



Safeguarding Policy for Freelance SpLD Assessment Practice (Home-Based)

Effective from: September 2025

Name of Assessor: Fiona Dixon

Location: Available on request

Context

This policy outlines how I meet my legal and ethical responsibilities on the basis of legislation, policy and guidance that seeks to protect children in England in line with:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (KCSIE) 2025
- The Education Act 2002
- The Equality Act 2010
- Data Protection Act 2018 & UK GDPR

Policy Statement

As a freelance assessor of Specific Learning Difficulties (SpLD), I am fully committed to safeguarding and promoting the welfare of all children and young people under the age of 18. I believe that children and young people should never experience abuse of any kind, and their safety and wellbeing are central to all aspects of my work.

I recognise my responsibility to protect and support every child and young person I work with, particularly during one-to-one assessments in home-based settings. I am committed to practising in a way that ensures their safety, dignity, and trust at all times.

I am committed to the following principles:

- Safeguarding is everyone's responsibility
- The welfare of children is paramount in all the work I do and in every decision I take.
- Children and young people should never experience abuse of any kind.
- All children and young people have an equal right to protection from all forms of harm or abuse, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Some children may be additionally vulnerable due to previous experiences, their level of dependency, communication needs, or other factors.
- Extra safeguards may be necessary to ensure the safety of children who are more vulnerable.
- Working in partnership with children, young people, their parents or carers, and other professionals is essential to promoting their welfare.



- Concerns about a child's wellbeing or safety will be shared appropriately with designated safeguarding leads or relevant agencies, in line with current safeguarding guidance and legislation.

This statement reflects my ongoing commitment to creating a safe, inclusive, and supportive environment for all learners.

Designated Safeguarding Lead (DSL)

As a sole practitioner, I act as the Designated Safeguarding Lead (DSL). I have completed appropriate safeguarding training and refresh this annually in line with KCSiE guidance.

Safe Practice in a Home-Based Setting

- Assessments take place in a designated, child-safe room within the home.
- No other adults are present during assessments unless agreed with parents/carers.
- Parents/carers are welcome to remain on-site during the assessment.
- The environment is risk-assessed regularly to ensure safety and accessibility.
- Children are never left unsupervised or in potentially unsafe situations.

Information Sharing and Confidentiality

- All information is handled in accordance with the UK GDPR and Data Protection Act 2018. Any digital records are stored securely and password-protected. Please see Summit Dyslexia's Privacy Policy
- Parents are informed that relevant information may be included in the final report.
- Parents will have the opportunity to review the draft report and request removal of any sensitive personal content before finalisation.

Responding to Safeguarding Concerns

If I have a concern that a child is at risk of harm, I will:

- Record the concern factually and promptly.
- Contact the relevant Local Authority Designated Officer (LADO) or Children's Social Care (CSC) in Richmond borough, provided by Achieving for Children, via [email](#), telephone (07774 332675 / 02085475008) or by using their [online form](#). Further guidance from Achieving for Children about making referrals can be found [here](#).

Allegations Against the Assessor

Any allegation made against me will be reported immediately to the LADO as outlined above and managed in accordance with statutory guidance.



Training and Updates

- I complete annual safeguarding training, including updates on KCSIE 2025.
- I stay informed of changes to safeguarding legislation and best practice.

Online Safety and Digital Records

Online assessments (if applicable) follow the same safeguarding principles as in-person sessions.

Policy Review

This policy is reviewed annually or sooner if legislation changes.

Last reviewed: July 2025

Next review due: July 2026