

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

Purpose and Scope

The purpose of safeguarding is:

- to protect the children and young people who receive tutoring services from Ibberson Tutoring Solutions 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 that we undertake to ensure that safeguarding protocols are up-to-date and understood by all staff.

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

Responsibilities

Ibberson Tutoring Solutions have a responsibility for the safety and wellbeing of our students. This responsibility includes:

- ensuring all staff have a DBS check prior to employment
- ensuring that staff undertake appropriate safeguarding training at least once every two years
- keeping 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 of the local town/county the child lives in.

Recruitment

All staff working at Ibberson Tutoring Solutions undertake criminal record checks (DBS or equivalent) prior to starting employment with us. Equally all staff undertake regular safeguarding training to ensure staff are up-to-date with our procedures and local legislation.

Reporting Safeguarding Concerns

If a child tells a member of staff that they or another child is being abused, we will:

- Show that we 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. Staff are expected to listen and not interrupt the child to ensure any information given to staff is offered and not forced
- When a child is recalling significant events we will not make a child repeat their account of what happened
- Reassure the child they can tell me anything that is worrying them, but that we cannot ever promise to not tell anybody because somethings have to be passed on in order to keep them safe
- Record what we have been told, within 1 hour after the discussion takes place, using the exact words where possible
- Make a note of the date, time, place and people who were present during the disclosure
- The tutor will then pass this record on to the DSP (Designated Safeguarding Person).

The DSP will be responsible for contacting the Safeguarding Lead for the Local Authority; however, if the staff member is concerned that the child is in immediate danger, they will call the police and then follow the recording process as stated above.

All disclosures are handled with respect and full support is offered by Ibberson Tutoring Solutions to any student that discloses any concern.

