

Safeguarding Policy

Company: Navigate Education Limited

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This policy forms part of Navigate Education Limited's governance and due diligence documentation for partners, schools, and local authorities.

1. Purpose

Navigate Education Limited ("Navigate") is committed to safeguarding and promoting the welfare of children and young people. Although Navigate does not provide direct services to children or young people, and does not access or process identifiable personal data about children, we recognise that safeguarding awareness and clear reporting routes are essential because we work with schools, local authorities, and education professionals.

This policy explains our safeguarding approach and meets the expectations commonly required in public sector and local authority procurement processes.

2. Scope

This policy applies to all employees, contractors, associates, and partners working on behalf of Navigate, across all activities including training, consultancy, and online learning provision.

3. Our safeguarding position

Navigate:

- Works primarily with adult professionals (e.g. school staff, leaders, and local authority teams) Does not deliver direct services to children or young people

Does not request or require personal data about children to deliver training

Expects child-related information to be anonymised; if any identifiers are used, these should be limited to initials only

4. Safeguarding principles

Navigate is guided by the following principles:

- Safeguarding is everyone's responsibility
- The welfare of children and young people is paramount
- We act promptly on concerns
- We maintain professional boundaries and appropriate conduct
- We work proportionately in line with statutory guidance and best practice

5. Legal and guidance framework

This policy is informed by relevant UK legislation and guidance, including:

- Children Act 1989 and 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education (KCSIE)

Navigate applies this guidance proportionately to the nature of our work as a training provider working with adults.

6. Recognising concerns and disclosures

Safeguarding concerns may arise in our work through:

- Disclosures made by professionals during training, consultancy, or supervision-style discussions • Written materials or discussion content referencing children or young people

Navigate does not investigate safeguarding concerns. Our role is to ensure concerns are escalated promptly and appropriately.

7. Reporting safeguarding concerns

Any safeguarding concern must be reported immediately to the Navigate Safeguarding Lead (or, where not available, to company leadership).

Where a concern relates to a child or young person known to a school or local authority, the concern should be referred back to the organisation's Designated Safeguarding Lead (DSL) and/or the appropriate local authority safeguarding route.

If a person is believed to be at immediate risk of harm, emergency services should be contacted without delay.

8. Safeguarding Lead responsibilities

Navigate's Safeguarding Lead is responsible for:

- Acting as a point of contact for safeguarding concerns
- Supporting staff and associates to escalate concerns appropriately
- Keeping a brief, secure record of concerns raised and actions taken (data minimised and anonymised as far as possible)
- Reviewing this policy and safeguarding arrangements

9. Training and awareness

- Staff and associates receive safeguarding awareness appropriate to their role. • Safeguarding expectations are communicated during onboarding and reinforced as needed.
- Where procurement or client requirements specify particular training (e.g. KCSIE awareness), Navigate will take a proportionate approach based on role and risk.

10. Safer working practice and professional boundaries

Navigate expects all staff and associates to:

- Maintain professional boundaries
- Avoid direct one-to-one contact with children
- Use professional communication channels
- Follow client site procedures (where visiting schools or LA sites)
- Report any concerns promptly

11. Whistleblowing

Navigate encourages staff and associates to raise concerns about unsafe practice, poor safeguarding culture, or misconduct without fear of reprisal. Concerns should be raised internally using the contact details below, or externally where appropriate.

12. Review

This policy is reviewed at least annually and updated when necessary to reflect changes in legislation, guidance, or organisational practice.

13. Contact

For safeguarding enquiries: gareth@letusnavigate.com