

# Lanterna Education - Safeguarding Policy for Teacher Assignments

Last updated: March 2026

## **Introduction & commitment**

At Lanterna Education, we are committed to providing a safe environment for all students as well as our teachers. Safeguarding is at the heart of how we operate and underpins our recruitment, training, and assignment of teachers. We work with safeguarding proactively to continuously prevent harm and respond appropriately where concerns arise.

This document explains how we work with student safeguarding to ensure the highest standard. The policy applies to all school services carried out by us, including the provision of substitute teachers and full year teachers.

## **Our responsibilities and processes**

### Hiring process

All of our teachers must go through an extensive hiring and background check process before they are engaged by us. Our hiring process is more stringent than standard recruitment practices and places a specific focus on safeguarding.

This includes a full review of employment history with the need to explain any gaps, dedicated interview questions on student safeguarding as well as reference checks specifically focused on suitability to work with children.

### Background checks

All teachers will also be subject to background checks before joining us. The background checks will be enhanced and generally include the highest level of criminal record check applicable in the country where the teacher lives. For example, in the UK we do DBS Enhanced checks with Barred List and in the US this may include state and federal criminal background checks and, where applicable, fingerprint-based screening. The background checks must be renewed at least every five years. Teachers are required to immediately disclose any circumstances that arise which may impact their background checks or suitability to work with children. We will also do what we can to verify the identity of the teacher, and carry out appropriate online screenings.

### Training and support

To make sure our teachers have the right tools to safeguard the wellbeing of their students, we deploy a mandatory safeguarding training program that must be completed prior to starting any assignment and then yearly. Completion is monitored and recorded. The training will cover recognising signs of abuse and neglect, appropriate professional conduct and boundaries, and escalation processes and reporting obligations.

We also offer access to internal safeguarding expertise through our Student Safeguarding Officer function so teachers can always seek guidance, raise concerns, or clarify responsibilities.

### **Safeguarding responsibility**

We have a designated Student Safeguarding Officer within our organisation. This function is responsible for overseeing safeguarding matters, receiving and assessing reported concern, and supporting teachers and schools.

### **Teacher expectations**

Teachers are expected to always maintain clear professional boundaries, treat all students and other school staff with respect and fairness and otherwise contribute to a safe environment for all students. This means, among other things, that teachers may only interact with students within the scope of the teacher assignment and in an approved education setting, and through approved tools and communication channels. Any social media contact or similar private messaging, sharing of personal contact details or giving gifts or favors is strictly prohibited. Any student contact should be appropriate, age-appropriate, and consistent with school policies and professional standards.

Teachers may not encourage 1-on-1 interactions with students, unless appropriate safeguards are in place, for example a digital meeting is recorded or a second adult has access to the link. Any conduct that could be perceived as inappropriate, excessive or personal in nature is prohibited. Teachers are required to act if they have any concern about a student's safety or wellbeing. Any concern must be reported promptly in accordance with our and the relevant school's safeguarding procedures.

### **Student & school expectations**

We expect students to treat our teachers with respect and fairness. This means for example that we do not accept abusive behavior or language towards our teachers. If students or other school staff come across any inappropriate behavior relating to our teachers, we ask you to report the concern to us.

We appreciate that safeguarding is a shared responsibility. Schools remain responsible for ensuring that students comply with applicable codes of conduct, safeguarding policies, and behavioural expectations. Nothing in this policy limits or replaces a school's own safeguarding obligations.

**Reported breaches and whistleblowing**

We will assess any concerns reported to us promptly. We take all safeguarding concerns seriously. Any concerns will be appropriately investigated by us on a case-by-case basis. We will escalate concerns to the school without undue delay, and to law enforcement or child protection where appropriate. We always cooperate fully with public authorities and schools. However, not every report will result in a finding, further action, or formal outcome.

Upon receipt, and during the investigation, of a concern we may take appropriate actions to safeguard students or our teachers, including temporarily restricting access to students or assignments, or suspending teachers or students.

Reports can be submitted confidentially and without fear of retaliation to [[safe@lanterna.com](mailto:safe@lanterna.com)]. We do not tolerate any kind of retaliation against anyone who raises a safeguarding concern in good faith to us.

**Updates to this policy**

We may update this policy from time to time to reflect our strive to continuously improve our safeguarding processes as well as changes in law, guidance or best practices.