

# Safeguarding Policy – ORTE London Ltd

**Effective Date:** 7th April 2026

**Next Review Date:** 31st January 2027

## 1. Introduction

ORTE London Ltd is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and associates to share this commitment.

## 2. Designated Safeguarding Lead (DSL)

- Name: Eri Yamamoto
- Contact: orte.office@gmail.com

The DSL is responsible for ensuring all safeguarding concerns are appropriately addressed and reported.

## 3. Safer Recruitment Practices

- All staff and volunteers undergo **DBS checks** at the highest level permitted, renewed at least every three years.
- Staff starting after 7th April 2026 have received an All Clear DBS.
- Recruitment processes include reference checks and interviews assessing safeguarding knowledge.

## 4. Reporting Procedures

- Any concerns, incidents, or allegations (including against staff/volunteers) should be reported to the DSL immediately.
- If the DSL is unavailable or the issue involves the DSL, staff should contact:
  - **Local Authority Safeguarding Team – Westminster:** 020 7641 4000
  - **NSPCC Helpline:** 0808 800 5000

## 5. Training

- Regular safeguarding training is provided for all staff and volunteers, including induction for new starters.
- Refresher training is conducted annually.

## 6. Review and Update

- This policy is reviewed **annually**, with the next scheduled review on **31st January 2027**.

- Updates may also be made in response to changes in legislation or best practice guidance.

## 7. Insurance

- ORTE London Ltd safeguarding and liability insurance is valid from **7th April 2026**.

Signed: 山本 絵理

**Name :** Eri Yamamoto

**Position:** CEO / Designated Safeguarding Lead

**Organisation:** ORTE London Ltd

**Date and Place:** 7<sup>th</sup> April 2026, London, UK