



## Human Careers Library- Safeguarding and Data Protection

Date Approved	10 December 2025
Review Cycle	Annual: December 2026
Party Responsible	Careers Lead, DSL
Related Policies	Child Protection & Safeguarding, Volunteer, Data Protection

### I. Purpose

This guidance ensures the safety, confidentiality, and wellbeing of all involved in the Human Careers Library, and guarantees compliance with safeguarding standards and UK data protection legislation, including the UK GDPR and Data Protection Act 2018.

### 2. Safeguarding Principles

The Swanage School is committed to providing a safe, respectful, and inclusive environment for all learners, visitors, and staff.

#### a. Responsibilities of the school

- Ensure books are not left unsupervised with students under any circumstances.
- Ensure professional boundaries in conversation and physical proximity are maintained.
- Obtain DBS clearance where the role meets the legal definition of regulated activity.
- Ensure safeguarding guidance is provided to books prior to any engagement.
- Ensure safeguarding guidance is comprehensive and understood.

#### b. Responsibilities of the book

- Read and agree to adhere to safeguarding guidance .
- Use only approved and agreed school channels for communication.
- Not to share personal contact details or engage in any one-to-one communication with students through personal phone numbers, email addresses, or social media accounts.
- Report any concerns about a child immediately to the school contact or Designated Safeguarding Lead (DSL).
- Maintain professional boundaries in conversation and physical proximity.
- Sessions and any shared resources must promote positive, inclusive values and not be considered discriminatory or harmful material.

### **3. Data Protection Principles**

The Human Careers Library manages personal information responsibly and transparently.

#### **a. Lawful Basis for Processing**

Data is collected and used for legitimate educational and administrative purposes, such as participation records, learning activities, and communication.

#### **b. Data Minimisation**

Only essential information is collected. Personal data must be accurate, relevant, and limited to what is necessary.

#### **c. Storage and Security**

- All digital data is stored securely on school-approved systems with password protection.
- Paper records are kept in locked cabinets within restricted areas.
- Access is limited to authorised staff and subject to regular audits.

#### **d. Data Retention**

Personal data will be retained only for as long as necessary to fulfil its purpose or as required by law. Records no longer needed will be securely deleted or shredded.

#### **e. Data Sharing**

Consent will be obtained where required. However, data may be shared without consent where necessary for safeguarding or legal obligations.

#### **f. Individual Rights**

Individuals have the right to access, correct, or request deletion of their personal data. Requests should be made to the Data Protection Officer (DPO).

### **4. Breaches and Reporting**

Any data breach must be reported immediately:

- Data Protection Officer (DPO): [dpo@theswanageschool.co.uk](mailto:dpo@theswanageschool.co.uk)

Serious breaches will be investigated promptly and reported to relevant authorities as required.

### **5. Review and Monitoring**

This policy will be reviewed annually or following any significant change in safeguarding or data protection law.

### **6. Key Contacts**

- Careers Leader: [stephumbley@theswanageschool.co.uk](mailto:stephumbley@theswanageschool.co.uk)
- Designated Safeguarding Lead: [annemarieforde@theswanageschool.co.uk](mailto:annemarieforde@theswanageschool.co.uk)
- Data Protection Officer: [dpo@theswanageschool.co.uk](mailto:dpo@theswanageschool.co.uk)