



ESTAR

ELITE SKILLS, TRAINING
& RECRUITMENT

Safeguarding, Child Protection, Adults at Risk & Prevent Policy

Form: CP-016

Revision: 00

Address: 4 Westway, Westway House, Blaydon on Tyne, NE21 4EE

Policy Owner: Board of Directors

Operational Leads (DSLs):

- Keiran Casey (CEO) – keiran.casey@estareducation.com
- Emma Brett (Chief Education Officer) – emma.brett@estareducation.com

Review Frequency: Annual

Version: 1.0

1. Statement of Intent

ESTAR Group Limited T/A ESTAR Education is committed to safeguarding and promoting the welfare of all learners, including **children, young people and adults at risk**.

We operate a **zero-tolerance approach** to:

- abuse
- neglect
- exploitation
- radicalisation

Safeguarding is embedded into:

- leadership and governance
- teaching, learning and assessment
- employer engagement
- organisational culture

Safeguarding accountability sits with the **Board of Directors**, with oversight from the **Industry Advisory Board (IAB)**.

2. Scope

This policy applies to:

- all staff and associates
- learners and apprentices (16–18 and 19+)
- employers and workplace environments
- subcontractors and partners
- visitors

It covers:

- centre-based delivery
- workplace-based learning
- remote/online learning
- commercial training

3. Legal & Regulatory Framework

This policy aligns with:

- Keeping Children Safe in Education (latest)
- Working Together to Safeguard Children
- Prevent Duty (Counter-Terrorism and Security Act 2015)
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018

4. Safeguarding Leadership & Responsibilities

Designated Safeguarding Leads (DSLs)

- Keiran Casey (CEO)
- Emma Brett (Chief Education Officer)

Due to organisational size, both act as DSLs.

DSL Responsibilities

- Lead safeguarding strategy
- Manage safeguarding concerns
- Liaise with external agencies
- Maintain safeguarding records
- Ensure compliance and training
- Report to Board and IAB

Staff Responsibilities

All staff must:

- remain vigilant
 - report concerns immediately
 - never investigate
 - maintain professional boundaries
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5. What is Safeguarding?

Safeguarding means:

- protecting learners from harm
 - preventing impairment of development
 - ensuring safe care
 - enabling positive outcomes
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6. Definitions

Child: Under 18

Adult at Risk:

An adult needing care/support and unable to protect themselves

7. Types of Abuse

Includes:

- physical
 - emotional
 - sexual
 - neglect
 - financial
 - domestic
 - exploitation (CSE/CCE)
 - modern slavery
 - radicalisation
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8. Prevent Duty

ESTAR actively prevents radicalisation through:

- embedding British Values
 - structured curriculum delivery
 - staff awareness training
 - safeguarding reporting pathways
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9. Safeguarding Risks (Key Areas)

9.1 Grooming

Includes:

- online grooming
- in-person grooming
- exploitation through trust

Indicators:

- secrecy
 - behavioural changes
 - inappropriate relationships
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9.2 County Lines & Criminal Exploitation

Learners may be:

- coerced into drug trafficking
 - exploited financially or physically
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9.3 Child Sexual & Criminal Exploitation (CSE/CCE)

Occurs through:

- coercion
 - manipulation
 - imbalance of power
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9.4 Honour-Based Abuse (FGM & Forced Marriage)

FGM is illegal and must be reported.
Forced marriage is abuse and a safeguarding concern.

9.5 Peer-on-Peer Abuse

Includes:

- bullying
 - sexual harassment
 - online abuse
 - violence
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9.6 Serious Violence

Indicators include:

- sudden behaviour changes
 - injuries
 - association with gangs
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9.7 Online Safety

Risks include:

- cyberbullying
- grooming
- exploitation
- inappropriate content

ESTAR mitigates through:

- education
 - monitoring
 - staff awareness
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10. Reporting Safeguarding Concerns

Immediate Risk

Call **999**

Internal Reporting

- DSL (email or verbal)
- Any staff member (must escalate)
- Online:
👉 <https://estareducation.com/safeguarding-concern-submission/>

Staff Response to Disclosure

- Listen calmly
- Do not promise confidentiality
- Record facts
- Report immediately

11. Reporting Process

- Concerns must be reported **same day**
- DSL reviews and escalates
- External agencies contacted if required

12. External Agencies

Referrals may be made to:

- Gateshead Safeguarding
- Police
- Prevent Channel
- Social Care

13. Employer Responsibilities

Employers must:

- provide safe environments
- understand safeguarding duties
- report concerns

ESTAR supports this via:

- onboarding
- communication
- newsletters

14. Safer Recruitment

ESTAR ensures:

- Enhanced DBS (with barred list where required)
- ID checks
- Right to work checks
- Single Central Record maintained

15. Managing Allegations Against Staff

All allegations:

- taken seriously
- investigated promptly
- escalated appropriately

Staff are supported during investigations.

16. Low-Level Concerns

ESTAR promotes:

- early reporting
- transparency
- prevention of escalation

17. Confidentiality & Data Protection

Safeguarding data:

- stored securely (SharePoint)
- GDPR compliant
- restricted access

18. Learner & Staff Awareness

Safeguarding is communicated via:

- induction
- learner handbook
- tutor reviews
- online systems
- employer engagement

Learners are encouraged to:

- report concerns
- understand risks
- seek support

19. Code of Conduct (Safeguarding)

Staff must:

- maintain professional boundaries
- avoid inappropriate relationships
- never engage in misconduct
- report concerns immediately

20. Monitoring & Review

Policy is:

- reviewed annually
- updated with legislation
- monitored through incidents and audits

Date of last Review	Print Name	Position
01/02/2026	Keiran Casey	Managing Director
	Darren Beach	Quality Manager



21. Related Policies

- Health & Safety
- Malpractice & Maladministration
- Complaints
- EDI
- Data Protection
- Whistleblowing