Safeguarding Policy
La Salle Hospitality Education Charity

Approved by: Board of Directors
Effective Date: April, 2025
Last Updated: April, 2025
Lead Safeguarding Officer: Gerry Proctor
Director: Joshua Boyd / Chris Brown / Dave Mansbridge / Caroline Dawson / Louise Kemp / Gaynor Black / Gerry Proctor

1. Policy Statement

LSHS believes safeguarding is a fundamental human right and is committed to creating a safe and supportive environment for all children, young people, and adults at risk. Abuse or neglect in any form is unacceptable.

2. Scope

This policy applies to all LSHS employees, Board Members, volunteers, contractors, placement students, and agency staff.

3. Legal Framework

This policy complies with the latest safeguarding legislation and guidance:

- Children Acts 1989 & 2004
- Care Act 2014
- Children and Families Act 2014
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (KCSIE, 2023)
- Counter-Terrorism and Security Act 2015 (PREVENT Duty)
- General Data Protection Regulation (GDPR) 2018
- Domestic Abuse Act 2021
- Online Safety Act 2023
- Modern Slavery Act 2015

- Mental Capacity Act 2005

4. Definitions

- Safeguarding: Protecting individuals' rights to live in safety, free from abuse and neglect.

- Adults at Risk: People over 18 who are unable to protect themselves due to care/support needs.

- Abuse Types: Physical, sexual, emotional, neglect, financial, discriminatory, domestic, modern slavery, self-neglect, organisational/institutional.

5. Aims

- Protect all who use LSHS services from abuse and harm.

- Promote safe recruitment and training practices.

- Provide clear procedures for reporting concerns.

- Foster a culture of vigilance and continuous improvement.

6. Key Principles

- Empowerment: Choice and control.
- Protection: Support and representation.
- Prevention: Proactive identification and action.
- Proportionality: Least intrusive response appropriate to risk.
- Partnership: Local solutions through collaboration.
- Accountability: Clear roles and transparency.

7. Responsibilities

Organisation:

- Ensure up-to-date safeguarding procedures.
- Designate and train safeguarding leads.
- Report to and cooperate with local authorities and boards.

Staff:

- Attend mandatory safeguarding training annually.
- Act on concerns and follow referral procedures.
- Maintain professional boundaries and code of conduct.

8. Reporting Procedures

Any staff member who suspects abuse must report immediately to the Designated Safeguarding Lead (DSL).

If urgent or the DSL is unavailable, contact:

- Liverpool Children's Services Careline: 0151 233 3700
- Merseyside Safeguarding Adults Board: 0151 233 3800
- Police (emergency): 999
- Use Liverpool Safeguarding Children Partnership procedures and forms.

9. Information Sharing

Information will be shared lawfully and proportionately in line with GDPR and safeguarding guidance. Consent is sought where appropriate, but not required if there's a risk of serious harm.

10. Safer Recruitment

All staff involved in regulated activity will:

- Undergo enhanced DBS checks
- Provide references and complete vetting
- Be trained in safeguarding prior to engagement

11. Training

- Induction safeguarding training is mandatory for all.

- Annual refreshers for all staff.

- Specific training for DSLs and those in key roles.

12. Online Safety

All staff and learners must follow the LSHS Online Safety Policy. Online risks include grooming, cyberbullying, radicalisation, and harmful content.

13. PREVENT Duty

LSHS adheres to the Prevent duty, identifying and reporting concerns related to extremism or radicalisation.

14. Whistleblowing

Staff, volunteers, and trustees must report any safeguarding concerns or suspected abuse in confidence to the designated safeguarding lead or the Board of Trustees, without fear of reprisal.

15. Review and Monitoring

This policy will be reviewed annually or following significant legislative changes. Effectiveness will be monitored via internal audits and staff feedback.

16. Contact Us

If you have any questions or concerns regarding this policy or how we process your personal data, please contact us at:
La Salle Hospitality Education Charity
Registered Charity Number: 1205274
Designated Safeguarding Lead: Gerry Proctor, Chair of the Board of Directors / +44 7742 804243
Email: Gerry@lasallehotelschool.co.uk

Children's Services Careline: 0151 233 3700
Merseyside Adult Safeguarding Board: www.merseysidesafeguardingadultsboard.co.uk
Police (Emergency): 999