

Todo el Mundo - Languages for Everyone

Safeguarding and Child Protection Policy



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

SL (Safeguarding Lead): Katherine Mallia

Contact: katherine@todoelmundo.co.uk | 07892 685611

B&NES Children's Social Care: 01225 396312 | 01225 396313

Out-of-hours Emergency Duty Team: 01454 615165

BANES LADO: Victoria Harlin, LADO@bathnes.gov.uk | 01225 396810

Police: 999 in an emergency

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 Children and young people 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 informed by the safeguarding principles and good practice set out in Keeping Children Safe in Education (KCSIE) 2026, Working Together to Safeguard Children and relevant safeguarding legislation and local safeguarding arrangements in England.

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 in schools, nurseries, or other host setting, tutors must follow that setting's safeguarding and reporting procedures while on site, including reporting concerns promptly to its Designated Safeguarding Lead (DSL), while also fulfilling Todo el Mundo's own safeguarding responsibilities.

3. Defining Safeguarding

Safeguarding means providing help and support as soon as problems emerge; protecting children from maltreatment, whether inside or outside the home, including online; and preventing impairment of their mental and physical health or development. It also means ensuring children grow up with safe and effective care and taking action to enable them 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 Bath and North East Somerset (B&NES).
- Appointing a named Safeguarding Lead (currently Katherine Mallia) to coordinate safeguarding concerns and referrals.
- Maintaining clear safeguarding cover arrangements so that the absence of the Safeguarding Lead does not delay appropriate action. If the Safeguarding Lead cannot be contacted, Staff Members must follow the escalation procedure in Section 7.
- Using safer recruitment procedures appropriate to the role, including DBS checks, references, identity checks and, where appropriate, overseas or other relevant checks.

- Ensuring all Staff Members, including the Safeguarding Lead, complete safeguarding training appropriate to their role and receive appropriate updates.
- Recording attendance for classes involving children. Unexplained absence, withdrawal or changes in engagement which, in context, raise a welfare or safeguarding concern will be reported to the Safeguarding Lead and, where applicable, the host setting.
- Maintaining appropriate safeguards for online tuition. Online classes involving children are delivered in accordance with Todo el Mundo's Online Safety Guidance and Class Culture, including appropriate meeting security, parental/carer awareness or supervision, professional boundaries and controls on recording and sharing material.
- Handling safeguarding information confidentially and securely in accordance with applicable data protection law and sharing information where necessary to safeguard a child.
- Ensuring Staff Members are aware of the four key areas of online safeguarding risk — content, contact, conduct and commerce — including risks associated with generative AI, such as simulated interactions, AI-generated explicit images, misinformation and other harmful or inappropriate content.

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, in accordance with Sections 6 and 7 of this policy..
- 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 SL and recorded.
- Concerns or allegations about a Staff Member that meet, or may meet, the harm threshold will be referred to or discussed with the LADO in accordance with local procedures. If there is uncertainty about whether the harm threshold is met, advice will be sought from the LADO.
- Where a concern or allegation relates to the SL/owner, or there would otherwise be a conflict of interest in reporting the matter to the SL, the concern should be reported directly to the LADO.

7. Reporting Procedures

- 1.If a Staff Member identifies a safeguarding concern, they must:
In schools/nurseries: follow the host setting's safeguarding procedures, then notify the Organisation's SL.
In all other contexts: notify the SL immediately by phone or secure email.
2. If a child makes a disclosure or speaks to a Staff Member about a safeguarding concern:
Listen carefully and take the child seriously. Do not ask leading questions or investigate. Do not promise confidentiality; explain that information may need to be shared to keep them safe.
3. Record the concern factually and securely as soon as possible, including a clear summary of the concern, any action or follow-up, decisions made and the reasons for those decisions, and the outcome. Record

what the child said using their own words where possible. This includes recording a decision not to make an external referral.

4. If the SL is unavailable, this must not delay action where a child may be at risk. Staff Members should contact Children's Social Care directly and/or the police as appropriate. Call 999 where there is an immediate danger or emergency.

8. Investigation and Response

- All safeguarding concerns will be logged, considered and responded to appropriately by the Safeguarding Lead. Safeguarding records will be kept confidentially and securely, with access limited to those who need the information for safeguarding purposes.
- Staff will be kept updated appropriately.
- Referrals to external agencies will be made as required.
- Staff members found to have breached this policy will face appropriate action, which may include ending the individual's engagement with Todo el Mundo.

9. Policy Review and Accountability

This policy will be reviewed annually by the SL (Katherine Mallia) or sooner if required by updates to statutory guidance.

The SL is accountable for implementation.

10. Supporting Documents

Risk assessments; Safer recruitment and compliance checklists; Staff training records; Class culture and student safety guidance; Tutor assignment notes; Data protection/privacy documentation; and host-setting safeguarding policies and procedures where applicable.

Approved by: Katherine Mallia

Date: September 2026 Next review due: September 2027