

# Safeguarding and Child Protection Policy



Updated December 2025 by Pippa Coleman

Name of organisation: Team Up for Social Mobility (Hereafter referred to as 'Team Up' or 'the organisation')

## INTRODUCTION

Team Up makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

The organisation comes into contact with children through tutoring on school premises. The type of contact with children will be regulated tutoring in small groups or one to one. On occasions, contact with children will be within enrichment sessions with an external organisation either on school premises or at an alternative agreed location.

This policy seeks to ensure that Team Up undertakes its responsibilities with regard to protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

## LEGISLATION

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- The Police Act 1997
- Rehabilitation of Offenders Act 1974
- Working together to Improve School Attendance 2022

## DEFINITIONS

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying and/or child on child abuse
- Neglect
- Financial (or material) abuse
- Child Exploitation
- Radicalisation
- Female Genital Mutilation (FGM)

In addition, our safeguarding policy and training includes raising concerns for those who may witness forms of abuse e.g. domestic abuse.

Definition of a child: A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

## **RESPONSIBILITIES**

All staff (paid or unpaid) have responsibility to follow the guidance and processes laid out in this policy and related policies, and to pass on any safeguarding or child welfare concerns in a timely manner using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by: being an excellent role model; participating in regular safeguarding training; contributing to discussions about safeguarding; promptly and accurately reporting any concerns to the relevant parties outlined in this policy within 24 hours; and to positively engage with opportunities in developing safe practices.

**The Designated Safeguarding Team** with Team Up are:

Pippa Coleman (Designated Safeguarding Lead)

Role: Head of Programmes

Email: [pippa.coleman@teamup.org.uk](mailto:pippa.coleman@teamup.org.uk)

Phone: 07548 399635

Chris Deavin (Deputy Designated Safeguarding Lead)

Role: CEO

Email: [chris.deavin@teamup.org.uk](mailto:chris.deavin@teamup.org.uk)

Phone: 07879 408467

Ailish Coghlan (Deputy Designated Safeguarding Lead)

Role: Senior Programme Manager

Email: [ailish.coghlan@teamup.org.uk](mailto:ailish.coghlan@teamup.org.uk)

Phone: 07763256168

They have the responsibility to ensure:

- Team Up Safeguarding contact email ([safeguarding@teamup.org.uk](mailto:safeguarding@teamup.org.uk)) is regularly monitored, and all safeguarding cases are reviewed and responded to in a timely manner.
- The policy is in place, appropriate, and up to date with key legislation
- The policy is accessible for all staff, volunteers, schools, partners, and parents/children.
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Staff (paid and unpaid) have access to appropriate training/information and notified promptly of any changes
- Team Up keeps up to date with local arrangements for safeguarding and DBS
- Team Up develops and maintains effective links with relevant agencies
- Team Up ensures all concerns about safeguarding are processed effectively, responded to swiftly and appropriately, recorded accurately and securely with rationale for decisions taken clearly explained.

Additional specific responsibilities:

**Our Designated Safeguarding Trustee** has the responsibility to ensure that sufficient resources (time and money) are allocated to ensure that:

- the policy can be effectively implemented
- the policy outlined in this document adheres to government legislation on safeguarding and child protection practices, as well as Data Privacy legislation
- Team Up responds to any queries or complaints regarding Team Up's safeguarding practices or procedures.
- Team Up responds to any queries or concerns around specific members of staff.

Should any stakeholder wish to query or raise concern over any of the above, please contact [safeguarding@teamup.org.uk](mailto:safeguarding@teamup.org.uk) or the named Designated Safeguarding Trustee using the details below:

Perella Bridgland

Role: Trustee

Email: [perella.bridgland@teamup.org.uk](mailto:perella.bridgland@teamup.org.uk)

Phone: 07754 795651

## IMPLEMENTATION:

### SAFER RECRUITMENT AND WORKING PRACTICES, RESPONDING TO THREATS AND REPORTING CONCERNS

We embed practices throughout the organisation to ensure the protection of children wherever possible.

We take appropriate action in response to immediate or potential threats to a child's welfare.

Team Up staff have **no powers to investigate abuse**. However, Team Up staff do have a role as referrers and witnesses, as well as a role to take immediate preventative action in cases of immediate threats to a child's welfare.

#### (A) SAFER RECRUITMENT PRACTICES

Team Up employs the following Safer Recruitment practices for all staff (paid and unpaid) in line with guidance. These can be found in our Safer Recruitment Policy [here](#).

- i) Initial Screening: Team Up asks applicants to staff roles a safeguarding question at interview to assess knowledge and ensure suitability of the applicant.
- ii) References: Team Up asks successful candidates to provide the details of two referees. Where possible, two professional/academic referees will be contacted or a suitable alternative with the aim to have two complete reference checks stating the candidate's suitability to work with children before having direct access to any young person or our records.
- iii) Proof of Identity: All staff (paid and non-paid) must complete an identity verification check via trusted digital verification or with a trained member of staff. Accepted documents are those listed on [GOV.UK guidance](#).
- iv) Disclosure and Barring Service w/ children's barred checklist: All staff (paid and unpaid) must undergo and receive an Enhanced Disclosure and Barring Service check with Children's Barred list check, unless otherwise agreed with school partners. Any cautions or convictions raised at this stage will be reviewed internally and the candidate's suitability considered before starting the role. Any convictions or cautions will then be shared with the school and with the candidate's explicit permission. See more details on DBS checks in Section B.
- v) Overseas checks: Paid staff who have lived abroad for more than 3 months within the past five years will be expected to undergo an overseas check at their own expense. Voluntary staff and tutors who have lived abroad for more than 3 months within the past

five years will not be expected to undertake an overseas check, unless stipulated by the school at which they are placed. This overseas check will be at the responsibility and expense of the school requesting it, as stipulated in the agreement between the organisation and the school. In lieu of an overseas check, Team Up will complete a risk assessment of the relevant candidate and seek a professional/academic reference for their time abroad to determine their suitability.

vi) Training: Team Up delivers induction training on level 1 safeguarding, GDPR, and safer working practices to all new staff (paid and unpaid). Further information on training practices can be found in Section D.

## **(B) DISCLOSURE BARRING SERVICE CHECKS**

The organisation commits resources to providing Enhanced Disclosure Barring checks w/ children's barred list on all staff (paid or unpaid) whose roles involve contact with children and/or vulnerable adults and/or contact with any identifiable data for children and/or adults participating in the programme.

All staff will be DBS checked with Team Up when they first join, even if they have an existing DBS check from elsewhere unless they hold a valid Child Workforce Enhanced DBS check with child's barred list that is currently on the DBS Update service. Any new checks will be completed through the platform UKCRBs and existing DBS checks on the update service will be validated with candidate consent prior to the candidate's placement and/or first session in schools.

Thereafter, staff DBS will be reviewed annually and renewed if they are more than 2 years old. For certificates on the update service, 6 monthly DBS checks will be completed by the DSL using this service. So long as they are employed by Team Up, the organisation will bear the expense of the update service.

All tutors will be DBS checked with Team Up when they first join, following a successful interview and reference check.

The exceptions to this, when Team Up will not undertake a new DBS check for the candidate, are:

- If a tutor arrives with an enhanced DBS check for a child workforce that has been undertaken within the last six months
- If a tutor shares permission to review their enhanced DBS check w/ child's barred list for a child workforce that is on the update service
- If the tutor is a student ambassador and their DBS check is being carried out by the University Widening Participation partner
- If the tutor is a sixth former who is tutoring at their own school

Team Up will still require the former two categories of tutors to share a photo of their DBS check and their DBS number with Team Up. Furthermore, should the tutor continue to tutor with Team Up for a second term or beyond, Team Up will complete its own DBS check.

Team Up aims for all tutors to have received their DBS certificate before they start tutoring. Team Up agrees alternative safeguarding arrangements in advance with our school partners in cases where that is not possible e.g. the Programme Manager will supervise the tutor at all times, additional staff members from the school are present, the online session will be recorded. Team Up will securely store tutor DBS certificate numbers, issue date, and evidence that a member of trained staff (paid) has viewed/approved the original DBS certificate to be shared with schools, if requested.

Tutors tutoring on next term's programmes will be DBS checked by Team Up again if their existing Team Up DBS is more than 3 years old.

All people in attendance at Team Up sessions should be pre-agreed in writing between Team Up and the School and all adults who are not school staff should have and share DBS certificates, unless exceptions are agreed at least 48 hours in advance. For example, Team Up may wish for visitors (like funders or university students delivering pupil enrichment) to attend sessions who are not Team Up staff or volunteers or School staff. This must be agreed in advance with the School.

It must be agreed in writing between Team Up and the School whether the visitors will either a) have a valid DBS certificate which is shared in advance, or b) be accompanied at all times by a Team Up member of staff. Team Up will share in writing with the school that appropriate checks for staff (paid and non-paid) have been carried out prior to each programme commencement.

Team Up will share in writing with the school confirming that appropriate checks for staff (paid and non-paid) have been carried out prior to each programme commencement.

## **(C) AGREED IMMEDIATE ACTION AND REPORTING PROCESSES**

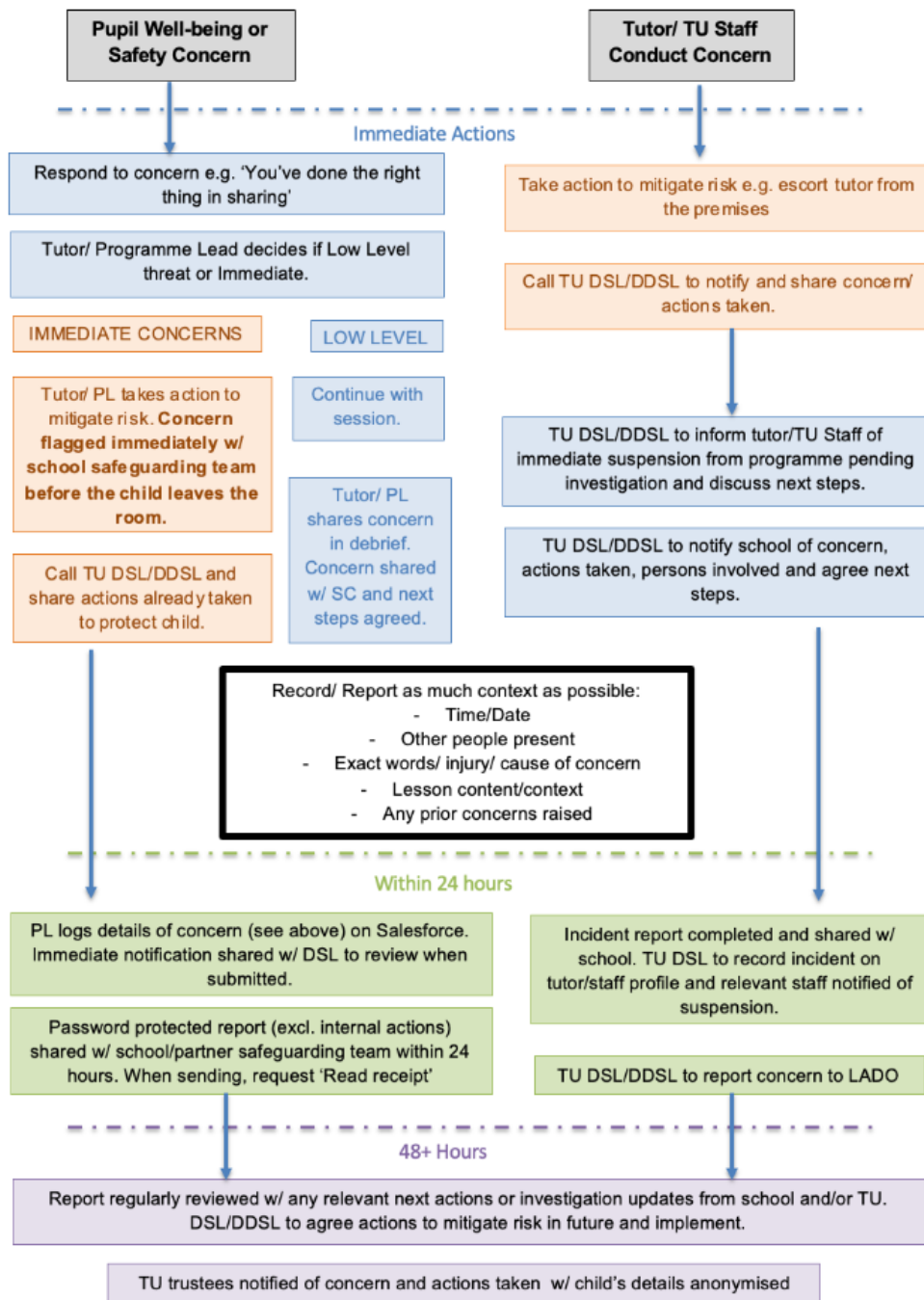
### **i) Default Safeguarding Procedures**

Prior to programmes starting, Team Up must receive the School or Delivery Partner's DSL and DDSL contact details, as well as any other relevant contacts, and save them as school contacts on Salesforce. Programme Leads should also share a copy of this policy and outline in writing Team Up reporting processes for in-person and online (where applicable) safeguarding concerns (see below).

Where third party organisations are involved, Team Up will review the procedures and policy in place to ensure that all parties are satisfied, and that the correct data sharing and safeguarding procedures are in place. Written agreement of these policies and procedures once agreed will then be shared with all delivery staff and relevant parties.

In all cases, it should be noted that only those essential to the concern/disclosure at hand will be notified.

**For both online and in-person delivery when pupils are at home or at school**, the default immediate actions and reporting processes outlined with the school are as follows:



**ii) Known exceptions to the above processes:**

- For All Child programmes, staff must all report directly to All Child's DSL or DDSL once the concern has been raised with school safeguarding staff.
- For Future You online programmes, staff must all report directly to the individual child's designated person. Following this, the report will be shared with Team Up's and Future You's safeguarding team who will determine the appropriate next steps.
- For Southside Young Leaders Academy (SYLA), where a safeguarding concern is

reported, staff must pass this on immediately to the SYLA Programme Support Officer and the on-site Safeguarding Lead in the first instance, followed by Team Up's DSL or DDSL. All reports and concerns must then be shared within 24+ hours with SYLA DSL.

## **(D) TRAINING AND SUPPORT FOR STAFF AND VOLUNTEERS**

Team Up commits resources for induction and training of staff (paid and unpaid) in relation to Safeguarding.

Induction safeguarding training for staff and volunteers will include:

- Responsibilities towards safeguarding
- Broad categories of safeguarding concern:
- Recognising signs of abuse incl. FGM and Radicalisation
- How to respond to disclosures i.e. how to respond to the child
- Breaches of safer working practices (e.g. concerns about the conduct of a tutor)
- Preventative measures to take i.e. what are Team Up's safer working practices and our recommendations to school partners
- How to respond to and report different types of concern incl. FGM and Radicalisation

All staff who, through their role, are in contact with children will complete safeguarding training at an appropriate level. Team Up will monitor and ensure completion of safeguarding training.

Staff and volunteers will undertake annual safeguarding top-up training in addition to initial safeguarding induction training. A member of Team Up's safeguarding team will deliver safeguarding training upon induction for any new staff and will deliver top-up training every September to all paid staff.

In addition, following training, paid staff are expected to sign a declaration confirming attendance of training and complete the following actions:

- Review of updated KCSIE document (annually)
- Review of Working Together to Safeguard Children 2023
- Review of Level 1: Safeguarding Training materials

## **(E) SAFER WORKING PRACTICES FOR DELIVERY**

Safer working practices for all delivery models (online, in-school, and in-person at another premises) are as follows:

- All Team Up staff and tutors must continue to be aware of safeguarding obligations and to report safeguarding concerns if they arise, in accordance with the reporting processes described above.
- A Team Up Programme Lead (PL) will be a part of each tutoring session.
- PMs will carry out thorough briefings after sessions so that tutors can raise any safeguarding issues if they are not able to raise them during the session.



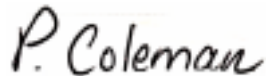
- Team Up staff should not use personal devices and should use work provided equipment.
- Tutors are permitted to use personal devices but should ensure that no one else in their household has access to sensitive information stored on that device such as a child's assessment data.
- Team Up staff and tutors and children/young people must wear suitable clothing, as should anyone else in the household/premises.
- Language must be professional and appropriate.
- All programmes are fully accessible to school staff and Team Up actively encourage regular reviews with the schools and partners.
- Team Up adhere to "Working together to improve school attendance" and assist schools by providing comprehensive attendance information on students participating in Team Up programmes to schools and other relevant information to improve school attendance.

In addition to the above, the following safer working practices are implemented for online sessions:

- Any computers/devices used should be in appropriate areas wherever possible, for example not in bedrooms, and where possible be against a neutral background.
- A Team Up Programme Lead (PL) will facilitate each session and enter the video call between tutors and pupils at intermittent points during the session. The recordings will be retained for one month so they can be reviewed if any issues arise.
- Where any safeguarding concerns have been raised, Team Up downloads and saves that recording securely on Team Up's SharePoint before deleting so that the recording can be accessed for at least 6 months.
- Team Up staff and tutors should ensure there are no identifying features that would allow their home address or personal contact information to be identified.
- Live sessions should be recorded and saved, so that if any issues were to arise, the video can be reviewed. This should be made clear to all participants.
- Remote and live quality assurance should be able to take place to monitor video conferencing sessions in real time – participants to be made aware of this at the start of any session.
- Volunteers should only conduct tutorials online using the approved platform, Microsoft Teams, unless otherwise agreed between the school and Team Up's DSL. All tutoring sessions are automatically recorded on Teams and can be accessed by Team Up members of staff and shared with the school where needed.
- For KS2 and KS3 pupils, we ask that a parent must be at home and aware that the session is happening while the session is taking place, unless otherwise agreed with the school.
- For KS4 pupils we recommend this but do not demand it, unless otherwise agreed with the school.
- If any tutors, students or staff are deemed to be sharing inappropriate content, they will be removed from the platform and appropriate safeguarding measures will be followed according to our Safeguarding Policy. This includes misinformation, disinformation, and conspiracy theories.
- We send out links individually to tutors and pupils (rather than using something communal like Google Classrooms where everyone can see everyone else's links), and we advise School Coordinators of this safe working practice, and ask School Coordinators to confirm with us how they are sharing the links if they are using an alternative approach.

- All sessions will be managed by a Team Up member of staff and only approved users admitted into the online sessions.
- Any use of Generative AI will follow the DfE Guidelines on “Product Safety Expectations” and in particular, the safe use of filtering and monitoring.

For more information on our Data Protection and Privacy safer working practices, please see our Data Protection and Privacy Policy (2025).



**Pippa Coleman (née Way)**

**Designated Safeguarding Lead  
Head of Programmes  
Team Up  
Date: 17.12.25**



**Chris Deavin  
CEO  
Team Up  
Date: 18.12.25**