

The Purpose and Scope of this Policy

The purpose of this Safeguarding Policy is to:

- Protect the children who receive tutoring services from Phonics Tuition Thurrock, from harm
- Respond to any allegations and/or any concerns relating to the welfare of a child for whom we provide tutoring services to
- State the ongoing training that Phonics Tuition Thurrock staff will undertake to ensure that safeguarding protocols are up-to-date and understood by all

This Policy applies to anyone working on behalf of Phonics Tuition Thurrock. This Policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

Legal Framework

This Policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system>.

Policy Statement

At Phonics Tuition Thurrock, we take the safeguarding of children seriously. We believe that children should never experience abuse of any kind, and that everyone has a responsibility to promote the welfare of all children, to keep them safe and to practise 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 make
- Working in partnership with children, their parents/carers and other agencies is essential in promoting children's welfare
- All children, regardless of age, disability, gender, race, religion or belief, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

Phonics Tuition Thurrock are committed to keeping children safe by:

- Valuing, listening to and respecting them
- I, as the Designated Safeguarding Lead, will take lead responsibility for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff
- Making sure all staff understand and follow the safeguarding and child protection procedures

- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance (more information is available from the Information Commissioner's Office at <https://ico.org.uk/for-organisations>)
- Ensuring children and their families know about Phonics Tuition Thurrock's safeguarding policy and what to do 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, parents/carers and families appropriately
- Using our procedures to manage any allegations against staff appropriately
- Ensuring that we have effective complaints measures in place
- Ensuring that we provide a safe physical environment for children and staff by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff, children and their families know how they are expected to behave and feel comfortable about sharing concerns

Responsibilities

As the Independent Tutor and Owner of Phonics Tuition Thurrock, I recognise that I have a responsibility for the safety and wellbeing of the children that I tutor. This responsibility includes:

- Ensuring I have a current enhanced Disclosure and Barring Service (DBS) check
- Ensuring that I undertake appropriate safeguarding training annually
- Endeavouring to keep up-to-date with any new information relating to safeguarding and child protection, and updating this policy accordingly to include any changes
- Reporting safeguarding concerns correctly to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures
 - Procedures and information can be found at the following:
 - Thurrock Local Safeguarding Children Partnership:
<https://www.thurrocklscb.org.uk/lscb>
<https://www.thurrock.gov.uk/childrens-care-professionals-partnerships/local-safeguarding-childrens-partnership>
 - Thurrock Council:
<https://www.thurrock.gov.uk/keeping-children-safe>

How we Plan and Carry Out our Work

In order to minimise situations in which abuse may occur:

- All tutoring sessions must be carried out downstairs at the child's home, preferably at a table/desk to ensure that the tutor and child are not sitting too closely together. However, there may be activities that are better suited to take place on the floor or in the garden; if this is the case, the tutor will ask the parents/carers if they are okay with this
- Any doors to the room where the tutoring sessions take place must be left open
- The room where the tutoring sessions take place must have windows and curtains/blinds must be open
- Parents/carers must be within sight and sound of the tutoring sessions at all times
- The child must be appropriately dressed for the tutoring session e.g., not solely in underwear
- Parents/carers must not record or photograph tutoring sessions

Recruitment

As an Independent Tutor, I will use a third party to have my DBS check completed on an annual basis (The Tutors' Association).

Reporting Safeguarding Concerns

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

- Show that I have heard what they are saying, and that I take their allegations seriously
- Encourage the child to talk, without prompting them or asking them leading questions
- Not interrupt when the child is recalling significant events and will not make the 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

I will contact the Multi-agency Safeguarding Hub (MASH) at Thurrock Council. If I am concerned that the child is in immediate danger, I will call the police.

If I have suspicions of a safeguarding or welfare concern in relation to one of my students, I will contact the Multi-agency Safeguarding Hub (MASH) at Thurrock Council. If I am concerned that the child is in immediate danger, I will call the police.

In the event of reporting concerns out of office hours, I will contact Thurrock Council's Emergency Service.

Training

I undertake safeguarding and child protection training annually via the NSPCC.

Useful Contact Details

Designated Safeguarding Lead:

Laura McDonald

Phone/email: 07494 443649 / laura@phonicstuitionthurrock.co.uk

Police – 999

NSPCC Helpline – 0808 800 5000

This Policy was last reviewed in: April 2025

Signed: *L. McDonald*