



Safeguarding & Child Protection Policy

ODISSYS Platform

Organisation: Odis Systems Ltd

Platform: ODISSYS

Last Updated: February 2026

Next Review: February 2027

1. Commitment to Safeguarding

Odis Systems Ltd is committed to safeguarding and promoting the welfare of children and young people.

The ODISSYS platform has been developed to support schools, practitioners, and partner organisations in recording wellbeing information, managing referrals, and maintaining appropriate awareness of safeguarding concerns.

Safeguarding is the responsibility of all organisations working with children. ODISSYS is designed to assist safeguarding processes by providing secure record keeping and appropriate information visibility to authorised users.

ODISSYS does not replace a school's safeguarding procedures or statutory responsibilities. The Designated Safeguarding Lead (DSL) within each organisation retains full responsibility for safeguarding decisions and actions.

2. Scope

This policy applies to:

- the ODISSYS platform
- Odis Systems Ltd
- authorised users of the system
- schools and organisations using ODISSYS

ODISSYS is used within educational and youth support settings to assist the recording and monitoring of wellbeing and safeguarding-related information.

3. Definition of Safeguarding

Safeguarding and promoting the welfare of children means:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring children grow up in circumstances consistent with safe and effective care
- taking action to enable all children to have the best outcomes





This definition reflects statutory guidance including **Keeping Children Safe in Education (KCSIE)**.

4. Role of ODISSYS in Safeguarding

ODISSYS supports safeguarding awareness and early intervention by enabling authorised professionals to:

- record wellbeing observations
- log safeguarding indicators
- maintain chronological records
- monitor patterns that may indicate risk
- support professional collaboration where appropriate

ODISSYS does **not replace safeguarding decision-making** and does not act as a safeguarding authority.

Safeguarding decisions must always be made by the appropriate safeguarding professionals within the organisation responsible for the child.

5. Roles and Responsibilities

Schools and Organisations (Data Controllers)

Schools and organisations using ODISSYS act as **Data Controllers**.

They are responsible for:

- safeguarding decisions
- determining access to safeguarding information
- ensuring staff safeguarding training
- responding to safeguarding concerns

The **Designated Safeguarding Lead (DSL)** retains ultimate safeguarding responsibility.

Authorised Users

Users may include:

- safeguarding leads
- senior leadership
- pastoral staff
- practitioners supporting young people

Users must:

- access only information required for their role
- maintain strict confidentiality
- follow their organisation's safeguarding procedures
- use the system responsibly and ethically

Odis Systems Ltd





Odis Systems Ltd acts as a **Data Processor** in relation to personal data stored on the ODISSYS platform.

Responsibilities include:

- maintaining secure infrastructure
- protecting information from unauthorised access
- ensuring platform reliability and security

Odis Systems Ltd does **not make safeguarding decisions regarding individual children.**

6. Recording Safeguarding Concerns

Where safeguarding concerns arise:

1. Concerns should be recorded in line with the organisation's safeguarding procedures.
2. Concerns must be reported to the organisation's **Designated Safeguarding Lead (DSL).**
3. The DSL will determine the appropriate safeguarding response.

ODISSYS may support the **recording and visibility of safeguarding information**, but it does not replace established safeguarding processes.

7. Data Security

Safeguarding information is highly sensitive and requires strong protection.

ODISSYS implements appropriate security measures, including:

- secure authentication for authorised users
- encrypted data transmission
- secure hosting infrastructure
- activity monitoring and system logging

Access to safeguarding information should only be granted to authorised individuals with legitimate safeguarding responsibilities.

8. Confidentiality

Safeguarding information must be handled with strict confidentiality.

Users must not:

- access safeguarding records without legitimate reason
- disclose sensitive information inappropriately
- share safeguarding data outside authorised channels

Information must only be shared where necessary to protect the welfare of a child.

9. Information Sharing





Effective safeguarding may require information sharing between professionals.

Where safeguarding concerns exist, information may be shared with:

- designated safeguarding leads
- relevant professionals supporting the child
- statutory safeguarding services where required

All information sharing must comply with **data protection legislation and safeguarding guidance**.

10. Monitoring and Audit

To protect safeguarding information and maintain accountability, ODISSYS may maintain system logs of user activity.

This may include:

- user access events
- record creation or updates
- system administration actions

Monitoring supports responsible use of the platform and protects sensitive safeguarding data.

11. Misuse of the Platform

Unauthorised access, misuse of safeguarding information, or inappropriate use of the platform may result in:

- removal of system access
- reporting to the relevant organisation
- further investigation where necessary

Organisations using ODISSYS remain responsible for the conduct of their authorised users.

12. Artificial Intelligence and Analytical Tools

ODISSYS may develop analytical tools designed to support early identification of support needs.

These tools may analyse patterns in anonymised or aggregated data to assist professionals in identifying appropriate support pathways.

Such tools are intended to **support professional judgement**, not replace it. Safeguarding decisions must always remain with qualified professionals.

13. Platform Availability and Emergency Safeguarding





ODISSYS is designed to support safeguarding awareness and record keeping. However, it must **never be relied upon as the sole method of responding to urgent safeguarding concerns**.

Where a child is at immediate risk of harm, safeguarding procedures must be followed and emergency services contacted where appropriate.

14. Policy Review

This policy will be reviewed annually or sooner if significant changes occur to:

- safeguarding legislation
- regulatory guidance
- platform functionality

15. Contact

For safeguarding or data protection enquiries relating to the ODISSYS platform:

Safeguarding lead

Email: dod@odissys.com

