



Key Stage Tutoring Safeguarding and Child Protection Policy

The purpose and scope of this policy statement

Safeguarding is everyone's responsibility. Key Stage Tutoring is committed to safeguarding and promoting the welfare of children and vulnerable adults. We recognise that we have a duty of care to protect those who use our services from harm, abuse, and neglect. This policy sets out our approach to safeguarding and explains the steps we take to ensure the safety and well-being of all those we work with. This policy has been developed in accordance with the principles established by The Children Acts 1989 and 2004 and related guidance including Keeping Children Safe in Education (2022).

The purpose of this policy statement is:

- to set out a clear framework to ensure the protection of children and young people who receive tuition services from Key Stage Tutoring from harm.
- to provide staff and tutors, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Key Stage Tutoring, including senior managers, paid staff, tutors and students. All employees and tutors who work with our company have a responsibility to safeguard the welfare of students and to report any concerns about their safety or well-being. This includes identifying any signs of abuse or neglect and taking appropriate action to address these concerns.

At Key Stage Tutoring, we believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Procedures

Key Stage Tutoring will seek to ensure the safety and well-being of all students by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Lead (details to be found towards the end of this document)
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff to ensure that all have read and follow our policies, procedures and codes of conduct relating to the safeguarding of children, and that they attend relevant training as and when requested by the DSL.
- recruiting and selecting staff and tutors safely, ensuring all necessary checks are made. All employees and tutors are subject to robust recruitment procedures, which include: - identity and proof of address checks - obtaining at least two references (one of which must be from a line manager at a previous school) and following one of these up verbally by telephone or video call. - carrying out background checks where appropriate. We hold up-to-date enhanced DBS checks of all tutors - they are either subscribed to the DBS update service, or we hold on record a DBS certificate which has been updated no longer than 6 months previously - the provision of certificates relating to academic and professional qualifications - Further checks for people who have lived or worked outside of the UK.
- Ensuring that at least one member of staff at every interview is trained in Safer

Recruitment

- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and tutors appropriately
- in a group tutoring session, creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Identifying abuse and students at risk

Employees and Tutors who work with Key Stage Tutoring are expected to be aware of the potential risks faced by students. Risks and forms of harm faced by students could include:

- Parental neglect
- child sexual exploitation
- child criminal exploitation
- female genital mutilation
- child-on-child abuse
- domestic abuse
- Absence from mainstream schooling (missing in education)
- mental illness
- extremism and radicalisation
- cyber/bullying
- Prejudice based & discriminatory bullying
- Self harming
- Pregnancy

Reporting concerns

Any concerns about the safety or well-being of a student should be reported immediately to the designated safeguarding lead (DSL) within the company. The DSL will then take appropriate action to address the concern, which may include making a referral to the relevant authorities (Local Authority Designated Officer: LADO). Details of the DSL and LADO can be found towards the end of this document.

Confidentiality

We take the confidentiality of our students seriously, and any information shared with us will be treated in accordance with our data protection policy. However, we may need to share information with other agencies if we believe it is necessary to safeguard a student's welfare.

Record-keeping

We keep detailed records of any concerns raised and the actions taken to address them. These records are kept securely and in accordance with our data protection policy.

Reviewing our procedures

We are committed to reviewing and updating our policy on an annual basis.

Contact Details for

Key Stage Tutoring - Designated Safeguarding Lead:

Name: Sarah Davies

Email: enquiries@keystagetutoring.co.uk

To contact the Dorset Local Authority Designated Officer - LADO,
telephone 01305 221122

Reviewed and updated: 02/10/23

Date of next review: 02/10/24

This policy has been based in part on the NSPCC's example Safeguarding Policy Statement which can be viewed here: <https://learning.nspcc.org.uk/media/1601/safeguarding-policy-statement-example.pdf>