**Safeguarding Policy**

**Introduction**

ICAN Education is committed to providing a safe, secure, and inclusive environment for all individuals who engage with the centre, particularly children, young people, and vulnerable adults. This safeguarding policy outlines our commitment to safeguarding their well-being and ensuring that appropriate measures are in place to protect them from harm.

**Purpose**

The purpose of this policy is to:

* Establish clear guidelines and procedures to safeguard children, young people, and vulnerable adults associated with the tutor centre.
* Raise awareness among staff, students, parents, and stakeholders regarding safeguarding concerns and reporting mechanisms.
* Ensure compliance with legal obligations and national/local safeguarding guidelines.

**Scope**

This policy applies to all individuals associated with ICAN Education, including students, staff, parents, volunteers, contractors, and visitors.

**Key Principles**

**Prevention**

ICAN Education is committed to taking proactive steps to prevent any harm or abuse to children, young people, and vulnerable adults.

**Reporting**

All concerns or suspicions regarding the safety and welfare of individuals will be reported promptly, following the established reporting procedure of a cause for concern form.

**Support and Intervention**

Any safeguarding concerns will be addressed promptly and appropriately, ensuring the safety and well-being of the individuals involved.

**Definitions**

**Child**

A child is anyone under the age of 18.

**Vulnerable Adult**

A vulnerable adult is any person aged 18 or over who is or may be in need of community care services due to disability, age, illness, or any other condition.

**Safeguarding Procedures**

**Identification of Safeguarding Leads**

ICAN Education will designate and clearly communicate the individuals responsible for safeguarding matters within the centre. These individuals will act as the main points of contact for safeguarding concerns.

**Reporting Concerns**

Any safeguarding concerns, suspicions, or disclosures of abuse or harm must be reported immediately to the designated safeguarding leads.

**Confidentiality and Sharing of Information**

Information related to safeguarding concerns will be handled with strict confidentiality and shared only with relevant parties involved in the safeguarding process.

**Record Keeping**

Detailed and accurate records of safeguarding concerns, actions taken, and outcomes will be maintained in compliance with legal and regulatory requirements.

**Training and Awareness**

Staff and volunteers will receive regular training and updates on safeguarding procedures, signs of abuse, and appropriate responses.

**Review and Amendments**

This Safeguarding Policy will be reviewed periodically to ensure its effectiveness, relevance, and compliance with changing circumstances, laws, and regulations. By implementing and adhering to this Safeguarding Policy, ICAN Education aims to create a safe and secure environment where children, young people, and vulnerable adults are protected from harm and abuse.

**To be reviewed:** September 2024