



Effective date: October 2025

Company: Tessa Tools Ltd

Registered office: 71–75 Shelton Street, Covent Garden, London, WC2H 9JQ

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1. Purpose

Tessa Tools Ltd is committed to promoting safe, ethical, and transparent practice in all training, consultancy, and AI-related activities. This policy outlines our approach to safeguarding, professional integrity, and the responsible use of technology within the social care context.

2. Scope

This policy applies to all learners, clients, associates, and contractors engaged with Tessa Tools Ltd, whether in person or online. It covers all training sessions, workshops, consultancy work, and digital interactions delivered under the Tessa Tools brand.

3. Safeguarding Commitment

We believe everyone has the right to feel safe, respected, and supported. While Tessa Tools Ltd does not provide direct care or regulated activity, we maintain clear safeguarding standards consistent with the Care Act 2014, Social Work England Professional Standards, and the BASW Code of Ethics.

- **Promote a culture of dignity, respect, and inclusion.**
- **Report any concerns about abuse, neglect, or exploitation through appropriate channels without delay.**
- **Maintain clear professional boundaries in all interactions.**
- **Protect confidentiality while ensuring information is shared appropriately if someone is at risk of harm.**



4. Reporting a Concern

If a safeguarding or ethical concern arises during training or consultancy work, it should be reported immediately to:

Safeguarding Lead:

Nadia Hajat – Director, Tessa Tools Ltd

Email: nadia@tessa-tools.org

We will review all reports promptly and take proportionate action, which may include referral to statutory services, local safeguarding partners, or relevant professional bodies. Where appropriate, we will also notify commissioning organisations or training hosts.

5. Ethics and Professional Conduct

Tessa Tools Ltd operates within the ethical principles of honesty, transparency, accountability, and respect for human rights. We expect all associates and learners to adhere to the following principles:

- **Respect diversity, equality, and cultural sensitivity in all professional interactions.**
- **Use AI tools transparently and only for lawful, ethical, and professional purposes.**
- **Avoid language or actions that discriminate, exploit, or cause harm.**
- **Maintain integrity when presenting, analysing, or sharing data and information.**
- **Protect intellectual property and respect confidentiality agreements.**

6. Digital Safety and AI Ethics

As part of our digital consultancy and training work, Tessa Tools Ltd promotes the responsible and ethical use of artificial intelligence. We emphasise transparency, accountability, and human oversight when applying AI to social care practice.

We will not develop or endorse tools that undermine professional judgement, promote bias, or misrepresent data. All training content aligns with the principles of Ethical AI by Design and glass-box transparency.



7. Confidentiality and Data Protection

Any safeguarding or ethical concerns raised will be handled confidentially and in line with our [Privacy Policy](#) and UK GDPR obligations. Information will be shared only on a need-to-know basis with relevant authorities or partners to ensure safety and accountability.

8. Learning and Continuous Improvement

Tessa Tools Ltd regularly reviews its safeguarding and ethics procedures to reflect legislative updates, sector guidance, and feedback from learners and partners. All staff and associates receive regular updates on ethical AI practice, digital literacy, and safeguarding responsibilities.

9. Contact

For questions about this policy or to report an ethical or safeguarding concern, please contact:

Email: hello@tessa-tools.org