



Tutoring Today

Safeguarding Children and Staff Policy

Policy created by:	Date of Adoption:	Date to be Reviewed:	To be reviewed by:
Managing Director: Asim Khan	September 2019	September 2020	Manging Director: Asim Khan

Safeguarding children and staff policy

Tutoring Today regulates and maintains a safe environment for children and staff at our venues regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. All safeguarding aspects identified in this policy apply to the children, our staff and agencies we work with.

If you would like a copy of this document in a different format, such as large print, please telephone 0208 191 7683, or email info@tutoringtoday.co.uk.

This publication is available at: www.tutoringtoday.co.uk

Correspondents

111 Mosslea road
Whytleafe
CR3 0DS

T: 020 191 7683

E: info@tutoringtoday.co.uk

W: www.tutoringtoday.co.uk

Company No. 09056161

© Copyright 2014

Purpose

1. This document outlines Tutoring Today's policy on identifying and responding to concerns regarding the safeguarding and protection of children and staff that attend work for or work with us.
2. The policy seeks to promote effective working in light of the Children Act 2004 and *Working Together to Safeguard Children* (DfE 2013).

The policy identifies procedure for responding to concerns regarding the protection of children and staff.

3. Tutoring Today's definition of safeguarding: In relation to children, Tutoring Today adopts the definition used in the Children Act 2004¹ and the Department for Education (DfE) guidance document: *Working Together to Safeguard Children* 2013 (paragraph 2),² which define safeguarding and promoting children:
 - protecting children from maltreatment
 - preventing impairment of children's health or development
 - taking action to enable all children are safe
4. For the purposes of this policy, Tutoring Today's responsibilities cover:
 - identifying inadequate safeguarding arrangements in a centre
 - Complete records of recruitment checks/inadequate recruitment checking processes
 - raising concerns about the presence of radicalisation and/or extremism
 - responding to specific child protection concerns about children at risk of significant harm that are likely to need to be referred possibly the police.

Aims and objectives

5. Staff will respond to immediate concerns, and will ensure that there is a clear focus on the safety of the children.
6. All staff are legally able and qualified to work with children.

¹ The Children Act 2004: www.legislation.gov.uk/ukpga/2004/31/part/2/crossheading/general

² Working together to safeguard children, DfE, 2013;

www.gov.uk/government/publications/working-together-to-safeguard-children

7. All employees, and those who undertake work for Tutoring Today, must maintain a proper focus on safeguarding children according to our policy.
 - give highest priority to their safety and welfare
 - respond appropriately to disclosure by a child of abuse
 - respond appropriately to allegations against staff, other adults and against themselves

Tutoring Today's responsibilities

8. Tutoring Today does not investigate individual child protection cases or referrals. Tutoring Today is not the statutory authority for the conduct of enquiries into specific child protection concerns; therefore, all staff should follow the procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the children's services department of the relevant local authority. We will share all relevant information with the respective statutory child protection agencies (children's services and/or police) without delay. The reasons for action taken, or not taken, by Tutoring Today will be clearly recorded.
9. Tutoring Today will ensure adequate insurance is taken for both the children and its staff members.
10. All staff are DBS checked and teaching staff have Qualified Teacher Status
11. Children details and parent contact details are at hand, in case of any emergencies
12. Upon arrival all children and staff are registered and accounted for
13. Children, staff and parents/carers are escorted off site at the end of the lesson safely
14. Tutoring Today will have in place a complaints procedure and will deal with all complaints fairly and adequately.