ABtec Computer Solutions Ltd

Child Safeguarding Policy

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Version	2.0 (Approved)
Approved by	Board of Directors, 06/11/2026
Policy owner	Barry Taylor, Director
Date of issue	06/11/2026
Date of next review	06/11/2027

1. Policy statement

ABtec Computer Solutions Ltd ("ABtec") accepts its duty of care to safeguard and promote the welfare of children (anyone under 18). Our engineers work on school and college sites and have access to systems, including internet filtering and monitoring, that schools rely on to keep children safe. The welfare of children is paramount in everything we do.

This policy applies to all ABtec directors, employees, subcontractors and anyone working on our behalf. It is mandatory. Failure to follow it will be dealt with under our disciplinary procedure and may result in dismissal or removal from customer work.

2. Legislation and guidance

- Children Act 1989 and 2004.
- Keeping Children Safe in Education 2026 (in force from 01/09/2026).
- Working Together to Safeguard Children 2023.
- Prevent duty guidance for England and Wales (2023).
- Equality Act 2010 and UK GDPR / Data Protection Act 2018.

3. Our commitments

ABtec will:

- Promote and prioritise the safety and wellbeing of children, recognising that some children, including disabled children and those from minority communities, may be more vulnerable to abuse.
- Recruit safely, in line with our Safe Recruitment Policy.
- Make sure every member of staff knows their responsibilities and how to report a concern.
- Train all staff in safeguarding at induction and refresh that training every year.
- Keep confidential, accurate and secure records of all concerns and actions.
- Follow each customer school's safeguarding procedures and work with its Designated Safeguarding Lead (DSL).
- Support anyone who raises a concern in good faith.

4. Roles

Role	Name	Contact
Designated Safeguarding Officer (DSO)	Barry Taylor, Director	07595 156076 / barry@abtec.net
Deputy DSO	Adrian Cokayne, Director	07595 165513 / adrian@abtec.net

The DSO is responsible for this policy, for keeping records of concerns, for referrals to the relevant local authority or the Local Authority Designated Officer (LADO), and for making sure staff are trained.

5. Code of conduct on school and college sites

- Sign in, wear visible ID and follow the school's visitor rules.
- Avoid being alone with a child. Where possible work with a door open or with a member of school staff present.
- Never give personal contact details to pupils, or contact pupils through personal phones, email or social media.
- Do not take photographs or recordings on site unless the school has agreed and no children are in the image.
- Do not use personal devices to access, store or move school data.
- Do not use pupils' accounts or devices except where necessary for a support task agreed with the school.

6. Online safety, filtering and monitoring

ABtec manages internet filtering and monitoring for many schools. KCSIE 2026 requires schools to review their filtering and monitoring at least once every academic year, led by a senior leader with the DSL and IT. We support customers in meeting the DfE filtering and monitoring standards. Our staff must:

- Make changes to filtering or monitoring only on documented instruction from the school, and keep a record of each change.
- Tell the school's DSL promptly about any monitoring alert or concern that suggests a child may be at risk, and tell the ABtec DSO.
- Never weaken safeguarding filtering categories without written authorisation from the school.
- If suspected child sexual abuse material is found, not open, copy, forward or save it. Isolate the device or account if it is safe to do so, tell the school's DSL and the ABtec DSO immediately, and leave reporting to the police and the Internet Watch Foundation (IWF) to them. Blocking of such content relies on the IWF list, not ABtec-maintained blocklists.
- Treat terrorist and extremist content in the same way, relying on the Counter Terrorism Internet Referral Unit (CTIRU) list for blocking, and follow the Prevent duty.

7. Recognising abuse

Staff are not expected to be experts, but they must be alert to the signs of abuse and neglect, including physical, emotional and sexual abuse, neglect, child-on-child abuse, online abuse (including the making or sharing of nudes and semi-nudes, including AI-generated images),

child criminal and sexual exploitation, radicalisation, domestic abuse, self-harm and suicidal thoughts.

8. What to do if you have a concern

- If a child is in immediate danger, call 999.
- On a school site, tell the school's DSL straight away, then tell the ABtec DSO.
- If a child tells you something, listen, do not promise to keep it secret, do not ask leading questions and do not investigate.
- Write down what you saw or heard, in the child's words, with the date and time, and give it to the DSL and ABtec DSO the same day.
- If the DSO is unavailable, contact the Deputy DSO. If neither is available and you are worried, contact the local authority children's social care team directly.

9. Allegations against ABtec staff

Any allegation that a member of ABtec staff or a subcontractor has harmed a child, or behaved in a way that suggests they may pose a risk, must be reported to the DSO (or to the Deputy DSO if the allegation concerns the DSO). The DSO will inform the school's headteacher and the LADO within one working day. The individual may be removed from customer work while the matter is investigated. ABtec will make a referral to the DBS where required.

10. Records and confidentiality

Safeguarding records are stored securely and shared only with those who need to know. Information is shared with schools, the local authority and the police where this is necessary to protect a child, in line with UK GDPR.

11. Review

This policy is reviewed every year, and whenever KCSIE, Working Together or other relevant legislation changes, or after any significant safeguarding incident.

Approval

Signed	Barry Taylor
Print name	Barry Taylor
Position	Director
Date	06/11/2026

Electronically signed by Barry Taylor, Director, on 06/11/2026 following Board approval.

Amendment history

Version	Date	Modified by	Comments
1.0	January 2024	—	Last reviewed January 2024
2.0	06/11/2026	Barry Taylor	Approved by the Board 06/11/2026. Updated for KCSIE 2026 and Working Together 2023; removed reference to Local Safeguarding Children Boards; added named DSO, site code of conduct, filtering and monitoring duties, reporting procedure, allegations and LADO process; review changed to annual