parental consent for educational purposes.
  - Images must be stored securely and deleted when no longer needed.
  - Staff must not interact with children on personal social media or messaging platforms.
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## **17. Health, Safety & Environment**





- All activities are risk assessed, including technological and online components.
  - Equipment is checked and used safely.
  - Staff ensure safe ratios, environment supervision, and secure premises.
  - Cybersecurity practices are in place to protect children's digital activity, information, and data.
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## **18. Data Protection & Information Sharing**

- Information is shared only when necessary, lawful, and in the child's best interests.
  - All child protection files are securely stored and restricted.
  - Files are transferred to new schools quickly and securely when children move.
  - Staff understand confidentiality, data responsibilities, and secure handling of personal information.
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## **19. Policy Review**

This policy is reviewed annually or earlier if:

- Legislation changes
- Safeguarding practices evolve
- Feedback or incidents highlight a required improvement
- New technology creates new safeguarding considerations

Approved: Antonio Hines

Date: 2025

**ü Teach Mi**