



Safeguarding & Child Protection Policy

The Purpose and Scope of this Policy

The purpose of this Safeguarding Policy is to:

- Ensure that all coming into contact with Phonics Tuition Thurrock understand the importance of safeguarding and that it is everyone's responsibility
- Protect the children who receive tutoring services from Phonics Tuition Thurrock, from harm
- Support any child who makes a disclosure of abuse
- Respond to any allegations and/or any concerns relating to the welfare of a child for whom we provide tutoring services to
- Ensure everyone at Phonics Tuition Thurrock knows who to inform in the event of a disclosure, concern or safeguarding issue, and to ensure they are alert to the signs of possible child abuse
- Aid everyone at Phonics Tuition Thurrock in understanding and recognising specific safeguarding concerns
- To ensure, in accordance with The Children Act 1989, that the welfare of the child is paramount at all times
- 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.

For the purpose of this Policy, 'children' or 'child' refers to any student under the age of 18 receiving tutoring services from Phonics Tuition Thurrock.

Legal Framework

This Policy has been drawn up on the basis of the latest legislation, policy and guidance that seeks to protect children in England:

- Department for Education:
 - Keeping Children Safe in Education
 - Working Together to Safeguard Children
- HM Government:
 - Prevent Duty Guidance
 - Information Sharing: advice for practitioners providing safeguarding services
- Department for Education non-statutory guidance:
 - After-school clubs, community activities and tuition: safeguarding guidance for providers



- What to do if you're worried a child is being abused

In addition, Phonics Tuiton Thurrock operates in accordance with the Local Authority in partnership to keep children safe.

Policy Statement

At Phonics Tuiton 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 Special Educational Needs & Disabilities (SEND), communication needs, their level of dependency, or the impact of previous experiences
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

Phonics Tuiton Thurrock are committed to keeping children safe by:

- Valuing, listening to and respecting them
- I, as the Designated Safeguarding Lead, have overall 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 Tuiton 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 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

Safeguarding Issues

Types of Abuse

Phonics Tuition Thurrock is aware of and vigilant to the following types of abuse and safeguarding issues:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child on child abuse
- Extremism and radicalisation
- Sexual harassment
- Bullying
- Substance abuse
- Online exploitation and abuse
- Domestic abuse

Contextual Safeguarding

We are also aware that safeguarding incidents and behaviours can occur outside the home environment, and are vigilant to reports of these. These include:

- Child Sexual Exploitation
- Child Criminal Exploitation
- Female Genital Mutilation
- Honour Based Abuse
- Knife Crime
- Children Absent from Education

Children with Special Educational Needs & Disabilities (SEND) and Other Vulnerabilities

Phonics Tuition Thurrock is aware that children with Special Educational Needs & Disabilities (SEND) or health issues may face additional safeguarding issues. We are vigilant to:

- Any indicators of possible abuse not in keeping with the child's additional needs or history
- Any communication challenges the child faces in disclosing the abuse for example, if the child is non-speaking
- The fact that children with additional needs or other vulnerabilities are disproportionately impacted by abuse and behaviours such as bullying



Responsibilities

As the Independent Tutor and Owner of Phonics Tuition Thurrock, and Designated Safeguarding Lead (DSL), 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. 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 happy 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 sessions
- Parents/carers must not record or photograph tutoring sessions

Recruitment

As an Independent Tutor, I use a third party to have my DBS check completed (The Tutors' Association), who also carry out daily DBS checks.

Reporting Safeguarding Concerns About a Child

Phonics Tuition Thurrock are aware that barriers to reporting abuse exist, and that some children may not be ready or not know how to tell someone that they are being abused. We are aware that children with Special Educational Needs & Disabilities (SEND) are more



vulnerable to abuse. We never assume that an issue has been reported or disclosed by another person.

If a child discloses abuse:

- I will stop and listen straight away without delay
- I will show that I have heard what they are saying, and that I take their allegations seriously
- I will encourage the child to talk, without prompting them or asking them leading questions
- I will not interrupt when the child is recalling significant events and will not make the child repeat their account
- I will reassure the child that they can tell me anything that is worrying them, but I must not guarantee confidentiality
- I will explain what actions I must take in a way that is appropriate to the age and understanding of the child
- I will record what I have been told, as soon as I can after the conversation, using exact words where possible, and noting the date, time, place and people who were present during the disclosure
- I will not conduct my own investigation, but will refer immediately
- I will maintain a calm and professional attitude, and prioritise the wellbeing of the child at all times

We note that it is usually best practice to share concerns with parents/carers. However, for children at risk of significant harm or where there is reasonable cause to suspect this, it may not be appropriate to do so. Decisions on whether to share information must be made by the Designated Safeguarding Lead (DSL) at Phonics Tuition Thurrock.

We may need to contact the Designated Safeguarding Lead (DSL) at the child's school.

The Designated Safeguarding Lead (DSL) at Phonics Tuition Thurrock will decide if a concern should be reported to the Local Authority. In this instance, we will contact the Multi-Agency Safeguarding Hub (MASH) at Thurrock Council. If a child and their family is not based in the borough of Thurrock, we will contact the Local Authority in the area that the child and their family are based in. In the event of reporting concerns out of office hours, we will contact Thurrock Council's Emergency Service or the Local Authority's Emergency Service at which the child and their family are based if outside of Thurrock.

In cases where we are concerned the child is in immediate danger, we will contact the Police.

Training

I undertake safeguarding and child protection training annually via the NSPCC and The Tutors' Association.



Useful Contact Details

Phonics Tuition Thurrock's Designated Safeguarding Lead:

Laura McDonald

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

Thurrock Council:

Local Authority Designated Officer (LADO)

Phone: 01375 652921 / 07738 821584

Email: LADO@thurrock.gov.uk

If unable to reach the LADO, contact the LADO Administrative Officer: 07762 406606

Multi-Agency Safeguarding Hub (MASH)

Phone: 01375 652802

Email: thurrockmash@thurrock.gov.uk

Police (immediate threat): 999

Police (serious concerns): 101

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111

Signed: *L. McDonald*