



# Policies & Procedures

---

## HR's Role In Safeguarding

### Purpose

This policy sets out the framework for ensuring clear alignment and accountability between safeguarding practices and Human Resources (HR) policies at Support'ed. It ensures staff are recruited, managed, supervised, and supported in ways that uphold the highest standards of child protection and professional integrity, in line with Keeping Children Safe in Education (2025).

### Scope

This policy applies to all employees, volunteers, contractors, and external professionals who work with or on behalf of Support'ed.

### Key Safeguarding-HR Links

- Safer Recruitment – All recruitment will comply with KCSIE guidance, including DBS checks, reference verification, and safeguarding declarations.
- Induction – All new staff will receive safeguarding training and be made aware of reporting procedures.
- Code of Conduct – All staff must adhere to the organisation's code of conduct, which incorporates safeguarding principles.
- Supervision – HR and DSLs will ensure that safeguarding concerns relating to staff behaviour are addressed via appropriate supervision and/or disciplinary routes.
- Allegations Against Staff – The DSL will work alongside HR to manage allegations against staff, following LADO (Local Authority Designated Officer) guidance.
- Staff Wellbeing – Support systems, reflective supervision, and trauma-informed approaches will be embedded to protect the wellbeing of staff managing safeguarding concerns.

### Roles and Responsibilities

- DSL: Leads safeguarding strategy and ensures safeguarding records inform HR decisions where necessary.
- HR Lead: Ensures employment processes meet safeguarding standards and supports the DSL with

*Last Review: [August 2025]*

*Next Review: [August 2028]*



## Policies & Procedures

---

staff-related concerns.

- Line Managers: Monitor staff conduct and escalate any safeguarding or policy breaches.
- All Staff: Must uphold safeguarding and HR policies and report any concerns immediately.

### **Confidentiality and Information Sharing**

Information about safeguarding concerns involving staff will be shared on a strict need-to-know basis between HR and safeguarding leads. All decisions will be recorded, and the rationale documented.

### **Review and Audit**

This policy will be reviewed routinely or following any major incident involving safeguarding and staff conduct. Joint audits between HR and safeguarding teams will be conducted termly to ensure compliance and consistency.

*Last Review: [August 2025]*

*Next Review: [August 2028]*