

## Typeify Safeguarding Policy

### Background

Typeify provides touch-typing courses to children and adults. These courses take place in schools, in places of work, or in private homes. All Typeify course leaders have enhanced DBS certificates.

Typeify is committed to providing a safe and secure environment for children and adults. Typeify will promote an environment where children and adults feel confident about sharing any concerns about their own safety or the wellbeing of others.

**The purpose of this policy statement is to outline Typeify's safeguarding policy. It is:**

- to protect children and adults who receive Typeify's services from harm.
- to explain to staff and volunteers, as well as children and young people and their families, the principles that guide our approach to child protection.
- to provide good levels of communication between all members of Typeify, parents and children.

This policy applies to anyone working on behalf of Typeify, including paid staff, volunteers, sessional workers, agency staff and students.

### Legal framework

This policy has been drawn up on the basis of current legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://nspcc.org.uk/childprotection).

We believe that:

- children and adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and adults, and to keep them safe during our interactions with them

We recognise that:

- the welfare of children and adults is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and adults may be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- accordingly, extra safeguards may be needed to keep children and adults who are additionally vulnerable safe from abuse.

We will seek to keep children and adults safe by:

- appointing a nominated child protection lead for children and adults
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

- developing and implementing an effective online safety policy and related procedures by only enabling internet access to the Typeify touch-typing platform on the Typeify laptops. No other internet websites can be accessed on the Typeify laptops.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely
- making sure that children, adults and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, adults and their families, treat each other with respect and are comfortable about sharing concerns.

#### **Typeify Safeguarding Contact Details**

Nominated child protection lead – Pippa Shenkin

Email: [pippa@typeify.co.uk](mailto:pippa@typeify.co.uk)

Typeify are committed to reviewing our policy and good practice annually. This policy was last reviewed in September 2023.

#### **NSPCC Helpline**

0808 800 5000

<https://www.nspcc.org.uk>