

Child Protection Policy

Introduction

Axcis Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and all contractors on its register to share this commitment and to be fully aware of the importance of child protection. All children deserve the opportunity to achieve their full potential. Five areas have been highlighted within the Every Child Matters agenda as being vital to children's and young people's wellbeing to be addressed by schools:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

Statement of Intent

To achieve this, children need to feel supported and valued by a network of reliable professionals. Axcis Education's policies and procedures adhere to the current legislation as defined in the Children Act 1989 and 2004 and the guidance given by the Government in the report "Safeguarding Children and Safer Recruitment in Education". Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for them to learn in education settings
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting

Procedures

In view of their daily contact with children, contractors working through Axcis are well placed to observe abuse or neglect. It is their responsibility to report suspected or alleged abuse.

- If a contractor is working within a school or other education provision it is their duty to take note not only of major incidents, but also of signals which give cause for suspicion or concern. When this occurs, the contractor must report any concerns to the school's designated member of staff with particular responsibility for child protection work and liaison with youth services. It is also the contractor's responsibility to adhere to the specific guidelines set out in each school's Child Protection Policy.

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- If a contractor is working outside of the school or other provision it is their duty to report any concerns to the Social Services Department. Contractors have a responsibility of explaining on first contact that they cannot keep information confidential. If abuse is suspected the concern should be recorded at branch level and then discussed with the relevant Operations Manager and reported to Social Services. If a contractor has reason to believe that a young person is being abused then the safety and welfare of that child has to be the paramount consideration in deciding what action needs to be taken.
- If there is an allegation of abuse made against a contractor working through Axcis it should be reported to the Branch Manager and Line Managers. Action will be taken in accordance with the Axcis Complaints Procedure. Under no circumstances should a contractor ever intervene on their own. Axcis wishes to inform all contractors of the position outlined in the 1996 Education Act that any form of physical contact with a child in the form of corporal punishment is prohibited. **Failure to comply with the spirit of the relevant legal requirements will result in your removal from our working database.**

Suitability

Once a contractor is placed in a school/unit, feedback is sought on the first day and throughout the placement term, to ascertain suitability for the role. If negative feedback is received on a contractor, or if the school/unit feels the contractor is not suitable for that particular role, the consultant will discuss these issues with the individual concerned. If any training needs have been identified, the consultant will also discuss available options. Equally, if the contractor feels the school is not suitable for them, the reasons for this are discussed between the contractor and the consultant and any relevant information is relayed to the client.

Risk Assessments

In the event where someone is required to undertake lone working, the company/school/unit/social worker and/or other associated professional will have a duty to assess and reduce the risks and carry out a risk assessment. Where someone will be required to work with vulnerable persons, the school/unit/social worker and/or other associated professional will have a duty to assess and reduce any known risks and to carry out a risk assessment.

If risks are identified then these must be communicated to the contractor at length and in writing prior to the work taking place, as should any potential means and strategies for counteracting the identified risks. We require that the contractor confirm in writing they have acknowledged and understood the risks associated with the placement. The obligation for carrying out a risk assessment will be the responsibility of the school/unit/social worker and/or any other associated professional connected to the vulnerable person and with the authority to carry out such risk assessments. The school/unit/social worker and/or other associated professional are best placed to conduct such assessments due to their greater depth of knowledge of the vulnerable person. Clear demarcation of the responsibility of risk assessments will prevent conflicting information being given to the contractor by the agency and the school/unit/social worker and/or other associated professional.

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Communicating this Policy

- This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 31st July 2025

Revision date: Annually

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