



Safeguarding Policy Statement

Scope

As a sole trader, operating under the business name, Career Clarity, I offer independent, impartial, careers education, advice and guidance to children and young people (under the age of 18) and adults, including children and young people with SEND and vulnerable adults. This work can take place in face to face meetings or small groups both in schools, in charity settings, via remote platforms and, occasionally, at my home office.

I am a Registered Career Development Professional and operate within the CDI's code of ethics, adhering to the highest standards of professional behaviour - https://www.thecdi.net/write/Documents/Code_of_Ethics_update_2018-web.pdf. In my remote guidance work I follow the guidelines outlined in the CDI's position paper - https://www.thecdi.net/write/CDI-Position-Paper_on_safe_and_ethical_virtual_meetings_V4.0.pdf.

I take my responsibility to safeguard and promote the welfare of children and young people seriously and this policy reflects my commitment to ensure that the risks of harm to children and young people are minimized.

For work undertaken in schools and charity settings, I work in line with the safeguarding policies set out by these organisations .

Legal Framework

This policy has been informed by the legislation, policy and guidance that exists in England to protect children and young people and the key legislation is summarised here - <https://learning.nspcc.org.uk/child-protection-system/england>. For work undertaken in schools, the statutory guidance contained in *Keeping Children Safe in Education*, statutory guidance for schools and colleges, updated January 2021, is also relevant - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Purpose

- to protect children and young people who use my services from harm
- to inform parents, carers and schools about the principles that inform my approach to child safeguarding
- to describe the reporting procedures that will be followed by me if a young person discloses child abuse or if abuse is suspected

Principles

I believe that:

- Children and young people should never experience abuse of any kind
- I have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them

I recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation have a right to equal protection from all types of harm and abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

I will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Always behaving appropriately in my interactions with children and young people
- Adopting child protection and safeguarding best practice through my policies, procedures and codes of conduct
- Ensuring I am trained in recognising, responding to, reporting and recording safeguarding concerns
- Ensuring I have the necessary criminal record checks via the Disclosure and Barring Service (DBS)
- Sharing information about safeguarding and good practice with children, young people and their families and building a 'safeguarding culture', so they feel comfortable sharing concerns and know where to go for help if needed
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Using my safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately
- Ensuring there is an effective complaints procedure in place
- When clients visit the premises of Career Clarity, ensuring that the physical environment is safe for children and young people by applying health and safety measures in accordance with the law and regulatory guidance

Related policies and procedures

This Safeguarding Policy Statement works in conjunction with the Safeguarding and Child Protection Procedures and other organisational policies including the Privacy and Data Protection Policies, Complaints Procedures and Client Services and Terms of Business documents.

Contact details

For any queries related to my Safeguarding Policy contact Liz Taylor on 07939 505405 or email: careerclarityuk@gmail.com . For information and advice, look at the NSPCC website - <https://www.nspcc.org.uk/> or call the NSPCC helpline – 0808 800 5000

I am committed to updating this policy annually, in line with good practice.

Signed _____

Date _____

Liz Taylor BA (Hons) MSc QCG
Registered Career Development Practitioner
Chartered MCIPD

Ramshill House, Maidstone Road, Horsmonden, Kent TN12 8DD
07939 505405

Email – careerclarityuk@gmail.com
Website - <http://www.careerclarity.uk/>