



Safeguarding Policy

Fusion Staffing Ltd | POL029 | Issue 2 | 2026 revision

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Fusion Staffing Ltd is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We will act promptly on concerns and work with clients, local authorities and other safeguarding agencies to protect people from abuse, neglect and exploitation.

1 Purpose and Scope

This policy applies to all agency employees, temporary workers, contractors and registered candidates. It covers recruitment, placements, remote or online work and ongoing support, including concerns arising outside the workplace that affect suitability to work with children or adults at risk.

The statutory framework in this policy applies to placements in England. Before any placement elsewhere in the UK, Fusion must confirm and apply the relevant national legislation, vetting arrangements and local safeguarding procedures.

A child is anyone under 18. For adult safeguarding, an adult at risk is a person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves because of those needs. Concerns must still be reported where eligibility for a statutory enquiry is uncertain.

2 Key Principles

Safeguarding is everyone's responsibility. The child's welfare is paramount and action must be child-centred. Adults' wishes and outcomes should inform decisions alongside duties to protect them and others. Everyone has a right to protection without discrimination; disability, communication needs, racism or other barriers must not prevent concerns being heard.

Staff must recognise physical, emotional and sexual abuse, neglect, child-on-child abuse, exploitation, domestic abuse, coercive control and online harm. Particular vigilance is needed where a person has additional needs or difficulty communicating. Never assume that a behaviour change is explained by disability or that the absence of a disclosure means there is no harm.

3 Roles and Responsibilities

3.1 The Agency Responsibilities

- Appoint a safeguarding lead and deputy, provide suitable training and make their contact details accessible to all staff and candidates. Directors oversee implementation, resourcing and review.
- Complete and record safer recruitment checks before placement, and communicate safeguarding expectations and relevant checks to clients.
- Receive concerns, coordinate with the client and statutory agencies, keep secure records, and monitor action and outcomes. Fusion must meet its own referral duties even where another organisation is involved.

3.2 Staff and Candidates Responsibilities

- Follow this policy, the placement setting's child protection or adult safeguarding policy, staff code of conduct and reporting procedures. Know the setting's designated safeguarding lead (DSL) and deputy before starting work.
- Report concerns immediately, keep professional boundaries and attend required training. Use approved communications; do not privately message pupils, connect through personal social media or use personal devices to photograph them.
- Notify Fusion promptly of changes affecting suitability, including safeguarding allegations, relevant criminal matters, professional restrictions or changes to DBS status. Fusion will assess information fairly and lawfully.

4 Safer Recruitment Practices

Fusion will verify suitability through the following checks, proportionate to the role and completed before the candidate is supplied:

- Verify identity, right to work, relevant qualifications and professional status; review a full employment history and resolve gaps or discrepancies through interview.
- Obtain at least two verified professional references, including the most recent employer wherever possible, and relevant experience working with children. Resolve inconsistencies and safeguarding suitability concerns before clearance.
- Obtain the legally eligible DBS level for the role. For child regulated activity, obtain an enhanced DBS certificate with children's barred list information before appointment. Do not request enhanced or barred list checks for ineligible roles or supply a barred person to prohibited activity.
- If relying on the DBS Update Service, obtain consent, verify identity and inspect the original certificate; confirm the workforce, level and barred list coverage match the role and record the status check. Obtain a new certificate if required.
- For teaching work, check prohibition, interim prohibition and relevant sanctions. Check section 128 restrictions for applicable management roles, childcare disqualification where relevant, and further suitability evidence for people who have lived or worked overseas.

Before placement, give the setting written confirmation of the relevant checks and DBS certificate obtained. Where the certificate discloses information, provide the required copy securely so the setting can assess it. The setting should check the arriving worker's identity. Fusion will not clear unresolved suitability concerns for placement.

5 Reporting Safeguarding Concerns

5.1 Immediate Action

Call 999 if anyone is in immediate danger or needs urgent medical help. Take reasonable steps to keep them safe. Do not wait for permission from Fusion or the placement setting.

For concerns about a child, tell the setting's DSL or deputy immediately and follow its referral procedure. Notify Fusion's safeguarding lead without delay so agency action can be coordinated. Agency notification must never delay protection or statutory referral.

If the DSL or deputy is unavailable, seek an appropriate senior member of staff and contact local authority children's social care or the police where needed. Anyone can make a referral. If a child is suffering or likely to suffer significant harm, refer immediately to children's social care and, where appropriate, the police. Inform the DSL as soon as possible.

For adult safeguarding, notify the setting's safeguarding lead and Fusion, and refer promptly to local authority adult safeguarding services under local procedures. Consider the adult's wishes, capacity, consent and risks to others; lack of consent must not prevent necessary lawful protection. Use the emergency duty service outside office hours.

5.2 Receiving and Recording a Disclosure

- Listen calmly, take the person seriously and reassure them that reporting was right. Do not promise secrecy; explain that information will go to people who can help.
- Do not investigate, ask leading questions, confront the alleged perpetrator or decide whether the account is true. Preserve relevant evidence safely; do not copy or circulate sexual images of children.
- Record the date, time, circumstances, observations and the person's own words as soon as possible. Separate facts from opinion and record who was informed, actions, decisions, reasons and outcomes.

The lead handling the concern must check that a referral was received and follow up if no response is received or risk persists. Escalate through local safeguarding disagreement procedures if the response does not protect the person. Staff should report further concerns even after a referral.

5.3 Unsafe Practice and Whistleblowing

Raise unsafe practice with the appropriate senior manager or Fusion director. If that person is implicated, use an uninvolved director or the relevant external authority. For concerns about unsafe child safeguarding practice where internal reporting is unsuitable, the NSPCC Whistleblowing Advice Line is 0800 028 0285. Staff must not suffer retaliation for raising concerns in good faith.

6 Training and Awareness

All staff and candidates receive safeguarding induction and regular updates, at least annually. Personnel working in schools or colleges must read KCSIE 2026 Part One in full and complete placement induction. Training covers abuse and exploitation, online safety, reporting, low-level concerns, professional boundaries and information sharing. Fusion records completion and ensures safeguarding leads and recruitment staff receive training appropriate to their responsibilities.

7 Record Keeping

Keep accurate, confidential safeguarding records separate from routine personnel or recruitment files, with access limited to those who need it. Use secure approved systems, comply with UK GDPR and the Data Protection Act 2018, and document the lawful basis and reasons for sharing or withholding information.

Share necessary, relevant, proportionate, accurate and timely information with appropriate recipients. Data protection does not prevent lawful safeguarding disclosure; consent is not always required. Explain sharing where safe, but do not do so if this would increase risk or prejudice an investigation. Uncertainty about consent must not delay urgent protection.

Apply the September 2026 information-sharing statutory guidance and the Children Act 2004 section 16LA duty where it applies to Fusion's role or service arrangements. Directors must confirm applicability and local agreements before approval. Whether or not Fusion falls within that duty, staff must follow lawful safeguarding referral and information-sharing procedures.

Use a documented retention schedule appropriate to the type of record, legal requirements and safeguarding guidance. For child-related staff allegations, apply KCSIE retention requirements: retain the record until normal pension age or for 10 years from the allegation, whichever is longer; false or malicious allegations should be removed from personnel records unless the individual consents to retention. Keep a record of decisions. Preserve material subject to investigation or legal hold, and dispose of records securely when authorised.

8 Allegations Against Staff or Candidates

8.1 Allegations That May Meet the Harm Threshold

Report immediately if an adult working with children may have harmed a child, committed a relevant criminal offence, posed a risk of harm, or behaved in a way suggesting unsuitability to work with children. This includes relevant conduct outside work.

At a school or college, report to the headteacher or principal and to an uninvolved Fusion safeguarding lead or director. Concerns about the headteacher go to the chair of governors or proprietor; where there is a conflict of interest or a sole proprietor is implicated, report directly to the local authority designated officer (LADO). Do not notify the subject through routine reporting routes.

Fusion must coordinate with the setting and ensure that the LADO is informed within one working day when the threshold is met. Seek advice if the threshold is uncertain. Consult the LADO and police as appropriate before substantive investigative steps, and follow the Allegations Policy consistently with this policy. For adult-related allegations, use local adult safeguarding and police procedures.

Record a risk assessment and agree protective action. Suspension or pausing placements is considered on the facts and is not automatic. Support the affected person and the worker, maintain confidentiality, and review restrictions. Do not simply end the assignment or move a worker to another setting to avoid managing the allegation.

8.2 Low Level Concerns and Referrals

Report conduct inconsistent with the code of conduct even where it appears minor. Follow the setting's low-level concerns procedure and notify Fusion. Record concerns, review patterns and seek LADO advice if the harm threshold may be met.

Continue the safeguarding process if a person resigns or an assignment ends. Fusion will make a DBS referral where the statutory conditions are met, including removal, or intended removal had the person not left, from regulated activity because of relevant conduct, the harm test or a relevant offence. Consider referral to the Teaching Regulation Agency for serious teacher misconduct. Record referral decisions; another agency's involvement does not discharge Fusion's own duties.