

Safeguarding Policy



Purpose and scope

The purpose of this safeguarding policy is:

- to protect the children and young people who receive tutoring services from Brooke Tutoring from harm;
- to respond to any allegations and/ or any concerns relating to the welfare of a child or young adult for whom I provide tutoring services to;
- to state the ongoing training I will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

This policy applies to anyone working on behalf of Brooke Tutoring. This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

Responsibilities

I recognise that I have a responsibility for the safety and wellbeing of my students. This responsibility includes:

- ensuring I have a DBS check completed each year;
- ensuring that I undertake appropriate safeguarding training at least once every two years;
- endeavouring to keep up-to-date with any new information about 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. Somerset Safeguarding Children Partnership covers the area within which Brooke Tutoring is active and their procedures can be found here <https://somensetsafeguardingchildren.org.uk/>.

Recruitment

Anyone who will work within Brooke Tutoring will have a DBS check prior to starting work and this check will be repeated on an annual basis. I will use a third party to have my own DBS check completed on an annual basis.

Reporting safeguarding concerns

This is the process that I will follow if (a) a child tells me that they are being abused or (b) I suspect that there are safeguarding concerns for a child who I tutor.

If a student tells me that 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. I will not interrupt when a child is recalling significant events and will not make a 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 Safeguarding Lead for the relevant Local Authority.

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 Safeguarding Lead for the relevant Local Authority.

If I am concerned that the child is in immediate danger, I will call the police.

Useful contact details

Children's Social Care (Somerset Council) **0300 123 2224**

Email: childrens@somerset.gov.uk

Police: **101 or in an emergency 999**