

Sunnydene Tutoring Safeguarding Policy

This statement provides information relating to:

1. the steps that team members will follow to keep Sunnydene Tutoring students safe,
2. the ways in which team members must respond to any safeguarding concerns.

Purpose

The purpose of this safeguarding policy is:

- to state the ways in which the children and young people who receive tutoring services from Sunnydene Tutoring will be protected from harm.
- to provide guidance to members of the Sunnydene Tutoring team in how to respond to allegations or concerns relating to the welfare of a child or young adult for whom tutoring is being provided.

This policy applies to everyone working on behalf of Sunnydene Tutoring.

This policy will be reviewed and updated on an annual basis, or more frequently when there are changes to safeguarding protocols.

Responsibilities

These responsibilities are shared responsibilities that all team members hold.

Every team member is responsible for the safety and wellbeing of their students and for that of all Sunnydene Tutoring pupils.

Responsibilities include:

1. Team members ensuring that they have an up-to-date DBS certificate.
2. Team members ensuring that they undertake appropriate safeguarding training at regular intervals.

Sunnydene Tutoring

3. Team members ensuring that they keep up-to-date with new information about safeguarding and child protection, including reading updated version of this policy for awareness of any changes
4. Team members ensuring that any concerns are reported in writing to Jeni Smith at the earliest opportunity.

Jeni Smith will report safeguarding concerns at the earliest opportunity, following the Local Safeguarding Children Board (LSCB) procedures.

If a safeguarding concern involves Jeni Smith, it is the responsibility of Sunnydene Tutoring team members to contact the Kent County Council Safeguarding Team directly.

Recruitment

All members of the Sunnydene Tutoring Team will have their DBS status checked prior to the start of their employment. Recent references will be obtained to confirm suitability to work with children and young people.

Reporting safeguarding concerns

1.If a pupil discloses to a member of the Sunnydene Tutoring Team that they, or another child, has been abused or maltreated, the team member must:

- show that they have heard what the child is saying, and that they are taking the allegations seriously;
- encourage the child to talk, without prompting the child or asking them leading questions. The team member will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- reassure the child that they have done the right thing in talking to an adult and that they can share anything that is worrying them, but that the team member cannot promise not to tell anybody, because some things have to be passed on in order to keep the child safe – although information will only be shared with people who need to know;

Sunnydene Tutoring

- explain what actions must be taken, in a way that is appropriate to the age and understanding of the child;
- record what they have been told, as soon as they can, using the exact words that the child used where possible;

The date, the time, the place and the people who were present during the disclosure must be noted and shared alongside details of the information provided by the child.

The information must be passed, at the earliest opportunity, to Jeni Smith, who will contact Kent County Council's safeguarding team, the police, or provide further advice.

If a team member believes that the child is in immediate danger, and Jeni Smith is not available, they must call the police.

It is not a team member's responsibility to attempt to investigate the situation themselves.

Information must not be shared with any non-relevant parties.

- 2. If a team member has suspicions of a safeguarding or welfare concern in relation to a Sunnydene Tutoring pupil they must report their concerns to Jeni Smith at the earliest opportunity, who will contact the Kent County Council Safeguarding team .*

Actions where there are concerns about a child

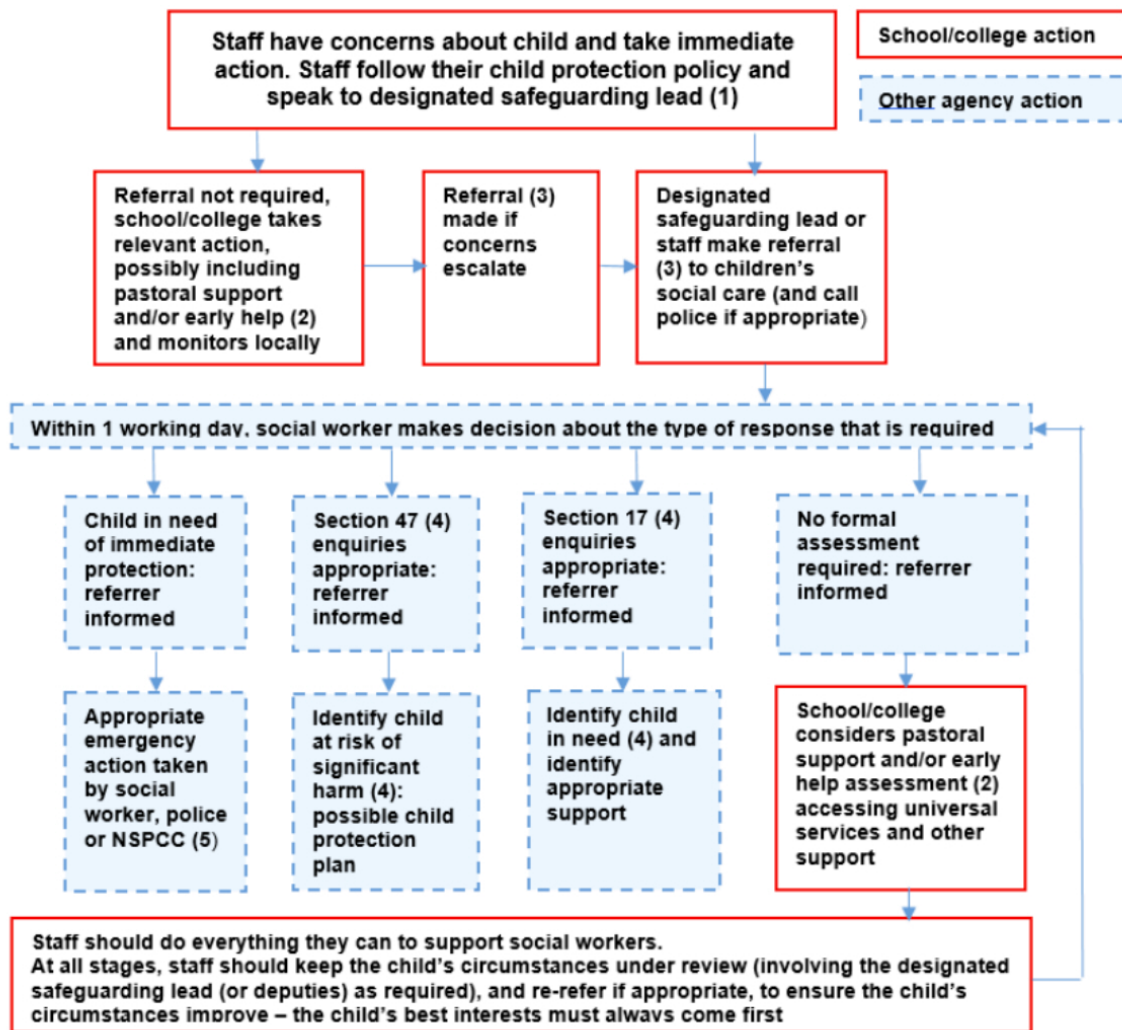


Image credit: Keeping children safe in education

Useful Contact Details

Jeni Smith, Designated Safe Guarding Lead at Sunnydene Tutoring

- During Office Hours: 01795 720593
- Out of Office Hours: 07941 363010

Kent County Council Safe Guarding Team

- During Office Hours: 03000 41 11 11
- Out of Office Hours: 03000 41 91 91

If a child is in immediate danger, call the police: 999