

Designated Safeguarding Lead (DSL)

- Name: Catherine Kennedy
- Contact: Catherine.kennedy@Biograd.co.uk

● Phone: 0151 245 2491

● Mobile 07706335391

Deputy DSL

- Oluwatosin Adesina
- Mary Agwai

Trainee DDSL

Colette Kelly

Sofie Stamatiou

Alisah Hussain

If under any circumstances none of the above are not available call NSPCC HELPLINE

0808 800 5000

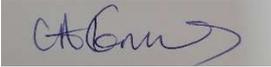
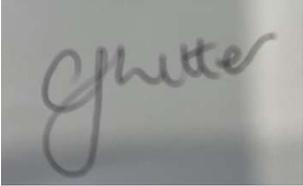
The **NSPCC helpline number is 0808 800 5000**. You can contact them for advice and support regarding child welfare concerns. You can also reach them via email at help@nspcc.org.uk.

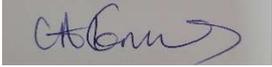
If you or anyone is in immediate danger call 999

BioGrad Education Safeguarding Policy

Copy Holder Information

Copy No	Issued To	Issued By	Date of Issue
1	All Staff	Catherine Kennedy	13.11.2025

Author: Catherine Kennedy	Signature 	Date: 13.11.2025
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Quality Assurance: Title:	Signature	Date:

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1. Policy Statement	4
2. Scope	4
3. Legal and Policy Framework.....	4
4. Definitions	5
5. Roles and Responsibilities	5
Designated Safeguarding Lead (DSL).....	Error! Bookmark not defined.
Deputy DSL.....	5
All Staff and Associates.....	6
6. Safeguarding Procedures	6
6.1 Reporting Concerns	6
6.2 Allegations Against Staff.....	6
6.3 Responding to Disclosures.....	6
7. Safer Recruitment	7
8. Online and Digital Safety.....	7
9. Health, Safety, and Welfare	7
10. Prevent Duty.....	8
11. Training and Awareness	8
12. Confidentiality and Data Protection.....	8
13. Monitoring and Review	8
14. Key Contacts.....	9
15. Related Policies	9

1. Policy Statement

BioGrad Education is committed to ensuring a safe, supportive, and inclusive environment for all learners, staff, and visitors. We recognise our duty of care to safeguard and promote the welfare of children (under 18s) and adults at risk.

We believe that all individuals, regardless of age, disability, gender, race, religion, belief, sexual orientation, or identity, have the right to learn and work in a safe environment free from harm, abuse, or neglect.

2. Scope

This policy applies to:

- All staff (permanent, temporary, freelance, or visiting tutors)
- Contractors, volunteers, and associates
- Learners (adults and children)
- External partners and employers involved in delivery or placement activities

It covers all activities delivered by BioGrad Education, including in-person bootcamps, online learning, field trips, and laboratory or employer-based placements.

3. Legal and Policy Framework

This policy is based on:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (2024)
- Care Act 2014 (for adults at risk)
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 / UK GDPR

4. Definitions

- Child: Anyone under the age of 18.
- Adult at Risk: An adult who has care and support needs and is unable to protect themselves from abuse or neglect.
- Abuse: Can take many forms — physical, emotional, sexual, neglect, financial, or discriminatory.
- Safeguarding: Protecting individuals from harm, abuse, and neglect, and promoting their welfare.

5. Roles and Responsibilities

- Designated Safeguarding Lead (DSL)
- Name: Catherine Kennedy
- Contact: Catherine.kennedy@Biograd.co.uk
- Phone: 0151 245 2491
- Mobile **07706335391**
-
- Responsible for receiving and responding to concerns, liaising with external agencies, and ensuring staff training and compliance.

Deputy DSL

- Name: Oluwatosin Adesina and Mary Agwai

- Supports the DSL and acts in their absence.

All Staff and Associates

- Must read and understand this policy.
- Must complete safeguarding and Prevent training annually.
- Must report concerns immediately to the DSL.

6. Safeguarding Procedures

6.1 Reporting Concerns

- Any concern or disclosure must be reported to the DSL immediately.
- If the learner is at immediate risk, call 999.
- Do not promise confidentiality — explain that information must be shared to keep them safe.
- Record factual details using the Safeguarding Concern Form within 24 hours.

6.2 Allegations Against Staff

- Allegations must be reported directly to the DSL or, if the DSL is involved, to the Managing Director or Board.
- The DSL will liaise with the Local Authority Designated Officer (LADO) as required.
See Allegations against staff policy

6.3 Responding to Disclosures

- Listen carefully and remain calm.
- Reassure the person that they are being taken seriously.
- Avoid leading questions or making assumptions.
- Record what was said in the learner's own words.

7. Safer Recruitment

BioGrad Education ensures:

- All staff in contact with children or adults at risk undergo enhanced DBS checks before starting work.
- References are verified and employment gaps are explored.
- Safeguarding responsibilities are clearly stated in job descriptions and contracts. See Safer Recruitment Policy

8. Online and Digital Safety

Given that elements of the scientific skills bootcamp may take place online, BioGrad Education ensures:

- Secure platforms are used for virtual learning.
- Learners are reminded not to share personal information.
- Staff always maintain professional boundaries.
- Online sessions involving under-18s include at least two responsible adults. See online and Digital Safety Policy

9. Health, Safety, and Welfare

Safeguarding also extends to physical environments:

- Risk assessments are completed for all activities, including laboratory and fieldwork, if circumstances warrant this.
- Appropriate supervision ratios are maintained.
- Personal protective equipment (PPE) and first aid provision are ensured.

10. Prevent Duty

As part of our safeguarding responsibility, we uphold the Prevent Duty to protect learners from radicalisation or extremism by:

- Promoting British values (democracy, rule of law, individual liberty, respect and tolerance).
- Referring concerns about radicalisation to the DSL.
- Engaging learners in open, inclusive discussions on science, ethics, and society. See Prevent Policy

11. Training and Awareness

- All staff receive mandatory safeguarding and Prevent training annually.
- DSLs receive enhanced training every two years.
- Safeguarding updates are communicated regularly through meetings and newsletter.

12. Confidentiality and Data Protection

- Information about safeguarding concerns is shared only on a need-to-know basis.
- Records are kept securely in accordance with UK GDPR.
- Learners are informed how their data is used and stored.

13. Monitoring and Review

- The DSL reviews all safeguarding incidents to identify learning points.

- The policy is reviewed annually, or sooner if there are legislative or operational changes.

14. Key Contacts - See Page 1

15. Related Policies

- Health & Safety Policy
- Equality & Diversity Policy
- Data Protection Policy
- Prevent Policy
- Code of Conduct
- Low Level Concerns policy
- Bullying and harassment policy
- Safer Recruitment policy