

Todo el Mundo - Languages for Everyone

Safeguarding and Child Protection Policy



Organisation: Katherine Mallia T/A Todo el Mundo Languages for Everyone

DSL (Designated Safeguarding Lead): Katherine Mallia

Deputy DSL: [to be appointed – until then, staff should follow escalation procedure below]

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Local Authority (BANES) LADO: Victoria Harlin, LADO@bathnes.gov.uk, 01225396810

Version: September 2025

Next Review: September 2026

1. Statement of Purpose

Katherine Mallia T/A Todo el Mundo Languages for Everyone (the Organisation, we, our or us) is committed to safeguarding and promoting the welfare of all children we work with. These individuals are referred to as the Beneficiaries of this policy.

We safeguard without discrimination on the grounds of age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity, marriage or civil partnership status, or sexual orientation.

This policy is based on the Keeping Children Safe in Education (KCSIE 2025) statutory guidance, as well as relevant legislation in England, Wales, and Scotland.

2. Scope

This policy applies to all activities where the Organisation has contact with children, including:

- Private language tuition in family homes and online.
- Small group classes for children online and at local venues.
- Language workshops and cultural events for children.
- Group language classes within schools and nurseries.

It applies to all individuals working for or on behalf of the Organisation, including tutors, contractors, franchise associates, volunteers, and interns (Staff Members).

When delivering sessions inside schools, nurseries, or franchise settings, our staff must also follow the host setting's safeguarding policies. Where there is conflict, the stricter requirement applies.

3. Defining Safeguarding

Safeguarding means protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling children to have the best outcomes.

For the purposes of this policy, a child is anyone under the age of 18.

4. Key Safeguarding Measures

We commit to:

- Following local safeguarding arrangements in BANES.
- Appointing a Designated Safeguarding Lead (DSL) (currently Katherine Mallia).
- Establishing deputy cover (or, in absence, directing staff to the BANES LADO or police if the DSL is unavailable).
- Ensuring safer recruitment (DBS checks, references, identity checks, and where appropriate, online and overseas checks).

- Training all staff in safeguarding and updating training regularly.
- Ensuring the DSL completes accredited DSL training, refreshed every two years.
- Monitoring attendance and engagement in all classes. Unexplained absence or sudden withdrawal without explanation will be escalated to the DSL.
- Implementing robust online safety measures:
 - * Zoom sessions will use waiting rooms and passwords.
 - * Only invited participants are admitted.
 - * Tutors must check all online resources (e.g. YouTube) in full, including disabling comments where possible, before sharing.
 - * One-to-one online sessions require prior parental/carer consent and awareness.
- Handling information securely in line with UK GDPR and the Data Protection Act 2018.
- Raising awareness of emerging risks (misinformation, disinformation, conspiracy theories, generative AI) as highlighted in KCSIE 2025.

5. Staff Responsibilities

All Staff Members must:

- Promote the safety and wellbeing of children at all times.
- Complete safeguarding training appropriate to their role.
- Report all safeguarding concerns, however small, to the DSL.
- Maintain professional boundaries online and offline.
- Record attendance, engagement, and any concerns consistently.

6. Low-Level Concerns and Allegations Against Staff

- A low-level concern is any concern about a staff member's behaviour that does not meet the harm threshold but may indicate they are acting inappropriately.
- All low-level concerns must be reported to the DSL and recorded.
- Allegations of harm or abuse by staff will always be referred to the LADO.

7. Reporting Procedures

If a Staff Member identifies a safeguarding concern, they must:

1. In schools/nurseries: follow the host setting's safeguarding procedures, then notify the Organisation's DSL.
2. In all other contexts: notify the DSL immediately (secure email or phone).
3. Record the concern factually and securely.
4. If the DSL is unavailable and there is risk of immediate harm, contact:
 - BANES LADO
 - Children's Social Care
 - Police (999 in emergencies)

8. Investigation and Response

- All concerns will be logged and investigated by the DSL.
- Staff will be kept updated appropriately.
- Referrals to external agencies will be made as required.
- Staff found in breach of this policy will face proportionate disciplinary action.

9. Policy Review and Accountability

- This policy will be reviewed annually by the DSL (Katherine Mallia) or sooner if required by updates to statutory guidance.
- The DSL is accountable for implementation.

10. Supporting Documents

- Safeguarding investigation and response procedures
- Risk assessments
- Safer recruitment and compliance checklists
- Staff training records
- Class culture documents and email automations
- Data protection statement
- Tuition feedback log

Approved by: Katherine Mallia

Date: September 2025

Next review due: September 2026