

Tailored Tuition

Responding to Safeguarding Concerns and Disclosures

1. Purpose

This procedure explains how Tailored Tuition staff should respond if they have a safeguarding concern about a child or young person or if a child makes a disclosure of abuse or neglect. It should be read alongside the Tailored Tuition Safeguarding Policy and applies to all staff, volunteers and anyone working on behalf of the organisation.

The welfare of the child is paramount. All safeguarding concerns, regardless of how minor they may appear, will be taken seriously and acted upon promptly.

2. Responsibilities

Every member of staff has a responsibility to remain alert to signs that a child or young person may be experiencing abuse, neglect or other safeguarding concerns. Staff are expected to respond appropriately, record concerns accurately and report them immediately to the Designated Safeguarding Lead (DSL) or, in their absence, the Deputy DSL.

Staff should never attempt to investigate concerns themselves or make promises of confidentiality to a child or young person. Information should only be shared with those who need to know in order to protect the child.

3. Responding to a Disclosure

Where a child or young person chooses to disclose information, staff should remain calm, listen carefully and allow the child to speak freely without interruption. The child should be reassured that they have done the right thing by speaking up, but staff should never promise to keep the information secret. Instead, it should be explained that the information will need to be shared with the Designated Safeguarding Lead so that appropriate support can be provided.

Staff should avoid asking leading questions or attempting to investigate the matter. If clarification is required, only open questions should be used to establish the basic facts. As soon as possible after the conversation, the member of staff must make a factual written record using the child's own words wherever possible and report the concern immediately to the DSL.

If a child or another person is believed to be at immediate risk of significant harm, emergency services should be contacted without delay before informing the DSL, where necessary.

4. Recording Concerns

All safeguarding concerns must be recorded as soon as reasonably practicable after the concern arises. Records should be clear, factual and objective, distinguishing between what was observed, what was said and any actions taken. Personal opinions or assumptions should not be included.

All safeguarding records will be stored securely and managed in accordance with the organisation's Safeguarding Policy, Record Keeping Procedure and Data Protection Policy.

5. Action by the Designated Safeguarding Lead

Upon receiving a safeguarding concern, the Designated Safeguarding Lead will assess the information, determine the appropriate course of action and ensure that all decisions are recorded. This may include monitoring the concern, seeking advice from the appropriate safeguarding authority, making a referral to Children's Social Care or Social Services, contacting the police where appropriate, or working with parents, schools, local authorities and other agencies where it is safe and appropriate to do so.

Where a learner is educated through a local authority placement, safeguarding concerns will be managed in accordance with the procedures applicable to the learner's home local authority.

6. Information Sharing and Confidentiality

Tailored Tuition recognises that effective safeguarding relies upon the timely sharing of information. Information will be shared on a need-to-know basis and in accordance with relevant legislation and statutory guidance. Consent will normally be sought before sharing information unless doing so would place a child or another person at increased risk of harm or would prejudice a safeguarding investigation.

7. Review

This procedure will be reviewed annually, or sooner if there are changes to legislation, statutory guidance or organisational practice.