



# Bespoke

Tutors UK Ltd.

67 King Street, Maldon, Essex. CM9 5DX

Company registration no.: 14831085

## Safeguarding Policy

Date: 01 July 2023

Review: 01 July 2024

### Our aims

We are a fully inclusive tutoring and educational service with the unique skills and abilities to nurture young minds, inspire young people and celebrate individual success to support the next generation to become life-long learners and achieve their aspirations regardless of their starting points.

All staff aim to keep children, young people and vulnerable adults safe in education and closely follow the Department for Education guidance:

'Keeping Children Safe in Education (KCSIE), DfE, September 2023' -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1161273/Keeping\\_children\\_safe\\_in\\_education\\_2023\\_-\\_statutory\\_guidance\\_for\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf))

### Purpose

The purpose of this policy statement is to outline Bespoke Tutors UK Safeguarding Policy and Procedures, and set out the ways of working we use as a business to show our commitment to ensuring our safeguarding practices reflect our statutory responsibilities, government guidance and best practice to keep children and young people safe in education.

We are fully committed to:

- Protecting children and young people who receive Bespoke Tutors UK's services from harm. This includes the children of adults who use our services.
- Providing staff and tutors, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- Protecting staff from allegations made against them, investigating any allegations in a timely manner and acting fairly in accordance with our policies and procedures.

This policy applies to anyone working on behalf of Bespoke Tutors UK, including Directors, tutors, therapists, and temporary workers.

## Who Is This Policy For?

Tutors, Parents, Students, and Bespoke Tutors UK staff.

## Designated Safeguarding Officer

Name: Mrs Kate Marshall

Phone: 07488 386703

Email: [bespocketutorsuk@gmail.com](mailto:bespocketutorsuk@gmail.com)

## Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Our policy establishes a framework to support all those who come into contact with Bespoke Tutors UK, protect them from abuse and maltreatment of any kind and clarifies the organisation's expectations.

We will apply robust risk management processes for the identification of situations which may require the organisation to make professional judgements to protect students from harm.

The organisation will collectively manage risks and reduce the likelihood of abuse by:

- Providing up-to-date safeguarding policies and procedures that reflect current safeguarding legislation and guidance

- Having robust safer recruitment, selection and appointment procedures for staff and tutors
- Promoting and use safer working practices for staff, tutors and students
- Providing induction and ongoing training for staff and tutors
- Developing and maintaining a culture of vigilance within all areas of the organisation's work
- Protecting students and tutors from harm
- Making sure people can raise safeguarding concerns
- Handling allegations or incidents in accordance with policies and procedures
- Reporting any allegations or incidents to the relevant authorities

It is the responsibility of all staff, tutors and parents to read this policy and supporting procedures and know what to do in the event of a safeguarding concern.

## Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

## Safeguarding Duty of Care

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- 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; and
- Taking action to enable all children to have the best outcomes

Abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. (*KCSIE 2023, para. 26*)

### **We believe that:**

- Children and young people should never experience abuse of any kind
- Staff, Tutors and Clients of Bespoke Tutors UK have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and

volunteers know about and follow our policies, procedures and behaviour codes confidently and competently

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](http://ico.org.uk/fororganisations)]
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## **Safer Recruitment**

The Safeguarding Vulnerable Groups Act 2006 and The Tutors' Association Code of Conduct requires Bespoke Tutors UK Ltd. to carry out specific vetting (enhanced DBS and barred list checks) on staff or tutors if they work with children and vulnerable people.

### **Recruitment procedures**

- All tutors must successfully pass a live, online interview before being admitted into the company.
- Tutors will be required to provide proof of identification during their live interview.
- Bespoke Tutors UK conducts live, virtual interviews as well as each tutor being subject to lesson observations periodically as a secondary control.
- We require all tutors to have a valid enhanced Criminal Background check prior to any tuition commencing.

Bespoke Tutors UK considers a Criminal Background record check to be valid if it:

- Is an up to date enhanced DBS check

- Is issued in the UK
- Details Children's Barred List Information
- Is relevant to the tutor's place of work and previous address history

### **Criminal record checks**

All new tutors joining the company will be required to have an updated Enhanced DBS Check with Child Barring Service, unless they are registered on the DBS Update Service prior to commencing tuition. Tutors who teach or reside in Scotland, Wales, NI or abroad may be subject to additional checks at the request of Bespoke Tutors UK.

Section 243 of KCSIE 2023 states

“Once the checks are complete, the DBS will send a DBS certificate to the applicant. The applicant must show the original paper DBS certificate to their potential employer before they take up post, or as soon as practicable afterwards. Schools and colleges will be able to compare any information disclosed on the certificate.”

Bespoke Tutors UK uses a certified screening provider to carry out any new criminal background checks. This provides confirmation to Bespoke Tutors UK on whether a tutor has convictions before sending a certificate to the individual. Bespoke Tutors UK uses this result to determine appointments.

All tutors must share a copy of their DBS certificate with Bespoke Tutors UK once it has been issued. We will retain a copy of the certificate and confirm renewal annually, in line with KCSIE 2023 guidance.

Tutors will not be allowed to carry out any tuition services until we have received the results of their DBS check from our DBS online screening provider. Tutors on the Update Service will be expected to provide a copy of the original DBS certificate to us so a check can be conducted before they can commence tuition services..

As an organisation we use Disclosure information for the purpose of assessing an applicant's suitability for employment purposes we undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

A Disclosure should only be requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts, and recruitment briefs will contain a statement that a Disclosure will be requested.

Unless the nature of the position allows us to ask questions about a tutor's entire criminal record, we will only ask about "Unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

### **Reference Checks**

All tutors are required to submit a minimum of 2 reference checks before conducting any tuition.

Reference checks must be:

- Addressed to Bespoke Tutors UK Ltd.
- Either from previous employment, an academic source or a recognised professional who has been known to the applicant for a minimum of 1 year
- Confirm dates of employment
- Confirm that the candidate is suitable to work with children

References will be asked for during onboarding. If a tutor fails to have 2 complete and relevant references, they will not be permitted to tutor with us.

### **Tutor Training**

We believe that training and raising awareness of safeguarding issues, policies and procedures is fundamental to the development and maintenance of a safer environment, safer organisation and safer staff / tutors. We ensure that appropriate safeguarding training is provided to all staff and tutors to assist them in:

- preventing abuse
- recognising abuse
- recording concerns
- responding appropriately to allegations of abuse
- knowing who to tell, and

- when information can be shared.

Safeguarding training at the appropriate level to the role and responsibilities held is a mandatory element of all inductions for staff and tutors. Furthermore, safeguarding training is not regarded as a 'once only' activity, but as an ongoing development of skills and knowledge of safeguarding practices.

Monitoring the working practice of staff and tutors is undertaken no less than once per year through the appropriate supervision mechanisms such as online courses and quizzes to ensure the requirements of this policy and supporting procedures are being met.

## What To Do If You Have A Safeguarding Concern

### **Reporting:**

It's vital that you report any safeguarding concerns to Bespoke Tutors UK's Designated Safeguarding Lead so we can investigate fully. All Safeguarding concerns will be investigated within 24 hours of us receiving the report.

To help the team to respond and refer appropriately you should follow the guidance below:

- Remember that concern documents are used in court cases and inquests as evidence.
- Reports should be objective, factual and detailed.
- Please alert the Designated Safeguarding Lead as soon as possible. It can take several hours to deal with even urgent concerns and the earlier we start the better

We will deal appropriately and promptly with all allegations or concerns and refer all safeguarding concerns or allegations about its directors, staff or tutors immediately to the appropriate local authority designated officer (LADO) in accordance with local safeguarding procedures and practical guidance, in accordance with the statutory guidance Working Together to Safeguard Children, 2018.

We will consider immediate suspension (without prejudice) if a safeguarding allegation is made against any staff member or tutor pending investigation when there is cause to suspect that another child(ren) is/are at risk of harm from their continued contact with children. Refer to KCSIE 2023, Part 4: 379.

Suspension will also be considered even if the allegation is not linked to their role or activity with Bespoke Tutors UK.



## **Disclosure**

Once a disclosure has been made or a concern has been shared, the Safeguarding Team will consider the information, if necessary, taking advice, and will make a decision to either:

- Keep detailed records of the concern with no further action at this time
- Make a child protection referral to Children's Social Care
- Report any concerns about unsafe practice by any of its directors, staff or tutors to the Disclosure and Barring Service (DBS)
- Report incidences of significant risk of harm to the child or young person to the Police

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately. Once the decision is made to make a referral the Safeguarding Team will contact the relevant Children's Social Care Team and make a telephone referral. This must be followed up in writing within 24 hours.

## **Emergency responses**

Where a child is identified at immediate risk of harm then the tutor will immediately contact the Designated Safeguarding Lead who will in turn contact the Police for the areas where the risk is located using 999.

## **Bespoke Tutors UK Staff and Tutors**

All staff and tutors have a shared responsibility to safeguard and promote the welfare of children and young people. They should know how to recognise, respond to, report and record any safeguarding concerns.

All staff and tutors are responsible for following the organisation's safeguarding procedures for reporting any concerns relating to abuse or neglect or suspected abuse or neglect of any child or young person immediately.

In an emergency staff and tutors will be expected to report urgent concerns directly to the relevant statutory agency.

## **Sharing and storing information**

Bespoke Tutors UK Ltd. does not share any safeguarding information with any third parties with the exceptions of:

- The Designated Safeguarding Lead of the Student's school
- Social Care
- Police

Outside of the above authorities, written consent from the Client is necessary to share any information to any other third party.

Bespoke Tutors UK Ltd. do not store any information relating to safeguarding of Student's. This must be held by the Student's school, Social Care or relevant Local Authority (where the child has an EHCP).

All staff agree to follow the processes set out within this policy to keep children and young people safe in education and will refer any concerns to the Designated Safeguarding Lead for Bespoke Tutors UK Ltd.

The Client and Students equally agree to follow the processes set out within this policy and the following accompanying policies:

- Code of conduct
- Online safety
- Terms of Business
- Data Protection Policy

## **Complaints**

If a complaint is identified as a potential safeguarding concern, then the Safeguarding Procedures will be followed.

## **Legislation And Guidance**

### **Legislation**

- Children Act 1989
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child, 1991

- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Forced Marriage (Civil Protection) Act 2007
- The Equality Act 2010
- Children and Families Act 2014
- Anti-Social Behaviour, Crime and Policing Act 2014
- Modern Slavery Act 2015
- Counter Terrorism and Security Act 2015
- Children and Social Work Act 2017
- Data Protection Act 2018
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- Children's Code (issued under S125 DPA 2018, effective Oct 2021)

## **Guidance**

- What to do if you're worried about a Child is being Abused, 2015
- Child Sexual Exploitation Guidance 2017
- Information Sharing Advice for Safeguarding Practitioners 2018
- Working Together to Safeguard Children 2018 places a general duty on schools to work and cooperate with other agencies to safeguard and promote the welfare of children. Green Tutors is committed to do this by having an open, honest and transparent line of communication.
- Guidance for Safer Working Practice for those working with children and young people in education settings, May 2019
- Keeping Children Safe in Education 2023 (KCSIE) is statutory guidance issued from the Department for Education under Section 175 of the Education Act 2002. Schools and colleges must have regard to this when carrying out their duties to safeguard and promote the wellbeing of children.
- Sexual violence and sexual harassment between children in schools and colleges 2021 – the advice provided by the DfE sets out what sexual violence and sexual

harassment is, how to minimise the risk of it occurring and what to do when it does occur or is alleged to have occurred.

- Children's Code is a statutory code of practice that articulates how online services likely to be accessed by children should comply with the UK GDPR when using children's data.
- Safeguarding children who come from Black, Asian and minoritised ethnic communities
- Safeguarding d/Deaf and disabled children and young people
- Safeguarding LGBTQ+ children and young people
- Safeguarding children with special educational needs and disabilities (SEND).

NSPCC Helpline 0808 800 5000

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 01 July 2023

Signed: ***K Marshall***

Date: 01 July 2023

Next review date: 01 July 2024