[](https://www.twinkl.co.uk/)

**Safeguarding Policy for 3 Bright Stars.**

**March 2025**

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* keep up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes. We use NSPCC CASPAR updates to keep us well informed or good practice.

This policy applies to anyone working with children at 3 Bright Stars. This policy will be reviewed and updated in March of every year or if there is a change in safeguarding protocols.

* Make sure all staff have an enhanced DBS that is kept live through subscription to the update service.
* report safeguarding concerns correctly to the relevant bodies, by following the Local Safeguarding Children Board (LSCB) procedures that apply to each child according to their home address.
  + Staffordshire concerns are reported [here](https://www.staffordshire.gov.uk/Care-for-children-and-families/Childprotection/Report-a-concern-online.aspx) .

**Responsibilities**

All tutors working in 3 Bright Stars understand that safeguarding is everyone’s responsibility. We work together to ensure the safety and wellbeing of every student. We protect children through our responsibility to …

**Safety in Sessions – Actions include…**

* For all 1-1 sessions a parent or accompanying adult must remain on the premises and within ear shot of the learner. We encourage parents to join in sessions.
* Doors to the rooms we work together in will be open at all times.
* Some children have a sensory need for touch ( hugs etc). Please talk with the tutor to discuss if this is the case for your child. We typically use high 5s and fist bumps to meet age appropriate and typical physical sensory needs.
* Children must be dressed ready for learning eg; be ready to use outdoor spaces.
* Please let tutors know of any animals in the home before arrival.
* Please do not smoke when tutor sessions are occurring.
* Tutors will only message or call adult phones/ emails.



**Ways we keep learners safe**

* In our first sessions we make sure we find out all about a learner’s needs ( eg: sensory needs. Send needs/ allergies and health needs and educational needs
* We will work in spaces that feel safe to you – your home or ours. Living rooms/ kitchens / gardens.
* We keep records of key information about learners in line with GDPR and our data retention policies ( privacy policy on our website [www.3brightstars.co.uk](http://www.3brightstars.co.uk) )
* We regularly share progress and information about learning with families.
* We work from children’s interests and strengths as a starting point.

**DBS**

Please ask if you would like to see original DBS certificates.

In line with the requirements of the Statutory [Guidance of Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and [Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) 3 Bright Stars’s approach to safeguarding protect s children from harm whilst in their care and respond to any allegations and/

or any concerns relating to the welfare of a child or young adult for whom you provide tutoring services .

**Purpose and Scope**

The Purpose of this policy is to clearly outline the steps that tutors at 3 Bright Stars follow to keep their students safe and how we will respond to any safeguarding concerns.

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**Training**

* All staff undertake safeguarding training ( level 1 ) at least annually as provided by certified cpd / local authority or NSPCC.
* Certificates are available to view upon request
* show that we have heard what they are saying, and that we take their allegations seriously;
* encourage the child to feel free to talk, without prompting them or asking them leading questions.
* reassure the child that they can talk about anything that is worrying them, and explain that some things have to be passed on in order to keep them safe.
* explain what actions will follow 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.
* 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.
* When necessary make contact with the Safeguarding Lead for the

local authority of our learner’s home town.

**Useful Contact Details**

**Staffordshire First Response**

**Contact details for reporting a concern**

Tel ; [0300 111 8007](tel:03001118007) and select option 1.

Out of office hours Tel : [0345 604 2886](tel:03456042886).

[Website for information](https://www.staffordshire.gov.uk/Care-for-children-and-families/Childprotection/First-Response.aspx)

For Police call 999 or 101

It is our responsibility to raise concerns if we are worried about a child’s safety. This may include talking with partner professional teams

For example: **If a student discloses that they or another child is being abused or if we have suspicions of a safeguarding or welfare concern in relation to one**

**of our learners we will ;**

**we will:**

**Processes for safeguarding - if a child tells us something that is worrying them or that has happened to them we may need to pass concerns to local safeguarding teams.**

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