

Safeguarding Policy

1. Policy Statement

NAMSS is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults it engages with. As a professional association supporting student services managers, we recognise our responsibility to uphold best practices in safeguarding, ensure safe environments and promote a culture of vigilance, accountability and respect.

While NAMSS does not provide direct services to students, we support individuals and institutions that do therefore, our safeguarding responsibilities include promoting awareness, modeling good practice and responding appropriately to concerns related to our members or our events.

2. Scope

This policy applies to all the NAMSS Executive Board, members, volunteers and associates involved in the planning, delivery or oversight of NAMSS activities including:

- Conferences, training and events
- Communications and digital engagement
- Partnerships and commissioned services

3. Legal Framework

This policy aligns with the following key legislation and guidance:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Care Act 2014 - Keeping Children Safe in Education (KCSIE) – including updates
- Charity Commission guidance on safeguarding (CC30)

NAMSS also upholds the principles of the Equality Act 2010 and the Human Rights Act 1998.

4. Definitions

- Child: Anyone under the age of 18 and up to the age of 24 with an EHCP
- Vulnerable Adult: An adult at risk of abuse or neglect due to age, illness or mental or physical disability
- Abuse: Physical, emotional, sexual or neglectful harm or exploitation

5. Safeguarding Responsibilities

NAMSS Executive Board

The Executive Board of Trustees holds ultimate responsibility for safeguarding. Members of the Board can be contacted via email or through the 'Contact Us' form on our website. A member of the Executive is always present at NAMSS organised in-person events.

Email: reporting@namss.ac.uk
[us/](#)

Website: [https://www.namss.ac.uk/contact-](https://www.namss.ac.uk/contact-us/)

NAMSS Members

All NAMSS members are expected to:

- Treat everyone with dignity and respect
- Avoid situations that could lead to allegations of inappropriate behaviour
- Report concerns immediately to the Deputy Chair of the Board via reporting@namss.ac.uk

6. Reporting Concerns

Any concern, disclosure or suspicion of abuse must be reported immediately to a member of the Executive Board. If there are no NAMSS Executive members available and there is a risk of immediate harm, concerns should be reported directly to the police or local authority safeguarding team.

NAMSS maintains a confidential record of safeguarding reports and follows data protection and confidentiality standards in line with GDPR.

7. Safe Working Practices

NAMSS promotes a culture of safeguarding by ensuring:

- All NAMSS Executive Members are subject to appropriate checks and declarations in line with the Charities Commission
- Safeguarding is embedded into event planning and risk assessments
- Events attended by under-18s or vulnerable adults include clear safeguarding protocols

8. Training and Awareness

All NAMSS Executive Members are involved in educational practice and are responsible for updating their safeguarding training annually in line with Keeping Children Safe in Education.

9. Monitoring and Review

This policy is reviewed every 3 years unless there is a significant change to legislation or best practice.

Last Reviewed: July 2025	Next Review Due: July 2028
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