**Safeguarding Policy**

**Corryn SEN Tutor**

**Website: www.corrynsentutor.com | Email: c.sinclair@corrynsentutor.com**

**1. Statement of Philosophy and Commitment**

Corryn SEN Tutor is committed to safeguarding and promoting the welfare of all children, young people, and adults with care and support needs. Every individual has the right to be protected from abuse, harm, and exploitation, and to receive support that promotes their safety, dignity, and wellbeing.

Safeguarding is everyone’s responsibility. I work in collaboration with families, local authorities, schools, and multi-agency professionals to uphold the highest standards of safeguarding, in line with legislation and statutory guidance including:

* The Children Act 1989 and 2004
* The Care Act 2014
* Keeping Children Safe in Education (KCSIE)
* Working Together to Safeguard Children (2023)
* The Prevent Duty (2015)
* The Equality Act 2010

**2. Definitions**

Children and Young People

A child is defined as anyone who has not yet reached their 18th birthday - Working Together to Safeguard Children (2023)

Safeguarding (children and young people)

“Safeguarding is the action taken to promote the welfare of children and protect them from harm.” – Working Together to Safeguard Children (2023)

It is defined in Working Together to Safeguard Children (2023) as:

• providing help and support to meet the needs of children as soon as problems

emerge

• protecting children from maltreatment, whether that is within or outside the home,

including online

• preventing impairment of children’s mental and physical health or development

• ensuring that children grow up in circumstances consistent with the provision of

safe and effective care

• promoting the upbringing of children with their birth parents, or otherwise their

family network through a kinship care arrangement, whenever possible and where

this is in the best interests of the children

• taking action to enable all children to have the best outcomes in line with the

outcomes set out in the Children’s Social Care National Framework.

This includes:

* Protecting children from abuse and maltreatment
* Preventing harm to children’s health or development
* Ensuring children grow up with safe and effective care
* Taking action to enable all children to have the best outcomes

Child protection

Child protection is part of safeguarding and stated in Working Together to Safeguard Children 2023 as “activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.”

Adults with Care and Support Needs

A person aged 18 or over who:

* Has needs for care and support (whether or not the local authority is meeting any of those needs), and
* Is experiencing, or at risk of, abuse or neglect, and
* Is unable to protect themselves because of those needs.

**3. Types of Abuse**

For Adults

 (As defined under the Care Act 2014)

1. Physical abuse – assault, hitting, slapping, pushing, misuse of medication, restraint
2. Domestic violence – coercive control, honour-based violence, female genital mutilation (FGM)
3. Sexual abuse – unwanted touching, rape, indecent exposure, sexual acts without consent
4. Psychological abuse – emotional abuse, threats, harassment, intimidation
5. Financial or material abuse – theft, fraud, exploitation, misuse of property or benefits
6. Modern slavery – human trafficking, forced labour, domestic servitude
7. Discriminatory abuse – based on race, gender, disability, sexual orientation, age, religion
8. Organisational abuse – neglect or poor care within a setting, routine-led or dehumanising care
9. Neglect and acts of omission – ignoring medical or physical care needs
10. Self-neglect – neglecting oneself to the extent that it threatens health or safety

For Children and Young People

1. Physical abuse – hitting, shaking, burning, poisoning, fabricating illness
2. Sexual abuse – including contact and non-contact abuse, grooming, CSE (child sexual exploitation)
3. Emotional abuse – constant criticism, threats, rejection, exposure to domestic abuse
4. Neglect – persistent failure to meet basic physical and/or psychological needs
5. Child criminal exploitation - a form of child abuse where a child or young person is forced or coerced to engage in criminal activity or commit any type of crime.

**4. Lead Safeguarding Responsibility**

Name: Corryn Sinclair

Email: c.sinclair@corrynsentutor.com

Telephone: Available on request

As a sole trader and DSL, I take full responsibility for all safeguarding arrangements and compliance. In any instance where a conflict of interest arises, concerns will be escalated to the Local Authority Designated Officer (LADO).

**5. Responding to Concerns or Allegations**

Safeguarding concerns should be reported in Worcestershire to Family Front Door.

“The Family Front Door is the referral point for all referrals where members of the community and professionals refer children and young people living in Worcestershire where they are worried about their safety and welfare.” – Worcestershire gov website

This can be done via an online referral form - <https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care> or by contacting them via telephone. NSPCC can be contacted for advice on safeguarding on 0808 800 5000.

Consent

Professionals should get parental consent when making a referral, unless doing so places a person or child at risk of significant harm or serious harm or would cause unjustified delay in making enquiries into significant harm or would prejudice the prevention, detection or prosecution of a serious crime. Consent should be documented in writing. If consent is given verbally, it should be followed up via email to document it.

Step 1: Immediate Risk

 Is anyone in immediate danger?

 → Call 999 (police/ambulance/fire).

Step 2: Gather Information Before Referral

* Full name, date of birth, and address of the child/adult.
* Parent/carer details (for children).
* Nature of concern (what you saw/heard/observed).
* When and where the concern happened.
* Any immediate risks identified.
* Whether the person knows about/refused consent (where appropriate).

Step 2: Refer Concern to appropriate body

* Is the concern about a child/young person (under 18)?

 → Contact Worcestershire Children’s First – Family Front Door

* 01905 822666 (working hours)
* 01905 768020 (Emergency Duty Team, out of hours).
* Is the concern about an adult at risk (18+ with care/support needs)?

 → Contact Worcestershire Adult Social Care

* 01905 768053 (working hours)
* 01905 768020 (Emergency Duty Team, out of hours).

Step 4: During the Referral

* Be factual — describe what you observed, not assumptions.
* Explain the steps you have already taken (if any).
* Provide your own details and role (tutor).
* Take the name of the person you spoke to (if on phone)

Step 5: After the Referral

* Record the referral immediately (time, date, who you spoke to, reference number if given).
* Store the record securely, in line with GDPR and safeguarding policy.
* Inform safeguarding lead/EHCP co-ordinator (if working under contract with a school/LA).
* Continue to monitor and record any further concerns.

Important Reminders

* Do not promise confidentiality — explain you must share concerns.
* If unsure, always err on the side of caution and seek advice.
* Use professional judgement but act immediately if there’s a risk.
* Safeguarding is everyone’s responsibility.

Safeguarding and the Mental Capacity Act 2005

Corryn SEN Tutor recognises the importance of informed consent in all safeguarding decisions and is committed to ensuring that decisions about an individual’s safety and wellbeing take into account their ability to make informed choices. The Mental Capacity Act (2005) refers to an adult as a person 16 years of age and over.

**Key Principles of the Mental Capacity Act (2005):**

* Presumption of capacity – Every adult has the right to make their own decisions and must be assumed to have capacity unless it is proven otherwise.
* Right to support – Individuals should be given all practicable help before anyone concludes that they cannot make their own decisions.
* Unwise decisions – Making an unwise decision does not mean a person lacks capacity.
* Best interests – Any decision made on behalf of a person who lacks capacity must be in their best interests.
* Least restrictive option – Any action taken should be the least restrictive of the person’s rights and freedoms.

Application to Safeguarding

* Safeguarding concerns will always take into account the individual’s right to give or withhold informed consent.
* Where an adult (or person over 16 years of age) is deemed to have capacity, their views, wishes, and choices will be respected, even if their decision appears unwise.
* Where there is doubt about capacity, a capacity assessment should be carried out by an appropriate professional, and decisions will be made in the individual’s best interests.
* If a person is found to lack capacity to consent to safeguarding intervention, Corryn SEN Tutor will work in line with the Mental Capacity Act 2005 Code of Practice, and liaise with local safeguarding partners (Worcestershire Safeguarding Adults Board, local authority, health, and other relevant agencies).
* Where a safeguarding risk is significant, or where others may also be at risk, referrals may proceed without consent, in accordance with statutory safeguarding duties.

Contacts where there are mental health concerns regarding an adult:

**1. Adult Social Care (Safeguarding Concerns)**

If you believe an adult may lack capacity and be at risk of abuse, neglect, or harm, you should report it as a safeguarding concern to Worcestershire Adult Social Care:

Working hours: Call 01905 768053.

Outside of hours / emergencies: Contact the Emergency Duty Team (EDT) on 01905 768020.

**2. For Safeguarding Advice (Non-Referral Guidance)**

If you’re not sure whether concerns require referral—or simply need advice—contact the Adult Safeguarding Team on 01905 843189 (10 am–4 pm, weekdays).

**3. Approved Mental Health Professional (AMHP) Service**

If the concern is acute and may require a Mental Health Act assessment (for example, if a person poses a risk to self or others due to a mental disorder), a referral to the AMHP Service is required.

Available 24/7: Call 01905 846877 for AMHP referrals

Referrals must be made by professionals or nearest relatives; often following contact with GP or crisis team.

**Whistleblowing arrangements:**

Stated in the Whistleblowing policy for Corryn SEN Tutor:

If you have a genuine concern about wrongdoing in connection with Corryn’s SEN Tutor Services, you are encouraged to raise it as soon as possible.

You can report concerns to:

* Corryn Sinclair directly via email at c.sinclair@corrynsentutor.com

Discuss the concern with the individual unless this will increase the level of risk to a child/ren. If it is believed that the level of risk will not increase, then initial fact-finding enquiries can be completed prior to contacting the LADO as this will help you determine if the LADO threshold is met and whether a referral is necessary. Should you decide that the LADO threshold is not met then you will need to record the reasons for this for your own records.

* If you feel unable to raise the concern with me directly (e.g. because it involves me), you may report it to an appropriate external body, such as:
* School/Local Authority safeguarding lead contact
* NSPCC Whistleblowing Advice Line – 0800 028 0285
* Local Authority Designated Officer (LADO) in Worcestershire for safeguarding issues

A LADO referral should be made when there is an allegation or evidence that any person who works with children (via their employment or voluntary activity) has met the below threshold:

* behaved in a way that has harmed a child or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved in a way that indicates they may pose a risk to children
* behaved or may have behaved in a way that indicates they may not be suitable to work with children

If you are unsure about referring to the LADO please speak to your Designated Safeguarding Lead at the Local Authority or child’s school (if they have one) or the NSPCC Whistleblowing Advice Line, who can advise on whether the threshold has been met.

If you still require some guidance please submit an online referral to LADO then you can contact the duty LADO on: 01905 846221. They first need the referral to be submitted via the online form in order for any advice from the LADO to be recorded.

Referral form and further information - <https://www.worcestershire.gov.uk/council-services/childrens-social-care/refer-childrens-social-care>

Email: LADO@worcestershire.gov.uk

Contact telephone number - 01905 846221

**6. How Service Users Can Report Concerns**

All parents, carers, and learners are:

* Informed during onboarding that safeguarding is a core part of the service
* Given clear information on how to raise a concern or complaint (see Complaints Policy)
* Encouraged to speak directly to me, or if uncomfortable, to report concerns to the LADO or relevant local authority (see above)

**7. Internal Management of Concerns**

Once a concern is reported:

1. I will record the incident clearly, factually, and confidentially
2. Assess the risk and urgency of the situation
3. Contact the relevant agency:
	* Children’s Social Care (MASH/First Response/Family Front Door)
	* Adult Safeguarding Team
	* Police if the individual is in immediate danger
4. Seek guidance from the LADO where an allegation involves a professional or someone in a position of trust

**8. Safeguarding Awareness and Preventative Measures**

To help prevent abuse or harm:

* I complete regular safeguarding and Prevent training
* I hold an enhanced DBS check and am registered with the Update Service
* Follow procedures to keep myself and children safe during sessions
* Have risk assessments in place and keep these up to date
* All online sessions are delivered via secure platforms with appropriate safety measures
* Learners are taught safe use of the internet, encouraged to express concerns, and reminded that I am a trusted adult
* I work collaboratively with parents, carers, and professionals to identify any early signs of concern

**9.. Multi-Agency Collaboration**

Corryn SEN Tutor actively engages with:

* Social workers
* Designated safeguarding leads in schools
* Educational psychologists and SEN caseworkers
* The local authority’s safeguarding teams

This ensures concerns are not dealt with in isolation and that learners benefit from a coordinated response.

**10. Policy Review**

This policy is reviewed annually or immediately in light of legislative or procedural changes.

**Policy Owner: Corryn Sinclair**

**Date issued: July 2025**

**Date amended: September 2025**

**Next review due: September 2026**

**Prevent (Anti-Terrorism) Policy**

**Corryn’s SEN Tutor Services**

**Website: www.corrynsentutor.com | Email: c.sinclair@corrynsentutor.com**

**1. Purpose of this Policy**

This policy outlines how Corryn’s SEN Tutor complies with the Prevent Duty under Section 26 of the Counter-Terrorism and Security Act 2015. The Prevent Duty requires all educational providers to have “due regard to the need to prevent people from being drawn into terrorism.”

This includes protecting learners from all forms of radicalisation and extremism and supporting them to build resilience against ideologies that promote violence or hatred.

**2. Scope**

This policy applies to:

* All learners receiving tuition (especially those who may be vulnerable)
* Any freelance tutors or staff working under Corryn’s SEN Tutor
* Communication with parents/carers and professionals involved in the learner’s care
* Both online and face-to-face delivery

**3. Principles**

Corryn’s SEN Tutor is committed to:

* Safeguarding learners from all forms of exploitation and harm, including radicalisation
* Promoting British values of democracy, rule of law, individual liberty, mutual respect, and tolerance
* Ensuring that learners feel safe and supported in expressing themselves without fear of judgement or coercion
* Being alert to signs of radicalisation and extremist behaviour
* Supporting vulnerable learners and referring concerns to the appropriate authority

**4. Understanding Radicalisation and Extremism**

* Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
* Extremism is defined as vocal or active opposition to fundamental British values. It includes calls for the death of members of the armed forces, or views promoting hatred, intolerance, or violence.

Learners with additional needs, social isolation, mental health issues, or experience of trauma may be more vulnerable to radicalisation.

**5. Risk Assessment**

As a sole trader tutor:

* I regularly assess risk based on learner context, age, vulnerability, and engagement.
* I remain alert to changes in language, behaviour, or online activity that could indicate exposure to extremist material or views.
* Risk is considered particularly in learners who are socially isolated or disengaged from mainstream schooling.

6. Roles and Responsibilities

Prevent Lead / Designated Safeguarding Lead (DSL)

Name: Corryn Sinclair

Email: c.sinclair@corrynsentutor.com

Role: Responsible for identifying Prevent risks, managing concerns, completing training, and liaising with Prevent professionals and local safeguarding boards.

**7. Recognising Signs of Radicalisation**

Warning signs may include:

* Sudden or extreme political or religious views
* Withdrawal from friends and family
* Use of extremist language or symbols
* Expressing support for extremist groups or ideologies
* Obsession with conspiracy theories or online extremist forums
* Attempting to recruit others to their views

These should always be considered in context and alongside other safeguarding indicators.

**8. Reporting Concerns**

If there is a concern about a learner being radicalised or at risk of extremism:

1. Concerns must be reported to the DSL (Corryn Sinclair).
2. A clear written record will be kept (factual, dated, signed).
3. Where necessary, a referral will be made to:
	* Local Prevent Coordinator or Channel Panel
	* MASH / Children’s Social Care
	* Police via 101, or 999 in an emergency

Concerns will be handled sensitively, and parents/carers will be involved unless doing so would place the child or others at risk.

**9. Online Safety**

Given the prevalence of online radicalisation, the following safeguards are in place:

* Secure platforms are used for all online sessions.
* Learners are educated on safe internet use and encouraged to question online content critically.
* Parents are advised to supervise internet access and talk openly with their children about online risks.
* Concerns about extremist content being accessed or shared online will be reported immediately.

**10.Training**

* I complete annual Prevent and safeguarding training to remain up to date with national guidance.
* Any additional tutors or assistants will be required to complete certified Prevent training before working with learners.

Free training is available via:

* [Home Office Prevent eLearning](https://www.gov.uk/government/publications/prevent-duty-guidance)

**11. Preventative Measures**

To help prevent radicalisation:

* Learners are supported to express opinions in a safe, respectful way
* Critical thinking, tolerance, and personal responsibility are encouraged
* I engage with parents, carers, and professionals where any concerns arise
* A zero-tolerance approach to discrimination, hate speech, or extremist ideology is upheld

**12. Monitoring and Review**

This policy is reviewed annually or in response to changes in the Prevent strategy or safeguarding legislation.

**Policy Owner: Corryn Sinclair**

**Date issued: July 2025**

**Date amended: September 2025**

**Next review due: September 2026**