

# Huddersfield Education Hub

## Safeguarding & Child Protection Policy

Last updated: May 2026

### 1. Purpose

Huddersfield Education Hub is committed to providing a safe, supportive and respectful learning environment for all children, young people and adults who access our services. This policy outlines our safeguarding expectations, responsibilities and procedures.

### 2. Scope

This policy applies to staff, tutors, volunteers, contractors and anyone working on behalf of Huddersfield Education Hub across our centres, tuition sessions, events, workshops and online or technology-based learning activities.

### 3. Our Safeguarding Principles

We believe that every learner has the right to feel safe, be listened to and be protected from harm. Safeguarding is everyone's responsibility. Concerns must be acted upon promptly, recorded appropriately and escalated where necessary.

### 4. Safer Recruitment and DBS

Staff and tutors working with children and young people are expected to hold appropriate DBS checks and provide suitable references or evidence of suitability where required. Safeguarding expectations are made clear as part of induction and ongoing practice.

### 5. Staff Conduct

Staff are expected to maintain professional boundaries, use appropriate language, treat learners with respect, avoid unnecessary one-to-one unsupervised situations where possible, and follow reporting procedures if they have concerns about a learner's wellbeing or safety.

### 6. Recognising Concerns

Safeguarding concerns may include signs of neglect, abuse, emotional distress, unexplained injuries, significant behavioural changes, concerning disclosures, online safety issues, bullying, exploitation or any situation where a learner may be at risk of harm.

### 7. Responding to a Disclosure

If a learner makes a disclosure, staff should listen calmly, avoid promising confidentiality, avoid leading questions, reassure the learner that they have done the right thing by speaking, record the concern accurately and pass it to the Designated Safeguarding Lead or appropriate authority.

### 8. Reporting and Escalation

Concerns should be reported promptly to the Designated Safeguarding Lead. Where a child or young person is at immediate risk of harm, emergency services or the appropriate local safeguarding team should be contacted without delay.

### 9. Online Safety and Technology

Where digital tools, computers, 3D printing, STEM technology or online resources are used, staff should ensure activities are appropriate, supervised and used safely. Learners should be encouraged to behave responsibly and respectfully when using technology.

## 10. Parent and Carer Communication

We aim to communicate clearly with parents and carers where concerns, wellbeing matters or support needs arise, unless doing so could place a learner at further risk. We work with families to support positive learning and wellbeing outcomes.

## 11. Events and Workshops

Safeguarding expectations apply to all events including Junior CSI, STEM workshops and future 3D printing sessions. Activities should be supervised, age-appropriate and risk assessed where necessary.

## 12. Confidentiality and Records

Safeguarding records should be factual, dated and stored securely. Information should only be shared with those who need to know in order to protect a learner or meet legal/safeguarding responsibilities.

## 13. Review

This policy will be reviewed regularly and updated where necessary to reflect current safeguarding guidance, operational changes and best practice.

## Contact

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This policy is provided for parent/carers information and should be used alongside current safeguarding guidance and any centre-specific procedures.