

Sparks Education Safeguarding Policy

The primary responsibility and priority of all tutors of Sparks Education is the safety and wellbeing of the children in their care. If any tutor has any cause for concern, they will report it to Rosie Piper, Designated Safeguarding Lead (DSL), and relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. The name of our LSCB referral point is Kent Integrated Children's Services Portal and can be accessed at: <https://kccchildrens.kent.gov.uk/web/portal/pages/home> and the LSCB procedures can be found at: <https://www.kscmp.org.uk/guidance/worried-about-a-child>

The DSL has a valid safeguarding training qualification, which will be renewed at least every three years, and update training will be completed at least annually. The DSL will also endeavour to keep up-to-date with any new information about safeguarding and child protection, and will update the policy accordingly to include any changes. Tutors understand that child abuse can be classified as physical, sexual, emotional or neglect, and can also be a combination of these, and am aware of the signs and symptoms that may indicate abuse is occurring.

Tutors have read, and understand, the following important documents:

- Prevent Duty Guidance (2015)
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (latest version September 2023)
- What to Do If You're Worried a Child Is Being Abused - A Guide for Practitioners (2015)
- Information Sharing Advice for Safeguarding Practitioners (2018)

Children will only be released from the care of tutors to a parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to tutors, unless photographic ID is shown. Should a child fail to be collected from a Tutor's setting, tutors will call parents after 15-20 minutes. If they cannot be reached, tutors will next call their emergency contacts if tutors are still unable to reach anybody to collect the child, tutors will keep them at the setting for up to one hour. At this point, tutors would contact Children's Services for advice.

Parents/carers must notify tutors of any concerns they have about their child and any accidents, incidents, injuries or changes in circumstances which may affect the child. Tutors will record any details necessary and ask a parent/carer to sign that they have seen my notes (See Appendix 1).

Unless tutors believe that it would put the child at risk of further harm, they will discuss concerns with a child's parent/carer if they notice:

- significant changes in a child's behaviour;
- deterioration in a child's general wellbeing and/or appearance;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or while with a friend/family member.

If a child tells their tutor that they or another child is being abused, tutors will:

- show that they have heard what they are saying, and that they take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions. Tutors 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 they cannot promise confidentiality because some things have to be passed on in order to keep them safe;
- explain what actions they must take, in a way that is appropriate to the age and understanding of the child;
- record what they have been told, as soon as possible, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

Tutors will advise the DSL and will call the local Children's Services duty desk for advice and an assessment of the situation. The tutor will follow up this phone call at a later date if they obtain any further information on the matter, either from the child or a family member. Tutors will record the concern and any contact with Children's Services in a safeguarding log (Appendix 2) which will be kept locked away securely for the legally required length of time.

In all instances, tutors will record:

- the child's full name and address;
- the date and time of the record;
- factual details of the concern, for example bruising, what the child said, who was present;
- details of any previous concerns;
- any action taken, such as speaking to parents.
- details of any explanations from the parents/carers (if tutor feels it is safe to discuss the matter with them).

It is not the responsibility of the tutor to attempt to investigate the situation themselves.

Managing an allegation against a tutor:

Tutors working alone are more vulnerable to allegations of abuse being made against them, or others in their homes.

In order to take mitigate the risk to tutors of this happening:

- Tutors all have up-to-date DBS check;
- Any visitors to the house sign the visitors' record and do not have unsupervised access to the children under any circumstances;

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- Tutors will not take undertake Intimate Care unless there is a written care plan in place, agreed by the tutor, parent and child. Wherever feasible, it should be the parent who carries out any intimate care requirements.
- Tutors will ensure, where possible, that no trades people are in the house during minded hours, unless it is an emergency repair. If they do visit the premises during working hours, they will not be near children without supervision and children will be kept at a safe distance, appropriate to the works being carried out;
- Tutors will document any accident and incident that occurs while children are in their care, informing parents and requesting them to sign the appropriate record;
- Tutors will ask parents/carers to inform them of any accidents/incidents that children have been involved in away from my setting and take a note of any pre-existing injuries for my records, which a parent/carer must sign;
- Tutors will ensure the children are supervised at all times;

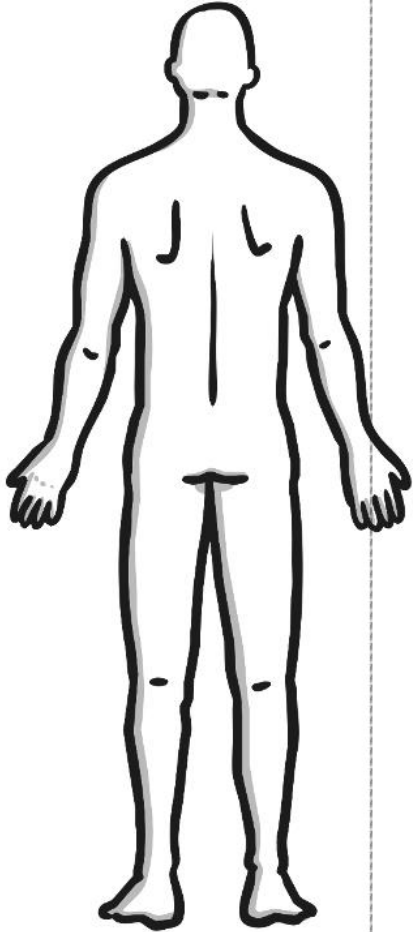
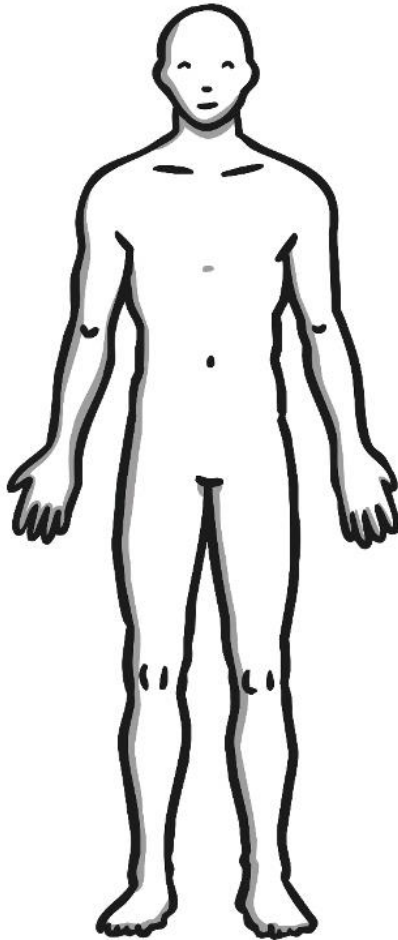
In the event of an allegation being made, tutors will follow the procedure detailed below, to gain support and professional advice.

- Report to the DSL, Rosie Piper, who will contact the public liability insurance provider.
- The tutor will write a detailed record of all related incidents, including what was said and by whom, with times and dates.
- The tutor will ask any witnesses (if there were any) to write a statement detailing the incident they observed, and to provide their contact details in case it needs to be followed up by the authorities.
- DSL to consult with the CSS Front Door service and the Local Authority Designated Officer (LADO) for advice on next steps.
- If advised to do so, tuition services will be suspended until a full investigation into the matter has been completed.

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Appendix 1: Existing Injuries Form

Existing Injuries Form

| | | | |
|---|--|---|--|
| Child's Name: | | Date of Birth: | |
| Reported to setting by: | | <input type="checkbox"/> Parent <input type="checkbox"/> childcare setting <input type="checkbox"/> Other | |
| Date and time injury occurred: | | | |
| Place injury occurred: | | | |
| Name of witnesses/adults present: | | | |
| Description of how the injury occurred: | | | |
| Description of the injury: | | | |
|  | |  | |

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Condition of child following the injury:

Medical treatment or advice sought:

☐

No

☐

If yes, please describe below:

Other comments:

Practitioners notified of existing injury at the start of the session:

Y

☐

No

☐

Practitioners notified of existing injury during the session:

Y

☐

No

☐

Was this injury noticed during the session?

☐

No

☐

If yes, please describe how the injury was found, why it is believed it is in fact an existing injury and that it has not occurred at the setting.

Attending adult's signature:

Date:

Leader's signature:

Date:

Parent's signature:

Date:

Parent Copy

☐

Paper

☐

Email

☐

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Appendix 2: Safeguarding Concern Form

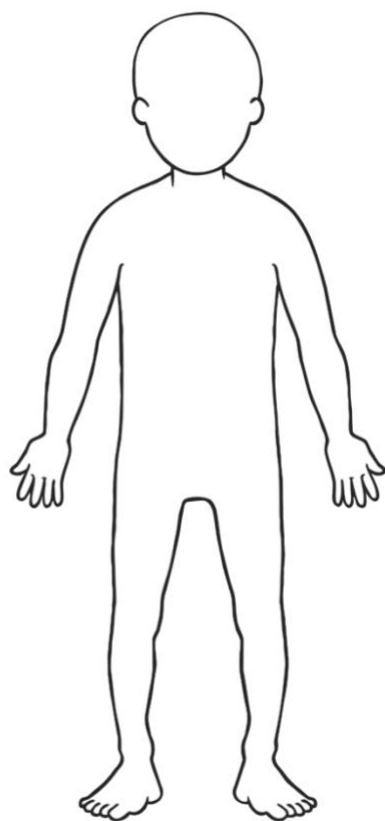
| Safeguarding Concerns Record Form | | | |
|-----------------------------------|--|-----------------------|--|
| Child's name | | Child's date of birth | |
| Current class | | Current year group | |

Concerns about the child:

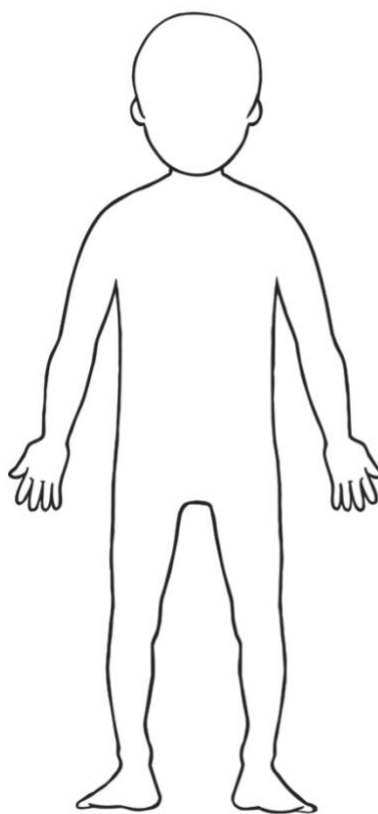
Voice of the child:

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Body map:



Front



Back

Actions taken:

Name of adult
filling in this form

Signature

Date

Time