



Edu-Lettings

School Facility Hire

Safeguarding Policy

EDU-LETTINGS LTD UK safeguarding policy for children and 'adults at risk'

PRINCIPLE

EDU-LETTINGS LTD UK prioritises the wellbeing and safety of children, young people, and adults at risk.

We are committed to creating safe environments where all individuals can enjoy, learn, and develop free from harm. Safeguarding is everyone's responsibility.

This policy applies to all staff, volunteers, subcontractors, facility users, and anyone working on behalf of EDU-LETTINGS LTD UK.

Our approach is guided by:

- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)
- The Care Act (2014)
- The Childcare (Disqualification) Regulations (2018)
- All other relevant statutory guidance.

DEFINITIONS

Safeguarding Children

Children and young people are those under the age of 18

- Safeguarding is defined in Working Together to Safeguard Children (2023):
- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Enabling the best possible outcomes

Safeguarding Adults at Risk

As defined in the Care Act 2014:

- Adults at risk: those aged 18+ who, due to care and support needs, are at risk of, and may be unable to protect themselves from, abuse or neglect (Care Act 2014).

Safeguarding adults is defined as

- Protecting an adult's right to live in safety, free from abuse and neglect, while at the same time making sure that the adult's well-being is promoted...
- Including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any actions.



TYPES OF ABUSE

Children

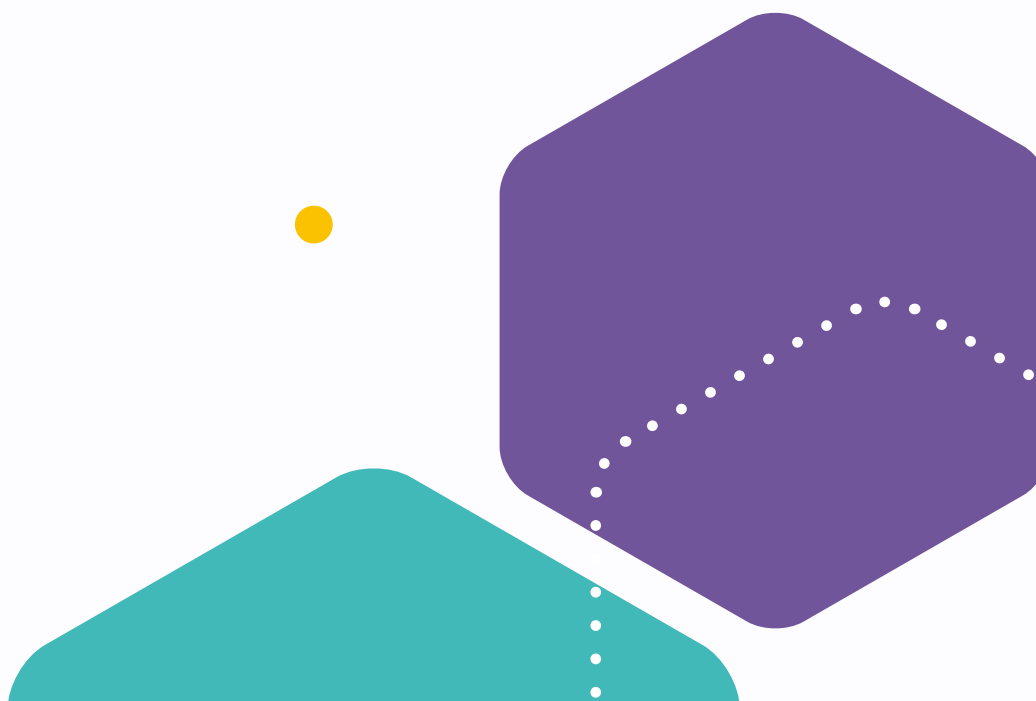
- Physical
- Sexual (including grooming, sexual harassment, and child-on-child abuse)
- Neglect
- Emotional (including bullying, harassment, and psychological abuse)
- See nspcc.org.uk/keeping-children-safe/types-of-abuse/

Adults at Risk

- Physical abuse
- Domestic violence (including so-called 'honour-based' violence)
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect
- Modern slavery
- See anncrafttrust.org/resources/#categoriesharm

Lower-Level Concerns

Following publication of the Whyte Review into British Gymnastics (2022) the sport/leisure industry has recognised the need for all involved in sport to report and assess what may be deemed as 'Lower level' Concerns - those which may not meet statutory thresholds (e.g., poor practice, harassment, hazing, boundary issues, bullying, humiliation, weighing of children etc) will still be recorded, reviewed, acted on and monitored to prevent escalation.



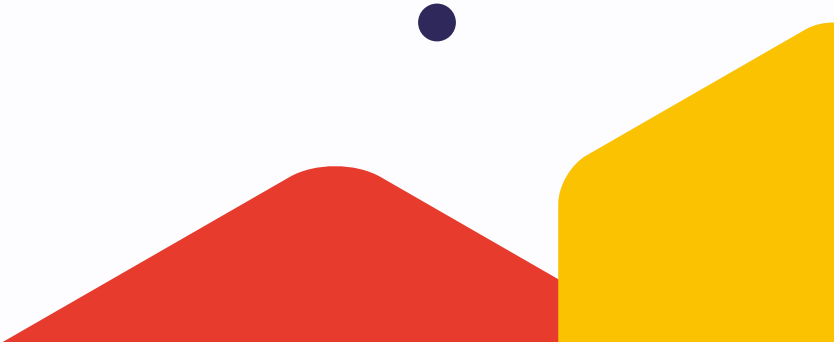
PURPOSE OF THE POLICY

- Protect children, young people, and adults at risk who come into contact with EDU-LETTINGS LTD UK.
- Provide staff and volunteers with clear safeguarding principles and expectations.
- Ensure hirers and facility users have appropriate safeguarding measures in place.
- Clearly define the safeguarding responsibilities of EDU-LETTINGS LTD UK, hirers, and host schools/colleges.
- Reserve the right to refuse or terminate bookings where safeguarding standards are not met.

*When read alongside the Safer Recruitment and Vetting Policies

OUR COMMITMENTS

We will:

- Value, listen to and respect children, young people, and adults concerns.
 - Appoint Designated Safeguarding Leads (DSLs) for both children and adults, with deputies, and a board-level safeguarding lead.
 - Recruit safely in line with our Safer Recruitment Policy.
 - Ensure staff and those covered by this policy recognise the welfare of the child is paramount and take all reasonable, practical steps to protect children and young people (and adults at risk) from harm.
 - Provide safeguarding training to all staff before starting work, refreshed annually.
 - Ensure hirers and facility users have safeguarding arrangements in place through hire agreements.
 - Record and store safeguarding data securely in line with GDPR.
 - Respond to concerns swiftly and appropriately escalating where necessary.
 - Share information appropriately with schools, colleges, social care, police, or other agencies.
 - Maintain a safe environment through health and safety checks and safeguarding risk assessments.
 - Support staff to report concerns using internal grievance procedures, or to external agencies when issues involve colleagues or managers.
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REPORTING & MANAGING CONCERNS

- Concerns must be reported immediately to the DSL or Deputy DSL.
- All concerns must be reported within 24 hours.
- Allegations against staff involved in teaching, coaching, training or supervising children (Position of Trust) must be referred to the LADO within 24 hours.
- If urgent and no DSL is available, concerns must be reported directly to the Police (if criminal), MASH team, or Children's Social Care.
- Written records must be completed promptly.

Flowcharts (facility hirer and staff) provide step-by-step guidance for managing safeguarding incidents.

REPORTING CONCERNS ABOUT COLLEAGUES OR MANAGERS

- EDU Lettings encourages staff to raise any concerns about the behaviour or practice of colleagues or managers that may pose a safeguarding risk.
- Where staff wish to raise such concerns, they may do so confidentially through the Grievance Policy.
- All concerns will be taken seriously and handled with sensitivity and confidentiality.

TRAINING & INDUCTION

- All staff must complete safeguarding training before starting work.
- Refresher training is mandatory annually.
- Induction includes safeguarding responsibilities, reporting lines, and safer working practices.

DESIGNATED SAFEGUARDING LEADS

Lead DSL (Children & Adults):

Brent Croft – brentcroft@edu-lettings.org

Deputy DSL (Children & Adults):

Shannon Parker – shannonparker@edu-lettings.org

Board Lead for Safeguarding:

Nick Bowen – nickbowen@edu-lettings.org

External contacts:

NSPCC Helpline: 0808 800 5000 / help@nspcc.org.uk

Childline: 0800 1111 / www.childline.org.uk

CEOP: www.ceop.police.uk

Ann Craft Trust: www.anncrafttrust.org

Revision	Date	Summary of Changes	Sign Off
1	01/07/2020	Initial Issue	DSL
2	01/10/2021	Annual review - no changes	DSL
3	22/11/2022	Review - Safeguarding	DSL
4	16/10/2023	Added Child-on-Child Abuse, Lower-Level Concerns, info sharing with schools	DSL
5	31/10/2024	KCSIE 2024 update, Ann Craft Trust added	DSL
6	09/10/2025	Updated for KCSIE 2025, Clarified reporting lines, added grievance route for internal concerns, removed online safety references	DSL

