



Xcelerate Academy Ltd

Safeguarding and Child Protection Policy

Policy Owner: Muaadh Khan, Director & Designated Safeguarding Lead (DSL)

Policy Review Date: 01/09/2025

Next Review Due: 01/09/2026

1. Statement of Commitment

Xcelerate Academy Ltd is fully committed to safeguarding and promoting the welfare of all children and young people. We recognise our moral and statutory responsibility to safeguard and promote the welfare of children and expect all staff, tutors, volunteers and contractors to share this commitment.

We aim to provide a safe, supportive and respectful learning environment where students feel secure, valued and listened to.

This policy applies to all staff, including directors, tutors, volunteers and any adults working on behalf of Xcelerate Academy Ltd.

Xcelerate Academy Ltd is an independent tuition provider delivering structured small group and one-to-one educational provision to KS3 and GCSE students.

Sessions take place primarily on weekends at Landau Forte College, Derby, and may also include online provision or supervised 1to1 sessions.

As an education provider operating on school premises and working with school-referred students, we recognise our safeguarding responsibilities align with those expected of commissioned educational providers.

2. Legal Framework

This policy is written in accordance with:

- Keeping Children Safe in Education (KCSIE) – Latest Version
- Working Together to Safeguard Children
- The Children Act 1989 and 2004
- The Education Act 2002
- The Prevent Duty Guidance 2015
- The Counter-Terrorism and Security Act 2015

We follow Derbyshire Local Safeguarding Children Partnership procedures where applicable.

3. Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health
- Ensuring children grow up in safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of safeguarding and refers to action taken to protect specific children who are suffering, or likely to suffer, significant harm.

4. Roles and Responsibilities

4.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) for Xcelerate Academy Ltd is:

Muaadh Khan

Director & DSL

Email: info@xcelerateacademy.co.uk

Telephone: 07466 736597

The DSL is responsible for:

- Acting as the main point of contact for safeguarding concerns
- Managing referrals to Children's Social Care, the Police, or the Local Authority Designated Officer (LADO)
- Maintaining secure safeguarding records
- Ensuring staff receive safeguarding training
- Liaising with commissioning schools and external agencies
- Ensuring safeguarding policies are reviewed annually

If the DSL is unavailable and a child is at immediate risk of harm, staff must contact emergency services (999) and inform the relevant local authority safeguarding team directly.

5. Types of Abuse

Staff must be aware of the following categories of abuse:

Physical Abuse

Deliberate physical harm to a child.

Emotional Abuse

Persistent emotional maltreatment affecting a child's development.

Sexual Abuse

Forcing or enticing a child to take part in sexual activities.

Neglect

Persistent failure to meet a child's basic physical or psychological needs.

6. Specific Safeguarding Issues

Staff must also be alert to:

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Domestic Abuse
- Honour-Based Abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Peer-on-Peer Abuse
- Online Safety and Cyberbullying
- Mental Health Concerns
- Radicalisation and Extremism (Prevent Duty)

7. Prevent Duty

Xcelerate Academy Ltd recognises its duty under the Counter-Terrorism and Security Act 2015 to prevent individuals from being drawn into terrorism.

Staff will:

- Be trained to recognise signs of radicalisation
- Report concerns immediately to the DSL
- Follow Derbyshire Prevent referral procedures where necessary

Concerns may result in referral to the Channel Programme.

8. Reporting Safeguarding Concerns

If a child discloses abuse or a concern arises:

1. Listen carefully without interruption.

2. Do not promise confidentiality.
3. Reassure the child they have done the right thing.
4. Record the disclosure verbatim as soon as possible.
5. Report immediately to the DSL.

The DSL will:

- Assess the concern
- Contact Children's Social Care if required
- Contact the Police if a child is in immediate danger
- Inform the referring school where appropriate

If a child is at immediate risk of harm, staff must contact 999 and then inform the DSL.

9. Allegations Against Staff

If an allegation is made against a member of staff:

- The DSL must be informed immediately.
- If the allegation concerns the DSL, it must be reported directly to the Local Authority Designated Officer (LADO).
- The LADO will be contacted within 24 hours.

Staff may be suspended pending investigation where appropriate.

10. Safer Recruitment

Xcelerate Academy Ltd follows safer recruitment principles in line with Keeping Children Safe in Education.

All tutors and staff:

- Hold Enhanced DBS certificates including barred list checks.
- Have identity verified prior to engagement.

- Provide references prior to commencement of work.
- Have employment history reviewed and gaps explored.
- Have the right to work in the UK verified.

Where applicable, staff are registered with the DBS Update Service, and status checks are carried out periodically.

No tutor is permitted to begin work without appropriate safeguarding clearance.

11. Online Safety

Where online tuition occurs:

- Sessions take place on approved platforms
- Sessions are scheduled and monitored
- Professional accounts are used
- Communication remains professional
- Parents are informed of online arrangements

12. Record Keeping

- All safeguarding concerns are recorded in writing.
- Records are stored securely and confidentially.
- Access is restricted to the DSL.
- Records are retained in line with data protection laws.

13. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis.

Data will be handled in accordance with GDPR and the Data Protection Act 2018.

Where safeguarding is concerned, the safety of the child takes priority over confidentiality.

14. Staff Training

- All staff receive safeguarding training annually.
- DSL training is completed at Level 3 and refreshed every two years.
- Updates are provided in line with KCSIE changes.

Training records are maintained centrally.

15. Whistleblowing

Staff are encouraged to raise concerns about:

- Poor or unsafe safeguarding practices
- Concerns about management
- Failure to follow safeguarding procedures

Concerns can be raised directly to the DSL or externally if necessary.

16. Lone Working

Where one-to-one sessions occur:

- Sessions take place in visible, appropriate settings
- Parents are informed of timings
- Clear professional boundaries are maintained
- Risk assessments are conducted

Premises and Supervision

Where sessions take place at Landau Forte College or other educational premises:

- Students are supervised at all times during tuition hours.

- Sessions take place in designated classrooms.
- Tutors do not work in isolated areas without visibility or appropriate access.
- Students remain within the agreed building areas.
- Appropriate staff to student ratios are maintained.
- Tutors are responsible for maintaining professional boundaries at all times.

Where one-to-one sessions occur, these take place in appropriate settings with parental knowledge and consent.

17. Risk Assessments

Xcelerate Academy conducts written risk assessments covering:

- Premises safety
- Fire safety
- Lone working
- Online tutoring
- Student behaviour

Risk assessments are reviewed annually.

18. Monitoring and Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Guidance is updated
- A safeguarding incident occurs

Signed: Muaadh Khan - Director & DSL - Xcelerate Academy Ltd

Date: 01/09/2025