

Perfect Plus Tutoring Child Protection and Safeguarding Policy

Introduction

At Perfect Plus Tutoring we take the safeguarding of children and vulnerable adults very seriously. The welfare of our service users including young people is paramount to our services.

Scope of the Policy

This policy applies to all staff, including managers, paid staff, volunteers and self employed tutors whose work with Perfect Plus Tutoring brings them into contact with children or vulnerable adults.

Purpose of this Policy

The purpose of this policy is:

- To protect children and vulnerable adults who receive Perfect Plus Tutoring's services. This includes the children or siblings of those that use our services,
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Perfect Plus Tutoring believes that a child or young person should never receive abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004



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- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

Definitions

"Service User" is anyone who uses Perfect Plus Tutoring's services.

A "child" is anyone under the age of 18.

A "vulnerable adult" is a person aged 18 years or over who is:

- in residential accommodation provided in connection with care or nursing or receiving care or nursing at home.
- receiving health care
- in lawful custody or under the supervision of a probation officer
- receiving a welfare service of a prescribed description or direct payments from a social services authority
- receiving services, or taking part in activities, aimed at people with disabilities or special needs because of his/her age or state of health.

It may be a person who is unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation. He/she may be elderly or frail, have learning disabilities, suffer from mental illness, have a physical disability, be a substance misuser, be homeless or in an abusive relationship.

At Perfect Plus Tutoring we recognise:

- The welfare of the child is paramount, as enshrined in the Children Act 1989,
- All children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation,
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues,

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Criminal Records

Prospective employees, self-employed contractors and volunteers must declare all criminal convictions, however long ago; and these will be taken into account when deciding on their suitability for working with children or vulnerable adults. No-one will be permitted to undertake a role which involves regular contact with children or vulnerable adults without a satisfactory Disclosure and Barring Service (DBS) check.

Planning and Supervision

All activities or assignments involving children or vulnerable adults should be planned in advance to ensure they take into account the age range and ability of the service users. Staff, Self-employed tutors or volunteers supervising assignments involving children/vulnerable adults should be competent to do so. Supervision should take account of the age, gender, nature of the activity and any special needs of the individuals. Where appropriate, a risk assessment will be undertaken and documented.

Where tuition takes place at a service user's home, tuition should not take place in a bedroom or private area of a house. All tuition sessions should have a door open or ajar. A parent or carer should be present in the building for the duration of the session and within earshot when possible.

Where tuition takes place at a tutor's home, arrangements should be made for the parent to stay if they wish. Tuition should be on the ground floor and accessible to parents.

Self-employed tutors should not offer to transport a child or vulnerable adult anywhere.

Physical contact

On no account should any self-employed tutor, employee, worker or volunteer have any physical contact with a child or vulnerable adult, unless it is to prevent accident or injury to themselves or anyone else, or in the case of medical assistance being needed (eg to

administer first aid if certified). Where appropriate, consent from parents or those with parental or caring responsibility should be obtained.

If a child/vulnerable adult is hurt or distressed, the worker should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person's own behaviour.

Communication

Communication with children/vulnerable adults is vital in establishing relationships built on trust. Tutors working with children or vulnerable adults should take care to listen to what they are saying and respond appropriately. Children and vulnerable adults are entitled to the same respect as any self-employed tutors, employees, workers and volunteers. It should also be made clear to them what standards of behaviour and mutual respect are expected from them.

Never make promises you cannot keep and never agree or disagree to issues you have no knowledge or have limited knowledge of.

Those working with children/vulnerable adults should behave appropriately, ensure that language is moderated in their presence. Tutors should also note that what may be acceptable language to their friends may not be acceptable to others.

Communication between teacher and student outside lesson time including via social media, text, phone call, email is not appropriate.

Behaviour and abuse

Tutors should aim to promote an environment of trust and understanding and should not tolerate unsociable behaviour, but should try to ensure good working relationships. All self-employed tutors, staff, workers and volunteers at Perfect Plus Tutoring have a strict duty never to subject any child/vulnerable adult to any form of harm or abuse. This includes:

- Any actions which may cause distress.
- shouting or calling service users derogatory names.
- to slap a service user.
- to hold them in such a way that it causes pain, or to shake them.



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- to physically restrain them except to protect them from harming themselves or others.
- to take part in rough games.
- to allow or engage in inappropriate touching of any kind.
- to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them).
- to allow or engage in sexually suggestive behaviour within a person's sight or hearing, or make suggestive remarks to or within earshot.
- to give or show anything which could be construed as pornographic.
- to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.
- to engage with them online in an unacceptable manner.
- To exchange email addresses
- To engage with inappropriate conversations and if you feel a student is inappropriately seeking your attention, ask for support.

Suspensions of Abuse

Any worker who witnesses or suspects abusive behaviour towards a child/vulnerable adult should record the details and report it to Perfect Plus Tutoring. It is NOT the individual's responsibility to investigate his/her suspicions - this requires expertise he/she is not expected to have.

All reports of abuse should be directed to Nicole King who is the safeguarding lead.

Any allegations of abuse made against anyone working for or in connection with Perfect Plus Tutoring will be thoroughly investigated and advice may be sought from other safeguarding agencies. Serious breaches may lead to dismissal (for employees) or termination of any agreement (for self-employed tutors, workers or volunteers).

Perfect Plus Tutoring will appropriately record an allegation or reported incident. We will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary.

(If an employee, self-employed Tutor or volunteer in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to the police but preferably to Perfect Plus Tutoring first for a co-ordinated approach on reporting it to police.)

Confidentiality

All personal information regarding children/vulnerable adults is highly confidential and should only be shared with appropriate people on a need to know basis.

Gifts and Inducements

On no account should anyone from or working in partnership with Perfect Plus Tutoring give a child/vulnerable adult a gift or buy refreshments etc which could be in any way considered as a bribe or inducement to enter into an inappropriate relationship with them.

Communicating This Policy and Concerns

All employees, workers and volunteers at Perfect Plus Tutoring will be made aware of this policy and be supplied with a digital version of this policy. Furthermore, a copy of this policy will be made available to all relevant bodies with whom we work with and will be made available to parents and carers of children/vulnerable adults with whom we work with and plan to work.

Any concerns about the assignment or people involved should be addressed with Perfect Plus Tutoring.

Breach of this Policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our disciplinary procedure for employees and self-employed tutors.

Implementation, Monitoring and Review of this Policy

Nicole King has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to Nicole King.

Next review date: June 2025