



HTSA

HARROW TAMIL SCHOOL ASSOCIATION

ஹரோ தமிழ் பாடசாலை

Established in 1987. Charity no. 1080704

SAFEGUARDING

Child Safeguarding and Child Protection Policy

Version 2

POLICY OWNER Board of Trustees	DESIGNATED SAFEGUARDING LEAD (DSL) Mr Sandrasegara Sadachchara
DEPUTY DSL Mr Sachithananthan Senthilvel	SAFEGUARDING LEAD FOR THE BOARD Mr Uthayakumar Kitusna-samy
SAFEGUARDING EMAIL secretary@htsa.org.uk	DATE APPROVED 15/10/2026
NEXT REVIEW 15/10/2027	

Key contacts

WHO	CONTACT
A child is in immediate danger	Police: 999
HTSA DSL and deputy	+447511974333 · secretary@htsa.org.uk
Harrow children's services (Mon–Fri, 9am–5pm)	020 8901 2690 · duty.assess@harrow.gov.uk
Harrow children's services (evenings, weekends, bank holidays)	020 8424 0999
Harrow LADO (concerns about staff or volunteers)	lado@harrow.gov.uk · 020 8901 2690
Police (non-emergency)	101
NSPCC helpline (adults)	0808 800 5000
Childline (children and young people)	0800 1111
NSPCC Whistleblowing Advice Line	0800 028 0285



01 Our commitment to child safety

Harrow Tamil School Association (HTSA) is committed to safeguarding and promoting the welfare of all children who attend its activities. The safety and welfare of every child are paramount, and all children have the right to protection from abuse, neglect, exploitation and harm.

This policy applies to all teachers, members of the Board of Trustees, volunteers and other individuals working on behalf of the HTSA.

All adults working with children have a responsibility to recognise safeguarding concerns, take appropriate action and promote a safe, inclusive and respectful learning environment.

The HTSA will:

- 1 Follow safe recruitment procedures to assess the suitability of staff and volunteers to work with children.
- 2 Ensure staff and volunteers understand their safeguarding responsibilities and receive appropriate training and guidance.
- 3 Establish clear procedures for recognising, recording, reporting and responding to safeguarding concerns.
- 4 Listen to children, take their concerns seriously and support them in an appropriate and timely manner.
- 5 Maintain a safe environment in which children can learn, develop and participate without fear of abuse or harm.
- 6 Work with parents, carers and relevant safeguarding agencies where appropriate to protect children and promote their welfare.

We follow the London Safeguarding Children Procedures and the guidance of the Harrow Safeguarding Children Partnership.

02 Creating a safe environment

The HTSA will establish and maintain an environment in which children feel safe, respected and encouraged to speak about anything that worries them.

We will:

- 1 Ensure children know which trusted adults they can approach for help.
- 2 Encourage children to express their views and concerns in a manner appropriate to their age, understanding and communication needs.
- 3 Promote awareness of personal safety, respectful relationships, bullying, online safety and recognising inappropriate behaviour.
- 4 Ensure staff and volunteers maintain appropriate professional boundaries with children.
- 5 Provide appropriate supervision and take reasonable steps to minimise opportunities for children to be exposed to harm.
- 6 Treat all children fairly and take account of their individual circumstances, disabilities, communication needs and vulnerabilities.

03 Safeguarding leadership and responsibilities

The Board of Trustees is responsible for ensuring that appropriate safeguarding arrangements are established, implemented and reviewed.



The HTSA will appoint a Designated Safeguarding Lead (DSL) and a deputy to ensure concerns can be addressed when the DSL is unavailable.

The DSL will coordinate safeguarding concerns, maintain appropriate records, liaise with relevant agencies and provide guidance to staff and volunteers.

A named trustee, who is not the DSL or deputy, will oversee safeguarding for the Board and ensure the policy is implemented effectively.

All staff and volunteers must:

- ◆ Remain alert to signs of abuse, neglect, exploitation and other safeguarding risks.
- ◆ Report concerns promptly through the HTSA's safeguarding procedures.
- ◆ Maintain appropriate professional boundaries.
- ◆ Cooperate with safeguarding enquiries and follow relevant policies.
- ◆ Never assume that someone else has reported a concern or that an internal report alone is sufficient to protect a child.

Where a concern relates to the DSL or deputy, it must be reported to the Board's safeguarding lead or directly to the Harrow LADO.

04 Recognising and responding to concerns

Safeguarding concerns may arise from a child's disclosure, observed behaviour, unexplained injuries, changes in presentation, information from a parent or another person, or other circumstances that suggest a child may be at risk. Appendix A lists the main types of abuse and harm that staff and volunteers should recognise.

Any adult who receives a disclosure or identifies a concern must:

- 1 Listen calmly and take the child seriously.
- 2 Reassure the child that they have done the right thing by speaking up.
- 3 Avoid leading questions, conducting an investigation or promising complete confidentiality.
- 4 Explain that information may need to be shared with people who can help keep them safe.
- 5 Record the concern in writing the same day on the HTSA concern form (available from the DSL), signed and dated, using the child's own words where possible and distinguishing observations from opinions.
- 6 Report the concern to the DSL without delay.

The DSL will assess the concern and make an appropriate referral to Harrow children's services, the police or another relevant safeguarding service where necessary. Contact details are in the Key contacts table.

If a child is in immediate danger, or an urgent police response is required, staff and volunteers must call 999. They must not delay emergency action while waiting for the DSL.

If a concern is not acted upon appropriately, the person raising it must escalate it to the relevant safeguarding authority. Anyone can refer directly to Harrow children's services if they believe a child is at risk; they do not need the DSL's agreement.

Duty to report child sexual abuse

The Crime and Policing Act 2026 introduces a legal duty for people in regulated activity with children, including volunteers, to report child sexual abuse to the police or children's services when they are told about it or witness it. Once the duty comes into force, anyone at HTSA who learns of child sexual abuse in this way must make sure a report is made as soon as reasonably possible; passing it to the DSL is enough if the DSL



makes the report. Preventing or discouraging anyone from reporting will be a criminal offence. The HTSA will follow the government's guidance on the duty.

05 Allegations and concerns about adults

All allegations or concerns that a member of staff, volunteer or other adult may have harmed a child, committed an offence involving a child, or behaved in a way that indicates a risk to children must be taken seriously and handled promptly.

The HTSA will:

- 1 Take immediate steps to protect children from any identified risk.
- 2 Record the allegation accurately and preserve relevant information.
- 3 Contact the Harrow LADO the same day for advice (lado@harrow.gov.uk or 020 8901 2690, using the referral form on the Harrow Safeguarding Children Partnership website), and involve the police or children's services where appropriate.
- 4 Ensure that concerns about the DSL or deputy are referred to the Board's safeguarding lead or the LADO.
- 5 Maintain confidentiality and avoid conducting an inappropriate internal investigation before seeking advice from the relevant authorities.
- 6 Follow appropriate procedures for managing outcomes and reviewing safeguarding arrangements.

Less serious concerns about conduct, professional boundaries or breaches of the code of conduct must also be recorded, considered and addressed appropriately.

Legal duties of the trustees

- ◆ Refer to the Disclosure and Barring Service (DBS) anyone who is removed from working with children, or would have been had they not left, because they harmed a child or posed a risk of harm.
- ◆ Report serious safeguarding incidents to the Charity Commission promptly, as a serious incident report.

06 Safer recruitment and suitability

The HTSA will follow appropriate safer recruitment procedures for staff and volunteers. These will include identity checks, references, verification of relevant qualifications and experience, and Disclosure and Barring Service (DBS) checks.

From 1 September 2026, supervised helpers are also in regulated activity. Everyone who teaches, supervises or helps with children on more than 3 days in any 30-day period, which includes every regular Saturday teacher and volunteer, must have an enhanced DBS check with a children's barred list check before they start.

We check that existing certificates include a children's barred list check, and renew checks every three years unless the person subscribes to the DBS Update Service, which we check each year.

Recruitment decisions will take account of suitability to work with children. Safeguarding responsibilities will continue after appointment through supervision, training and the appropriate management of concerns.

07 Training and awareness

All staff and volunteers will receive safeguarding induction before they start working with children, a refresher at least every three years, and an update at the start of each school year.



They will be informed of:

- ◆ The identity and contact details of the DSL and deputy.
- ◆ The signs and indicators of abuse, neglect and exploitation.
- ◆ How to respond to disclosures and record concerns.
- ◆ How and when to refer concerns to safeguarding agencies.
- ◆ The HTSA's code of conduct, whistleblowing arrangements and procedures for allegations against adults.

The DSL and deputy will complete designated safeguarding lead training every two years, with updates at least once a year. The Board will ensure they receive appropriate support for the role.

o8 Safeguarding records and confidentiality

The HTSA will maintain accurate, factual and timely records of safeguarding concerns, decisions, referrals and actions taken, including where a concern does not immediately result in a referral.

Safeguarding records will be stored securely and separately from other records, with access restricted to authorised individuals. They will be kept until the child turns 25, or longer where justified, and handled and shared in accordance with data protection law and our privacy policy.

Confidentiality must not prevent necessary and proportionate information-sharing to protect a child from harm.

o9 Attendance, collection and supervision

The HTSA will maintain appropriate arrangements for attendance monitoring, supervision, emergency contacts and the safe collection of children. Parents sign children in and out using the log book. Only adults named on the enrolment form may collect a child, and a child may leave on their own only with written permission from a parent.

Unexplained absences, missing children and late or unauthorised collection will be addressed promptly and in accordance with the circumstances and level of risk. Where an absence or other circumstance raises a safeguarding concern, the DSL will assess the situation and contact parents, carers or relevant safeguarding agencies as appropriate. Staff must not wait for an arbitrary period before acting on a serious concern.

If a child is not collected

- 1 Two adults stay with the child in a visible area. A child is never left alone and is never taken home by staff.
- 2 Call the parents, then the emergency contacts on the enrolment form.
- 3 If no one can be reached within 30 minutes, the DSL contacts Harrow children's services (020 8901 2690, or 020 8424 0999 out of hours) or the police for advice.
- 4 Record what happened and inform the DSL.



If a child goes missing

- 1 Alert the DSL and search the building and grounds straight away, while the other children stay supervised.
- 2 Contact the parents.
- 3 If the child is not found within 10 minutes, or there is any immediate concern for their safety, call the police on 999.
- 4 Record what happened and review how it happened.

10 Conduct, online safety and communication

All staff and volunteers must maintain appropriate professional boundaries and communicate with children through authorised channels.

The staff and volunteer code of conduct (Appendix B) sets out our rules on one-to-one contact, physical contact, photography and recording, transport, private messaging, electronic communications and the safe use of online learning platforms.

Concerns about bullying, cyberbullying, online abuse, inappropriate images or other online risks must be reported and managed through the safeguarding procedures.

11 Working with parents and safeguarding agencies

The HTSA will communicate its safeguarding responsibilities to parents and carers and encourage appropriate cooperation in promoting children's welfare.

It will maintain effective links with the relevant local authority safeguarding services, police and other agencies, and cooperate with referrals, enquiries and safeguarding plans as required.

Parents or carers will normally be informed about concerns and referrals where appropriate. However, they will not be informed in advance where doing so could increase risk to the child, compromise an investigation or otherwise be contrary to safeguarding advice.

12 Whistleblowing and escalation

Staff and volunteers must be able to raise safeguarding concerns about individuals, decisions or organisational practices without fear of retaliation.

Concerns should normally be raised with the DSL or the Board's safeguarding lead. If the concern involves those individuals, or is not addressed satisfactorily, it should be escalated to an external body: the Harrow LADO or children's services, the NSPCC Whistleblowing Advice Line (0800 028 0285) or the Charity Commission.

All concerns will be considered seriously and handled appropriately.

13 Policy review

The Board of Trustees will review this policy at least annually and sooner where necessary following changes in legislation or official guidance, safeguarding incidents, organisational changes or identified weaknesses in practice.

All staff and volunteers will be informed of relevant changes, and the current policy will be made available to parents, carers and other interested parties.



Approval: This policy is approved by the Board of Trustees of Harrow Tamil School Association and takes effect from the date recorded above.

Concerned about a child?

If you have any concerns about the safety or welfare of a child at HTSA, please report them immediately to the Designated Safeguarding Lead, or email secretary@htsa.org.uk. All concerns will be handled sensitively, shared only with those who need to know, and acted upon promptly in line with local safeguarding procedures.

Official reference documents

- ◆ [Keeping Children Safe in Education 2026](#): statutory guidance for schools and colleges, used here as good practice.
- ◆ [Working Together to Safeguard Children 2026](#): multi-agency safeguarding guidance, which applies to charities.
- ◆ [Keeping children safe in out-of-school settings](#): guidance for providers, particularly relevant to supplementary schools.
- ◆ [Information sharing advice for safeguarding practitioners](#): government guidance on sharing information to protect children.
- ◆ [Harrow Safeguarding Children Partnership](#): local procedures, referral forms and training.
- ◆ [London Safeguarding Children Procedures](#): the child protection procedures Harrow follows.



APPENDIX A

A Recognising abuse and harm

Staff and volunteers should be alert to all forms of abuse and harm, including:

- ◆ **Physical abuse:** hitting, shaking, burning or otherwise causing physical harm.
- ◆ **Emotional abuse:** persistent humiliation, threats or rejection, or a child seeing or hearing domestic abuse.
- ◆ **Sexual abuse:** forcing or enticing a child to take part in sexual activity, in person or online.
- ◆ **Neglect:** persistent failure to meet a child's basic physical or emotional needs.
- ◆ **Child-on-child abuse:** bullying (including online) and physical or sexual harm by other children.
- ◆ **Online abuse:** harmful contact, cyberbullying, or the sharing of images of children.
- ◆ **Exploitation:** children being used for sex, crime or money, including county lines.
- ◆ **Radicalisation:** children being drawn into extremist views or groups.
- ◆ **Domestic abuse:** children living with abuse between adults at home.
- ◆ **Forced marriage, so-called 'honour'-based abuse and FGM:** crimes and child protection matters; contact the police or children's services.
- ◆ **Private fostering:** a child under 16 (under 18 if disabled) living for 28 days or more with someone who is not a parent or close relative. The council must be told.

If you are unsure, talk to the DSL. It is always better to raise a concern than to stay silent.

APPENDIX B

B Staff and volunteer code of conduct

Everyone who works or volunteers with children at HTSA must:

- ◆ Treat every child with respect, and never use physical punishment, threats or humiliation.
- ◆ Avoid being alone with a child out of sight of others; keep doors open or stay where others can see you.
- ◆ Keep physical contact to what is necessary and appropriate, such as first aid, safety, or adjusting a dance or instrument posture, explaining first and with the child's agreement.
- ◆ Communicate with children only through HTSA channels, with parents included; never message students privately or connect with them on social media.
- ◆ Not give a child a lift alone; transport is the parents' responsibility.
- ◆ Take photos or videos only on HTSA devices or accounts, only of children whose parents have given consent, and delete any copies from personal devices.
- ◆ Use HTSA accounts for online lessons, keep parents informed, and never record a lesson without permission.
- ◆ Never share personal contact details with students or arrange to meet them outside HTSA activities.
- ◆ Tell the DSL or the Board's safeguarding lead straight away if you are arrested, charged or convicted of any offence, or if anything else affects your suitability to work with children.
- ◆ Report any concern, or any breach of this code, to the DSL.