

Safeguarding Policy

1. Policy Statement

As a freelance career coach/career counsellor working with young people in secondary schools, I am fully committed to safeguarding and promoting the welfare of children and young people. I recognise my responsibility to protect students from harm, abuse, and neglect, and to create a safe, respectful, and supportive environment in all my professional interactions.

This policy outlines my approach to safeguarding and how I will ensure compliance with statutory guidance and the safeguarding procedures of the schools I work with.

2. Scope

This policy applies to all work undertaken with students aged 11–18 in secondary schools, including one-to-one career coaching sessions, group workshops, assemblies, and online guidance sessions.

3. Legal and Policy Framework

This policy is informed by and complies with:

- **Keeping Children Safe in Education (KCSIE) (2025)**
- **Working Together to Safeguard Children (2018, updated 2023)**
- **Children Act 1989 and 2004**
- **Education Act 2002, Section 175**
- **Data Protection Act 2018 / UK GDPR**
- Relevant local authority safeguarding procedures

4. Roles and Responsibilities

My Responsibilities:

- To maintain an up-to-date **Enhanced DBS check with Barred List information**.
- To **adhere to each school's safeguarding and child protection policy** while on site or delivering services remotely.
- To **report any safeguarding concerns immediately** to the school's **Designated Safeguarding Lead (DSL)** or deputy.

- To ensure that my own conduct and professional boundaries reflect the standards expected of adults working with children.
- To undertake **regular safeguarding and child protection training** (refreshed at least every 2 years).

5. **Recognising and Responding to Concerns**

I am aware of the signs and indicators of abuse, neglect, and exploitation, including physical, emotional, sexual abuse, and neglect.

If I have a concern that a student may be at risk of harm, I will:

1. **Listen carefully and without judgment** to what the student says.
2. **Not promise confidentiality** — explaining that information may need to be shared for their safety.
3. **Record the concern immediately**, using factual, objective language.
4. **Report the concern to the school's DSL** (or deputy) as soon as possible, following the school's reporting procedures.
5. **Follow up in writing** if requested or appropriate.

If I believe a child is in **immediate danger**, I will contact emergency services (999) and inform the DSL.

6. **Confidentiality and Data Protection**

- I will handle all student information in accordance with the **Data Protection Act 2018** and the **school's confidentiality policy**.
- Personal information will only be shared on a **need-to-know basis** and stored securely.
- Notes or records will be transferred securely to the school and deleted from my systems as agreed.

7. **Safe Working Practices and Professional Boundaries**

- All one-to-one sessions will take place in **school-approved settings** (e.g., meeting rooms with visibility or open-door policy).
- **Online sessions** will only occur using approved school platforms, with consent from the school and parent/carers as required.
- I will maintain **professional language, dress, and behaviour** at all times.
- I will **not exchange personal contact details**, add students on social media, or meet students outside of school or approved sessions.

8. Training and Review

- I will complete **safeguarding and child protection training** relevant to my role and keep certificates up to date.
- I will review this policy **annually** or sooner if statutory guidance changes or if I begin working with a new school with different requirements.

9. Contact Information

Name: Marc Truyens

Enhanced DBS Number: 001742031441

Date of Most Recent Safeguarding Training: 06/03/2023

Signature: Marc Truyens

Date: 10/03/2023

Annex

I also follow the CDI Code of Ethics, as outlined on <https://www.thecdi.net/about-us/cdi-code-of-ethics>

The Code of Ethics – Principles

• Equity, Diversity and Inclusion

Members will actively promote equity and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination. Members will promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion for all.

• Accountability

Members are accountable for their career development activities and services and will submit themselves to whatever scrutiny is appropriate to their role, including the CDI Discipline and Complaints Procedure.

• Autonomy

Members will encourage individual autonomy, enabling clients in making decisions in the individual's best interests.

• Confidentiality

Members will respect the privacy of individuals. Career development interactions should be conducted in an agreed and suitably private environment. Clients must be informed of the limits of confidentiality and data-sharing at the outset. Disclosure of confidential information should only be made with informed consent or when required by law.

- **Competence and Continuous Professional Development**

Members will maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice and relevant national standards. Members will also represent their professional competencies, training and experience accurately and function within the boundaries of their training and expertise.

- **Duty of Care to Clients**

Members have a moral and legal duty of care and will adopt a client centered approach agreed with the client.

- **Impartiality**

Members will maintain awareness of any limitations on their impartiality, acknowledge potential impact and take a neutral and non-directive approach when working with clients. Where impartiality is not possible, members will declare this to the client promptly.

- **Transparency**

Members will agree the purpose and approach to their career development services and activities in an open and transparent manner to gain trust and informed consent.

- **Trustworthiness**

Members will act in accordance with the trust placed in them and honour agreements and promises.

- **Fitness to Practise**

Members will embrace reflective practice and maintain their fitness to practise in terms of their personal integrity, physical and mental well-being.