



SEN SUPPORT STUDIO

STRONG ROOTS,
SPACE TO FLOURISH

POLICY DOCUMENT

Safeguarding Policy

Last updated: 14 July 2026 · Reviewed annually

Our commitment to keeping the children and young people we work with safe.

Statement of intent

SEN Support Studio is committed to safeguarding and promoting the welfare of every child and young person we work with. Every child has the right to be protected from harm, regardless of age, disability, gender, race, religion or belief, sexual orientation, or identity. Safeguarding is everyone's responsibility, and this policy sets out how SEN Support Studio meets that responsibility.

Legal framework

This policy has regard to the principles set out in Working Together to Safeguard Children, Keeping Children Safe in Education, and the Children Act 1989 and 2004. Where SEN Support Studio delivers sessions on a school site, we also work within that school's own safeguarding policy and procedures, and defer to their Designated Safeguarding Lead (DSL) as the first point of contact for any concern arising there.

Who this applies to

This policy covers all sessions delivered by SEN Support Studio, whether in a school, in a family home, or online - 1:1 tuition, Sensory Profile Builder sessions, Support Sessions, and group interventions.

Our safeguarding arrangements

Emma Owen, owner and sole practitioner of SEN Support Studio, holds an enhanced DBS (Disclosure and Barring Service) certificate, issued in August 2025, and is committed to renewing this at least every three years, or sooner if required.

As a sole practitioner, Emma Owen acts as the primary point of contact for any welfare concern arising from her own sessions, and is responsible for following the reporting procedure below without delay.

Reporting a concern

If Emma Owen becomes concerned about a child's welfare, or a child or parent/carer raises a concern with her, she will act promptly and follow the appropriate route:



- Sessions delivered in a school - the concern is raised with that school's Designated Safeguarding Lead (DSL) in the first instance, following the school's own safeguarding procedures.
- Sessions delivered in a family home, or elsewhere outside a school - the concern is raised directly with Kent County Council's Local Authority Designated Officer (LADO) team.
- In an emergency, or if a child is at immediate risk of harm - 999 is called without delay.
- For advice on a concern that doesn't need an immediate referral - the NSPCC helpline (0808 800 5000) is available for guidance.

Concerns are recorded factually, in writing, and kept securely and confidentially, shared only with those who need to know in order to help keep the child safe.

Confidentiality

Information about a child is treated as confidential and only shared with those directly involved in their care and education, such as parents/carers and, where relevant, school staff. This confidentiality does not extend to safeguarding concerns - where a child's safety is at risk, sharing information to protect them will always take priority over confidentiality.

Safe working practice

- Home visits are only ever attended with a parent or carer present or aware, and appointment details (address, time) are shared with a trusted contact in advance as standard lone-working practice.
- Online sessions take place through reputable, secure platforms, with a parent, carer, or member of school staff aware the session is taking place.
- Physical contact with a child is kept to the minimum necessary for the activity (for example, appropriate support during a movement-based intervention), is always appropriate to the child's age and needs, and is never in private with no other adult aware.
- Photography or recording of a child only takes place with explicit parental/carers or school consent, and images are stored securely and used only for the agreed purpose (such as a report for that child).
- Session reports and any information gathered about a child (including the Sensory Profile Builder questionnaire) are stored securely and access is limited to Emma Owen - see our Privacy Notice for more on how this data is handled.

Reviewing this policy

This policy is reviewed at least annually, or sooner if guidance, legislation, or our ways of working change.

Contact

Questions about this policy, or a safeguarding concern you'd like to raise, can be sent to hello@sensupportstudio.com. If a child is in immediate danger, please call 999.

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