

Safeguarding Policy Knowledge Nest

A safeguarding policy is a statement which clearly states the steps that tutors will follow to keep their students safe and how tutors will respond to any safeguarding concerns.

Purpose and Scope

- The purpose of our safeguarding policy is:
 - to protect the children and young people who receive tutoring services from Knowledge Nest, from harm;
 - to respond to any allegations and/or any concerns relating to the welfare of a child or young adult for whom we provide tutoring services to;
 - to state the ongoing training we will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

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

- ensuring that we 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: Calderdale LADO.

Recruitment

We ensure staff have safer recruitment training. We ensure that any staff who work at Knowledge Nest have a DBS check prior to starting work with us and that this check will be repeated on an annual basis.

Reporting safeguarding concerns

If a student tells us that they or another child is being abused, we will:

- show that we have heard what they are saying, and that we take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions.

Responsibilities

We recognise that we have a responsibility for the safety and wellbeing of our students. This responsibility includes:

- ensuring we have a DBS check completed each year;

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- when a child is recalling significant events, we will not make a child repeat their account;
- reassure the child that they can tell us anything that is worrying them, but that we cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions we must take, in a way that is appropriate to the age and understanding of the child;
- record what we have been told, as soon as we can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

We will contact the Safeguarding Lead for the relevant Local Authority. If we are concerned that the child is in immediate danger, we will call the police.

Useful Contact Details

Calderdale LADO:

<https://safeguarding.calderdale.gov.uk/report-concerns/>

Training

We will undertake annual safeguarding and child protection training as a team.

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