



Supreme Mentoring Services Safeguarding Policy

Introduction

Supreme Mentoring Services (SMS) is committed to safeguarding and promoting the welfare of all children and young people we work with. Our safeguarding policy aligns with statutory requirements and best practices to ensure the safety, protection, and well-being of all young people in our care. This policy applies to all staff, mentors, volunteers, and any individuals representing SMS in any capacity.

Aims of the Policy

- To ensure that every child or young person receiving mentoring services from SMS is safe from harm.
- To provide all staff and representatives of SMS with clear guidelines and expectations regarding safeguarding responsibilities.
- To promote a culture of openness and awareness of safeguarding issues within the organisation and in the schools, we work with.
- To comply fully with the requirements of the Children Act 1989, 2004, the Education Act 2002, and the statutory guidance *Working Together to Safeguard Children* (2018) and *Keeping Children Safe in Education* (KCSIE 2025).

Our Commitment

Supreme Mentoring Services takes the following steps to ensure we provide a safe environment:

1. Recruitment and Training

- All staff and volunteers undergo enhanced DBS checks as part of our recruitment process. This ensures that everyone working with children is thoroughly vetted.
- Staff and mentors receive regular safeguarding training to stay updated on best practices and legal obligations regarding child protection.



- SMS is committed to ensuring all staff understand their roles and responsibilities in safeguarding and the importance of reporting concerns promptly.

2. Code of Conduct

All SMS employees, mentors, and volunteers are required to follow our code of conduct, which emphasises respect, confidentiality, and the duty to report any concerns regarding the safety and welfare of children.

3. Identifying and Responding to Concerns

SMS follows a robust system for identifying and responding to concerns related to child safety:

- Any concerns about a child's welfare will be reported immediately to the Designated Safeguarding Lead (DSL) within SMS and, if applicable, to the school's DSL.
- All concerns will be recorded in detail and acted upon swiftly, including making referrals to local safeguarding authorities when necessary.

4. Designated Safeguarding Lead (DSL)

Supreme Mentoring Services has a designated DSL who is responsible for:

- Liaising with schools' DSLs on safeguarding matters.
- Offering guidance and support to SMS staff regarding safeguarding concerns.
- Making decisions about safeguarding concerns, including whether referrals to external agencies are needed.

5. Confidentiality and Information Sharing



SMS respects the confidentiality of the children and young people we support. However, we also recognise that safeguarding concerns must be shared with appropriate authorities to protect the welfare of the child. Therefore, we ensure:

- Information is only shared with individuals or agencies on a need-to-know basis.
- All staff understand the importance of timely and appropriate information sharing in line with GDPR and safeguarding regulations.

6. Reporting Concerns

- All staff and mentors are required to report any concerns about a child's welfare to SMS's DSL or, if applicable, directly to the school's DSL.
- In cases of immediate risk or harm, staff are instructed to contact relevant authorities directly, such as the police or the local safeguarding board.

7. Working with Schools

SMS is committed to working closely with schools to ensure a collaborative approach to safeguarding. This includes:

- Regular communication with the school's safeguarding team.
- Attending any relevant safeguarding meetings, including multi-agency conferences.
- Aligning our policies and procedures with the school's safeguarding protocols.

Managing Allegations

Any allegations against SMS staff or volunteers will be taken seriously and handled in accordance with the *Keeping Children Safe in Education* guidelines. If an allegation is made:



- The DSL will liaise with the Local Authority Designated Officer (LADO) and the school's safeguarding team.
- Appropriate disciplinary and safeguarding procedures will be followed, including suspension, if necessary, while investigations are conducted.

Online Safety

In today's digital world, safeguarding extends beyond physical spaces. SMS ensures that:

- Staff and mentors are aware of online risks and understand the importance of monitoring and guiding children's online activities.
- All staff and volunteers adhere to the acceptable use of technology, ensuring that communication with students online remains professional and within the parameters set by the school.

Reviewing the Policy

This policy will be reviewed annually or sooner if there are changes to relevant legislation or guidance. All SMS staff will be informed of any updates, and our safeguarding practices will be continuously monitored to ensure their effectiveness.

Conclusion

Supreme Mentoring Services is dedicated to ensuring the safety of all young people in our care. Safeguarding is everyone's responsibility, and we will continue to uphold the highest standards of protection and care in all that we do.

For further information on safeguarding, including government guidelines, please refer to the UK Government's *Keeping Children Safe in Education* resource [here](#).

This policy reflects our commitment to creating a secure environment for all students, and we look forward to working with schools to safeguard the well-being of young people in our community.



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