

# Safeguarding Policy

Regent Education Services Ltd

**Last Updated:** 10 March 2026

## 1. Policy Statement

Regent Education Services Ltd is committed to ensuring the safety, welfare, and well-being of all students who interact with our services. We recognise our responsibility to safeguard young people and vulnerable individuals and to promote a safe and supportive environment.

Although Regent Education Services Ltd primarily provides student advisory and referral services, we are committed to taking appropriate steps to ensure that all students are treated with dignity and respect, and protected from harm.

This policy aligns with safeguarding principles established under the Children Acts 1989 and 2004, and guidance from the NSPCC.

## 2. Purpose of the Policy

The purpose of this policy is to:

- Protect students and young people who interact with Regent Education Services Ltd
- Provide guidance to staff and representatives on safeguarding responsibilities
- Establish procedures for identifying and responding to safeguarding concerns
- Promote safe and respectful communication with students
- Ensure concerns are reported and managed appropriately

## 3. Scope of the Policy

This policy applies to:

- Employees of Regent Education Services Ltd
- Directors and management
- Consultants and contractors
- Representatives acting on behalf of the organisation
- Any individuals involved in student advisory or referral activities

The policy covers interactions with:

- Prospective students
- Current students
- Individuals under the age of 18
- Vulnerable adults

#### **4. Definition of Safeguarding**

Safeguarding refers to actions taken to protect the health, wellbeing, and human rights of individuals, ensuring that they are safe from harm, abuse, neglect, or exploitation.

Safeguarding includes protecting individuals from:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Neglect
- Bullying or harassment
- Financial exploitation
- Online safety risks

#### **5. Our Safeguarding Commitment**

Regent Education Services Ltd is committed to:

- Treating all students with respect and fairness
- Providing safe and professional communication channels
- Maintaining confidentiality where appropriate
- Acting promptly when safeguarding concerns arise
- Encouraging responsible behaviour among staff and representatives

#### **6. Safeguarding Responsibilities**

##### **Management Responsibilities**

Management at Regent Education Services Ltd will:

- Promote awareness of safeguarding responsibilities

- Ensure staff understand safeguarding procedures
- Provide appropriate guidance when safeguarding concerns arise
- Maintain clear reporting procedures

### **Staff Responsibilities**

Employees and representatives must:

- Treat students respectfully and professionally
- Avoid behaviour that could be considered inappropriate or exploitative
- Remain alert to possible safeguarding concerns
- Report concerns promptly to management

### **7. Safe Communication with Students**

All communication with students must be conducted in a professional and appropriate manner.

Staff and representatives must:

- Use official company communication channels where possible
- Avoid inappropriate language or personal discussions
- Maintain professional boundaries
- Avoid private or secretive communication with students

Particular care must be taken when communicating with individuals under the age of 18.

### **8. Recognising Safeguarding Concerns**

Staff should be alert to signs that a student may be at risk. These signs may include:

- Unusual distress or anxiety
- Disclosure of abuse or unsafe circumstances
- Sudden changes in behaviour
- Signs of neglect or exploitation
- Requests for help related to safety concerns

Any safeguarding concern must be taken seriously.

### **9. Reporting Safeguarding Concerns**

If a safeguarding concern arises, the following steps should be taken:

1. Remain calm and listen carefully to the individual
2. Avoid making promises of confidentiality that cannot be guaranteed
3. Record relevant details of the concern
4. Report the concern immediately to senior management

Where necessary, Regent Education Services Ltd may advise the individual to seek support from appropriate authorities or professional services.

### **10. Safeguarding in Student Referrals**

Regent Education Services Ltd provides guidance and referrals only and does not manage student accommodation, welfare, or supervision.

However, when referring students to partner institutions, we aim to work with reputable universities and colleges that maintain strong safeguarding policies.

Students are encouraged to review the safeguarding and welfare services provided by their chosen institution.

### **11. Confidentiality**

Safeguarding concerns will be handled with appropriate confidentiality.

Information will only be shared with individuals who need to know in order to manage the situation appropriately.

Personal data will be handled in accordance with data protection legislation and guidance from the Information Commissioner's Office.

### **12. Record Keeping**

Where safeguarding concerns arise, Regent Education Services Ltd will maintain appropriate records including:

- Date and nature of the concern
- Actions taken
- Relevant communications

Records will be stored securely and handled in accordance with data protection requirements.

### **13. Training and Awareness**

Regent Education Services Ltd encourages staff and representatives to remain aware of safeguarding responsibilities.

Where appropriate, safeguarding guidance may be provided to ensure that staff understand how to respond appropriately to safeguarding concerns.

#### **14. Policy Review**

This Safeguarding Policy will be reviewed periodically to ensure that it remains effective and aligned with current safeguarding guidance and legal requirements.

#### **15. Contact Information**

For safeguarding concerns or further information regarding this policy, please contact:

**Regent Education Services Ltd**

Website: [regenteducation.co.uk](http://regenteducation.co.uk)

Email: [compliance@regenteducation.co.uk](mailto:compliance@regenteducation.co.uk)