

Mandy's Tutoring Safeguarding Policy and Procedures



This policy is a statement which clearly states the steps that will be followed to keep students safe and how any safeguarding concerns will be responded to.

Purpose and Scope

The purpose of this safeguarding policy is:

- to protect the children and young people who receive tutoring services from Mandy's Tutoring from harm.

This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

Responsibilities

I recognise that I have a responsibility for the safety and wellbeing of my students. This responsibility includes:

- ensuring I have a DBS check completed each year using the DBS update service;
- ensuring I undertake appropriate safeguarding training at least once every two years;
- reporting safeguarding concerns correctly to the relevant bodies, for Norfolk contacting the Children's Advice and Duty Service on their direct line: **0344 800 8021** following guidelines found on <https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

and for Suffolk following guidelines found on <https://www.suffolksp.org.uk/concerned>

or calling 999 where there is immediate danger to the student

Training

I will undertake the CPD certified 'Child Protection for Tutors' training every 2 years. The certificate is available upon request.

Reporting safeguarding concerns

If (a) a child tells me that they are being abused or (b) I suspect that there are safeguarding concerns for a child who I tutor.

For example:

If a student tells me that they or another child is being abused I will:

- show that I have heard what they are saying;
- encourage the child to talk, without prompting them or asking them leading questions;
- I will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
- record what I have been told, as soon as I can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

If I have suspicions of a safeguarding or welfare concern in relation to one of my students I will:

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.