

# Warren Dodd Education

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## Safeguarding Policy

*Warren Dodd Education | Version 1.0 | April 2026 | Review: April 2027*

At Warren Dodd Education, the safety and wellbeing of every child comes first — always. This policy explains how we protect children from harm and what we do if a concern arises. It is written in plain language so that parents and carers can read and understand it easily.

### 1. What this policy is based on

This policy follows Keeping Children Safe in Education (KCSIE) 2024, Working Together to Safeguard Children 2023, and the Children Act 1989 and 2004. It is reviewed annually and updated whenever guidance changes.

### 2. About our setting

Warren Dodd Education offers small-group tutoring for home-educated and flexi-schooled children aged 8–11. Sessions run on Tuesday mornings from 1:00pm to 4:00pm at VENUE Alderley Edge, Brook Lane Corner, Knutsford Road, Alderley Edge, SK9 7RX. There are a maximum of four children per session. All sessions are led by David Dodd. No other staff are employed at this time.

### 3. Our Designated Safeguarding Lead

David Dodd is the Designated Safeguarding Lead (DSL) for Warren Dodd Education. David holds Level 3 DSL Safeguarding training and a current Enhanced DBS check with barred list check. As sole practitioner, David is responsible for all safeguarding matters, record-keeping, and referrals.

### 4. DBS check

David Dodd holds a current Enhanced DBS check with barred list check, completed prior to any child attending sessions. The certificate number is available to parents and carers on request.

### 5. Types of abuse we look out for

We are alert to the four main categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

We are also alert to wider concerns including child criminal exploitation, online safety, domestic abuse, and radicalisation (Prevent duty).

## **6. What happens if we have a concern**

If David Dodd has a concern about a child's welfare, we will:

- Write it down on the same day, using the child's own words where possible.
- If the concern meets the threshold for referral, report it directly to the local Multi-Agency Safeguarding Hub (MASH) without delay.
- Call 999 immediately if a child is believed to be in immediate danger.
- Contact the Local Authority Designated Officer (LADO) if the concern involves an adult working with children.

We will not investigate concerns ourselves. Our role is to refer to the right people and to support the child.

## **7. Will you be told?**

We will usually tell parents and carers if we have a concern. The exception is if doing so could put the child at greater risk – in that case, we are required by law to act first and inform later.

## **8. Records**

All safeguarding concerns and actions are recorded securely and kept separately from general session notes. Records are retained in line with statutory guidance.

## **9. Review**

This policy is reviewed every year, or immediately after any safeguarding incident or change in guidance.

*Review date: April 2027*