



Tuition  
extra

# Safeguarding Policy

## Key Contact Personnel

### **Designated Safeguarding Lead:**

Mrs Emma Sedgwick

### **Deputy Designated Safeguarding Leads:**

Angela Hughes  
Lydia Blench  
Holly Wilkie

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures, any significant events, or local child protection concerns.**

**Date of Approval:** 01 October 2024

**Signed:** Ruth Minhall

**Position:** CEO

**Last reviewed:** 10<sup>th</sup> Sept 2023

**Next review:** September 2025

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## 1. Introduction and Ethos

- Safeguarding is everybody's responsibility and all those directly connected (staff, parents, families and students) have an essential role to play in making the setting safe and secure. Tuition Extra recognises our statutory responsibility to safeguard and promote the welfare of all children and believe that the best interests of the child always come first.
- **All members of staff have a responsibility to:**
  - Provide 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 the 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.
  - Take action to enable all children to have the best outcome.
  - Provide a safe environment in which children can learn.
  - Be prepared to identify children who may benefit from early help.
  - Understand the early help process and their role in it.
  - Understand the setting's safeguarding policies and systems.
  - Undertake regular and appropriate training.
  - Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
  - Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
  - Be able to identify and act upon indicators that children are, or are at risk of, developing mental health issues.
  - Know how to maintain an appropriate level of confidentiality.
  - Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
  - Maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child.
  - Read and adhere to the settings policies.

**The welfare and safety of children are the responsibility of all staff in Tuition Extra and ANY concern for a student's welfare MUST always be reported to the Designated Safeguarding Lead(s).**

- Staff working with children at Tuition Extra will maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Tuition Extra recognises the importance of providing an ethos and environment that will help children to feel safe, secure, and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

- Tuition Extra's core safeguarding principles are:
  - That are an important part of the wider safeguarding system for children.
  - It is a whole service responsibility to safeguard and promote the welfare of children as its paramount concern.
  - The service expects that if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.
  - All our students have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
  - All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
  - All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.
  
- There are four main elements to our safeguarding policy:
  - **Prevention:** Positive, supportive, safe school/setting culture, curriculum and pastoral opportunities for children, safer recruitment procedures;
  - **Protection:** Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns;
  - **Support:** All students, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm;
  - **Working with parents and other agencies:** To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
  
- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, Keeping Children Safe in Education 2024 (KCSIE) which requires individual schools and colleges to have an effective child protection policy.
  
- The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those outlined within KCSIE 2024 and the Kent Safeguarding Children Multi-agency Partnership (KSCMP).

## 2. Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
  - DfE guidance Keeping Children Safe in Education 2024.
  - Working Together to Safeguard Children 2018.
  - Ofsted guidance: Education Inspection Framework 2019.
  - Framework for the Assessment of Children in Need and their Families 2000
  - Kent and Medway Safeguarding Children Procedures (Online).
  - Early Years and Foundation Stage Framework 2017 (EYFS).
  - The Education Act 2002
- Section 175 of The Education Act 2002 requires school governing bodies, local

education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are students at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

### **3. Definition of Safeguarding**

- In line with KCSIE 2024, safeguarding and promoting the welfare of children is defined for the purposes of this policy 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.
  
- Tuition Extra acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):
  - Abuse and neglect
  - Bullying (including cyberbullying)
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation (CCE)
  - Contextual safeguarding (risks outside the family home)
  - County lines and gangs
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Gender based abuse and violence against women and girls
  - Gangs and youth violence
  - Hate
  - Homelessness
  - Human trafficking and modern slavery
  - Mental health
  - Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or “Sexting”
  - Online safety
  - Child on child abuse
  - Preventing radicalisation and extremism (Prevent)
  - Private fostering
  - Relationship abuse
  - Serious violence
  - Sexual Violence and Sexual Harassment
  - Female Genital Mutilation (FGM)
  - So-Called honour-based abuse including Forced marriage
  - Upskirting

Please refer to Part One and Annex A of Keeping Children Safe in Education 2024 for further information.

- Every member of staff at Tuition Extra recognises that children experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks.

#### **4. Supporting Guidance** (to be read and followed alongside this document)

- Teachers standards – July 2011 (introduction updated June 2013, latest terminology update Dec 2021) - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1040274/Teachers\\_Standards\\_Dec\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040274/Teachers_Standards_Dec_2021.pdf)
- Safeguarding Disabled Children – Practice Guidance 2009 - <https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>
- Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings - Safer Recruitment Consortium 2019 - [https://www.kelsi.org.uk/\\_data/assets/word\\_doc/0015/30147/LADO-Guidance-for-safer-workplace-practice.doc](https://www.kelsi.org.uk/_data/assets/word_doc/0015/30147/LADO-Guidance-for-safer-workplace-practice.doc)
- What To Do If You're Worried a Child is Being Abused - DfE 2015 - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- Safer Practice with Technology for Professionals – KCC - [https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0004/60934/Safer-Practice-August-2016.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0004/60934/Safer-Practice-August-2016.pdf)
- Education People Safeguarding Children and Child Protection – Induction Leaflet Guidelines for School Staff - [https://www.kelsi.org.uk/\\_data/assets/word\\_doc/0009/73962/CP-Induction-Leaflet-Schools.docx](https://www.kelsi.org.uk/_data/assets/word_doc/0009/73962/CP-Induction-Leaflet-Schools.docx)
- KCC Guidelines for Safeguarding Record Keeping in Schools - [https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0017/65051/Safeguarding-record-keeping-guidelines.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0017/65051/Safeguarding-record-keeping-guidelines.pdf)

#### **5. Key Responsibilities**

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. Schools and colleges form part of the wider safeguarding system for children.
- The Leadership Team will ensure that the DSL(s) is properly supported in this role at a time and resource level.

## 5.2 Designated Safeguarding Lead (DSL)

- Tuition Extra has appointed **Mrs Emma Sedgwick** as the Designated Safeguarding Lead (DSL). The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems in Tuition Extra.
- Tuition Extra has appointed Deputy DSLs whom have delegated responsibilities and act in the DSL's absence.
- Whilst the activities of the Designated Safeguarding Lead may be delegated to the deputy, the ultimate lead responsibility for safeguarding and child protection remains with the Designated Safeguarding Lead and this responsibility will not be delegated.

### **It is the role of the DSL to:**

- Act as the central contact point for all staff to discuss any safeguarding concerns.
- Refer cases of suspected abuse to the Front Door/LADO/Local Authority Social Services as required.
- Inform the leadership team of any significant issues and cases - especially on-going enquiries under Section 47 of the Children Act 1989 and Police investigations.
- Maintain a confidential recording system for safeguarding and child protection concerns.
- Co-ordinate safeguarding action for individual children. When supporting children with a social worker or looked after children the DSL should have the details of the child's assigned social worker.
- Liaise with other agencies and professionals in line with KCSIE 2024 and Working Together to Safeguard Children 2018.
- Responsibility for "understanding the filtering and monitoring systems and processes in place".
- Ensure that locally established procedures as put in place by the three safeguarding partners (KSCMP), including referrals, are followed as necessary.
- Represent or ensure Tuition Extra is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences).
- Manage and monitor the Tuition Extra's role in any multi-agency plan for a child.
- Be available during term time (during normal school/setting hours) for staff to discuss any safeguarding concerns.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE 2024.
- Refer cases to the Prevent programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Prevent programme.
- Refer cases where a crime may have been committed to the Police as required.
- Support staff who have contacted Police regarding a case or suspected case of Female Genital Mutilation (FGM)



## **Training**

The DSLs will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out the role. The DSL's training will be updated formally every two years but their knowledge and skills will be updated through a variety of methods including refresher training, KSCMP updates, KELSI updates and local meetings at regular intervals, at least annually, to keep up with any developments relevant to their role.

## **Raising Awareness**

The DSL should:

- Ensure Tuition Extra's safeguarding policies are known, understood and used appropriately.
- Ensure Tuition Extra's Safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietor regarding this.
- Ensure the Safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Tuition Extra in this.
- Link with safeguarding partners to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

## **Availability**

During term time the DSL (or deputy) will always be available for staff to discuss any safeguarding concerns. Staff are able to report safeguarding concerns via the Tuition Extra's reporting system, My Concern.

### **5.3 Members of Staff**

All members of staff in Tuition Extra know what to do if a child tells them he/she is being abused or neglected. Members will maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child. See Appendix 3 for advice for staff on responding to safeguarding concerns.

### **5.4 Children and Young People**

- **Children and young people (students) have a right to:**
  - Feel safe, be listened to, and have their wishes and feelings taken into account.
  - Contribute to the development of school/setting safeguarding policies.
  - Receive help from a trusted adult.
  - Learn how to keep themselves safe, including online.

### **5.5 Parents and Carers**

- **Parents/carers have a responsibility to:**

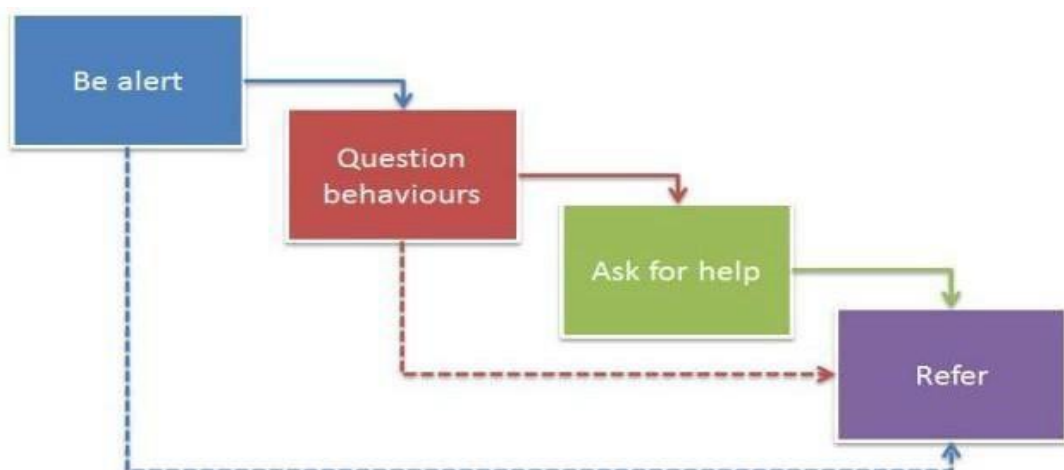
- Understand and adhere to the school's/settings relevant policies and procedures.
- Talk to their children about safeguarding issues with their children and support the school in our safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm, including online risks.
- Seek help and support from the school or other agencies.

## 6. Recognising Indicators of Abuse and Neglect

- All staff in Tuition Extra are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018) and Keeping Children Safe in Education 2024. This is outlined locally within the Kent Support Levels Guidance.

All staff should be aware of the indicators of abuse, neglect and exploitation and:

- Understanding that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.
- They are rarely standalone events, covered by one definition or label and in most cases, issues will overlap
- The school/setting recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
  - Physical abuse.
  - Sexual abuse.
  - Emotional abuse/Bullying
  - Neglect.
  - Child on child abuse
- The most up to date categories of abuse can be found in Appendix 1. Staff should also refer to Part 1 and/or Annex A of Keeping Children Safe in Education 2024 and What To Do If You're Worried a Child is Being Abused 2015.
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



- Any incidents of Female Genital Mutilation must be reported to the Police

- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case-by-case basis.
- Tuition Extra recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
- Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.
- Safeguarding incidents and/or behaviours can be associated with factors outside the school/setting and/or can occur between children off-site. Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

## **7. Safeguarding and Child Protection Procedures**

- If staff are made aware of a child protection concern, they are expected to:
  - Listen carefully to the concern and be non-judgemental.
  - Only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED).  
Not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children's Services.
  - Be clear about boundaries and how the report will be progressed.
  - Record the concern in line with Tuition Extra's record keeping requirements.
  - Inform the DSL (or deputy), as soon as practically possible.
- Tuition Extra adheres to KSCMP Safeguarding Children Procedures. The full procedures and additional guidance relating to specific safeguarding issues can be found on the KSCMP website: [www.kkscmp.org.uk](http://www.kkscmp.org.uk)

- Tuition Extra is an Operation Encompass provision. This means we work in partnership with Kent Police to provide support to children experiencing domestic abuse.
- We recognise that in situations where there are immediate child protection concerns identified in line with Support Level Guidance, it is NOT to investigate as a single agency but to act in line with KSCMP guidance which may involve multi-agency decision making. The DSL may seek advice or guidance from their Area Education Safeguarding Advisor before deciding next steps. They may also seek advice or guidance from a social worker at the Front Door service/Local Authority Social Services, who are the first point of contact for Integrated Children's Services (ICS).
- If a child is in immediate danger or is at risk of harm, a referral will be made immediately to Integrated Children's Services (Front Door), or Local Authority Social Services and/or the Police in line with KSCMP procedures. In situations where there are felt to be urgent or grave concerns, a telephone consultation will be made prior to the form being completed and sent to the Front Door/Local Authority Social Services. Concerns for children who are already known to services will be passed to the allocated worker/team.
- In most cases, a request for support will be made by the DSL or a deputy. However if the DSL or a deputy is not immediately available to discuss an urgent concern, staff will seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door, or Local Authority Social Services. If anyone other than the DSL makes a referral to external services they will inform the DSL as soon as possible.
- In the event of a request for support to the Front Door/Local Authority Social Services being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP. Parents/carers will be informed unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- The DSL will keep all Early Help cases under constant review and consideration will be given to a request for support to the Front Door/Local Authority Social Services if the situation does not appear to be improving or is getting worse.
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving, the DSL will consider following KSCMP or Local Authority escalation procedures to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the Education Safeguarding Service.
- All members of staff are made aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.

## **8. Record Keeping**

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded on My Concern for the DSL to review. Concerns should be recorded as soon as possible after the incident/event, using the child's words. If there is an immediate concern the member of staff should consult with a DSL before completing My Concern as reporting urgent concerns takes priority.
- Child Protection records will record facts and not personal opinions. A body map will be completed if injuries have been observed.
- If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school/setting. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue to provide support.

## **9. Multi-Agency Working**

- Tuition Extra recognises and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements, in addition to working with other partner agencies to provide a co-ordinated response to promote children's welfare and protect them from harm. This will include participation in relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help meetings.
- All staff will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.
- The Leadership Team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

Staff are able to refer young people to the Early Help KCC Front Door referral system where they suspect a child:

- frequently missing or go missing from education, home or care
- have experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit Or has a parent or carer in custody, or is affected by parental offending

- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit
- Has a parent or carer in custody (previously it was 'family member in prison'), or is affected by parental offending
- Is frequently missing/goes missing from education, home or care.

## **10. Confidentiality and Information Sharing**

- Tuition Extra recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2024.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2024). DfE guidance on Information Sharing and Kent and Medway Information Sharing guidance (available on the shared area) provides further detail.
- The leadership team or DSL will disclose information about a student on a 'need to know' basis.
- Tuition Extra has an appropriately trained Data Protection Officer, as required by the General Data Protection Regulations (GDPR), to ensure that our service is compliant with all matters relating to confidentiality and information sharing requirements.
- All members of staff must be aware that whilst they have a duty to keep any information confidential about children, families and colleagues, as a result of their role, they also have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- If the school/setting is made aware of any safeguarding concerns which they feel need to be shared with the wider community (including other local schools) then advice will be sought from the Education Safeguarding team to ensure that the integrity of any subsequent investigations are maintained and that all members of the community are safeguarded.

## **11. Complaints**

- All members of the Tuition Extra community should feel able to raise or report any concerns about children's safety or potential failures in Tuition Extra's safeguarding regime. Tuition Extra has a Complaints Policy available to parents, students and members of staff who wish to report concerns.
- The leadership team will take all concerns reported seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.
- Whilst we encourage members of our community to report concerns and

complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school/setting can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally, by calling 0800 028 0285 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **12. Staff Induction, Awareness and Training**

- All members of staff are given access to a copy of Part One or Annex A (as required) of Keeping Children Safe in Education 2024 which covers safeguarding information. Leaders will read the entire document.
- The DSL will ensure that all new staff and volunteers receive child protection training and information to ensure they are aware of Tuition Extra's internal safeguarding procedures and communication lines.
- All staff members will receive appropriate safeguarding training (as their role requires) to ensure they are aware of a range of safeguarding issues. This training will include online safety and will take place at least annually.
- In addition to specific child protection training, all staff will receive regular safeguarding updates via email, meetings and CPD sessions at least annually to provide them with relevant skills and knowledge to safeguard children effectively.
- Staff will be made aware of the school's/settings expectations regarding safe and professional working practice and external reporting mechanisms via the Staff Code of Conduct and Acceptable IT and Imagery Use policies.
- Tuition Extra recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements and the Safeguarding and Child Protection policy via SLT.

## **13. Safer Working Practice**

- Staff are made aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings and Guidance for Adults who Work with Children and Young People.

## **14. Staff Supervision and Support**

- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

- Tuition Extra will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
  - All staff are supported by the DSL in their safeguarding role.
  - All members of staff have regular reviews of their own practice to ensure they improve over time.
- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

## **15. Safer Recruitment**

- Tuition Extra is committed to developing a safe culture and ensuring that all steps are taken to recruit staff and volunteers who are safe to work with our students and staff. Tuition Extra will follow relevant guidance in KCSIE 2024 and from The Disclosure and Barring Service (DBS).
- As part of the shortlisting process, the school/setting will consider carrying out an online search as part of their due diligence on the shortlisted candidates.
- The Leadership team are responsible for ensuring that Tuition Extra follows safe recruitment processes outlined within guidance.
- Tuition Extra complies with UK GDPR/DPA 2018 and does not retain copies of DBS certificates without a valid reason. A record of the DBS check will be kept on Tuition Extra single central register.
- Tuition Extra maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- Tuition Extra is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations and related obligations under the Childcare Act.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, reprimands and warnings. Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

## **16. Safeguarding Children with Special Educational Needs and Disabilities**

- Tuition Extra acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The DSL will work closely with the SENDCo to plan support as required.
- Tuition Extra will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.



- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our school/setting will always consider extra support for children with SEN and disabilities.

## **17. Allegations Against Members of Staff and Volunteers**

- Tuition Extra recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third-party staff (including supply teachers) and visitors to behave in a way that:
  - indicates they have harmed a child, or may have harmed a child.
  - means they may have committed a criminal offence against or relates to a child.
  - behaved towards a child or children in a way that indicates he or she may possess a risk of harm to children, or behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- In depth information regarding staff allegations could be found within the Tuition Extra's Managing Allegations of Abuse Against Teachers Policy
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Tuition Extra's Senior Leadership Team will take all concerns or allegations received seriously.
- Allegations against staff will be referred immediately to the Head of Education who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- In the event of allegations of abuse being made against the Head of Education, these should be reported directly to the Chair of Governors who will contact the LADO.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team. All members of staff are made aware of the school's/settings Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Tuition Extra has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether

to bar the person. If these circumstances arise in relation to a member of staff at our school/setting, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Tuition Extra's Personnel Service.

## **18. Persistent Absence**

As a service we work hard to reduce our Persistent Absence levels. We monitor all absences thoroughly. As a service we know the benefits of regular attendance for the children's learning and that those children who are persistently absent are at risk of not reaching their full potential. We recognise that young people with SEN are particularly vulnerable and, where recognised, Tuition Extra removes barriers that prevent a young person from accessing education by working with parents and supporting agencies.

Regular safeguarding checks are carried out, and recorded, whilst the student is absent and supporting agencies are informed where applicable.

We want to work with all of our parents and carers and support you in getting your child to attend school as much as possible.

## **19. Child on child Abuse**

- All members of staff at Tuition Extra recognise that children are capable of abusing other children (this is often referred to as child on child abuse). It is important that all staff recognise the indicators and signs of child on child abuse and know how to identify it and respond to reports. All staff should be clear as to the school's/settings zero tolerance approach and procedures with regards to child on child abuse and the important role they have to play in preventing it and responding where they believe a student may be at risk from it. All staff should understand, that even if there are no reports in the school/setting it does not mean it is not happening, it may be that it is just not being reported. Staff with any concerns regarding child on child abuse should speak to the DSL or deputy DSL and a lack of prior reports in the setting does not mean it is not happening.
- It is essential that all staff understand the importance of challenging inappropriate behaviours that are abusive in nature. The school/setting believes that abuse is abuse and downplaying certain behaviours, i.e. dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for students and, in worse case scenarios, a culture that normalises abuse leading students to accepting it as normal behaviour and not feeling they can come forward to report it. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
- Tuition Extra recognises that child on child abuse can take many forms, including (but not limited to):
  - Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
  - Abuse in intimate personal relationships between peers.

- Physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and or/encourages physical abuse).
  - Sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and or/encourages physical abuse).
  - Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
  - Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
  - 'Upskirting' which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
  - Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos (also known as 'sexting' or youth produced/involved sexual imagery).
  - Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- Staff should be aware that a student harming a peer could be a sign that the child is being abused themselves.
  - Staff and leadership recognise that some child on child abuse issues may be affected by gender, age, ability and culture of those involved (i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators) however, all child on child abuse is unacceptable and all reports will be taken seriously.
  - In order to minimise the risk of child on child abuse the school/setting ensures that appropriate curriculum time is dedicated to enable children to develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs and forms of support, both within the school/setting and externally (such as Kent Police, Childline etc.). Tuition Extra implements robust Anti-Bullying and Behaviour policies and students can report any concerns they have via MyConcern.
  - All allegations of child on child abuse will be recorded, investigated, and dealt with in line with our Safeguarding and/or Behaviour policies. The DSL will contact the local authority children's social care team and follow its advice, as well as the Police if the allegation involves a potential criminal offence, and will put risk assessments and support plans in place for all involved students, where required.
  - Alleged victims, perpetrators and any other child affected by child on child abuse may be supported by:
    - Offering them an immediate opportunity to discuss the experience with a member of staff of their choice (including counselling).
    - Being advised to keep a record of concerns as evidence and discussions

- regarding how to respond to concerns and build resilience, if appropriate.
- Providing reassurance and continuous support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- Discussing what happened, establishing the specific concern and the need for behaviour to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support.
- Speaking with the Police or other local services as appropriate.

## **20. Child on Child Sexual Violence or Harassment**

- Sexual violence and sexual harassment can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable. Tuition Extra has a zero tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. It should never be passed off as “banter”, “just having a laugh”, “a part of growing up” or “boys being boys”. Failure to do so can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it.
- Recognising, acknowledging, and understanding the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported.
- Challenging physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.
- When responding to concerns relating to child on child sexual violence or harassment the school/setting will follow the guidance outlined in part five of KCSIE 2024 and the DfE Sexual Violence and Sexual Harassment Between Children in Schools and Colleges. If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.
- It is essential that all victims of sexual violence or sexual harassment are reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.
- Immediate consideration will be given as to how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted). Where there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis. The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children and staff, and any actions that are required to protect them.
- Reports will initially be managed internally by Tuition Extra and where necessary will be referred to Integrated Children’s Services and/or the Police. The decision making and required action taken will vary on a case by case basis, but will be

informed by the wishes of the victim; the nature of the alleged incident (including whether a crime may have been committed); the ages and developmental stages of the children involved; any power imbalance between the children; if the alleged incident is a one-off or a sustained pattern of abuse; if there are any ongoing risks to the victim, other children, school/setting staff; and, any other related issues or wider context.

## **21. Nude and/or Semi-Nude Image Sharing by Children**

- Tuition Extra recognises that nude and semi-nude image sharing (also known as youth produced/involved sexual imagery or “sexting”) is a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- When made aware of concerns involving nude or semi-nude image taking/sharing involving children, staff are advised to:
  - Report any concerns involving nude or semi-nude image sharing involving children to the DSL immediately.
  - Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident (e.g. if a child has shown it to them), this will be immediately reported to the DSL.
  - Not delete the imagery or ask the young person to delete it.
  - Not say or do anything to blame or shame any children involved.
  - Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.
- DSLs will respond to concerns as set out in the non-statutory UKCIS guidance ‘Sharing nudes and semi-nudes: Advice for Education Settings Working with Children and Young People’ (Updated December 2020) and the local KSCMP guidance ‘Responding to Youth Produced Sexual Imagery’.
  - the DSL will hold an initial review meeting with appropriate staff and will speak with the children involved if appropriate.
  - parents and carers will be informed at an early stage and involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
  - a referral will be made to ICS and/or the Police immediately if:
    - ◆ the incident involves an adult (over 18).
    - ◆ there is reason to believe that a child has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent (for example, age or SEND).
    - ◆ the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child’s developmental stage, or are violent.
    - ◆ a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.

- All decisions will be recorded in line with our child protection procedures and will be based on the consideration of the best interests of any child involved. The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
- If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

## **22. Gangs, County Lines, Serious Violence, Crime and Exploitation**

- Tuition Extra recognises the impact of gangs, county lines, serious violence, crime and exploitation. Any concerns regarding gangs, county lines, serious violence, crime and exploitation will be reported and responded to in line with other child protection concerns. The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
- Children who regularly miss school or education or do not take part in education.
- Change in friendships/relationships with others/groups.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Significant decline in performance.
- Signs of self-harm/significant change in wellbeing.
- Signs of assault/unexplained injuries.

## **23. Mental Health**

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how children's experiences, can impact on their mental health, behaviour and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## **24. Online Safety**

- It is recognised by Tuition Extra that the use of technology presents particular challenges and risks to children and adults both inside and outside of school.

The school/setting will empower, protect and educate the community in their use of technology and will establish mechanisms to identify, intervene in, and escalate any incident where appropriate. The DSL has overall responsibility for online safeguarding within the school/setting but will liaise as necessary with other members of staff.

- Tuition Extra uses Staxo Ltd as their IT provider and installer for filtering and monitoring.
- Regular meetings are held to ensure that:
  - The filtering and monitoring provision is reviewed at least annually
  - The filtering and monitoring block harmful and inappropriate content without unreasonably impacting teaching and learning.
- Tuition Extra identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:
  - **Content** - being exposed to illegal, inappropriate or harmful material, for example, pornography, fake news, racist or radical and extremist views
  - **Contact** - being subjected to harmful online interaction with other users, for example, commercial advertising as well as adults posing as children or young people
  - **Conduct** - personal online behaviour that increases the likelihood of, or causes, harm, for example, making, sending and receiving explicit images, or online bullying.
  - **Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)
- Tuition Extra uses a wide range of technology. This includes computers, laptops and other digital devices, the internet, intranet, email systems and other learning platforms.
- Tuition Extra owned devices and systems will be used in accordance with our Online Safety and Acceptable IT and Imagery Use policies and with appropriate safety and security measures in place.
- Tuition Extra recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2024 has appropriate policies in place that are shared and understood by all members of the school/setting community.
- Tuition Extra will do all we reasonably can to limit children's exposure to online risks through our IT systems, and will ensure that appropriate filtering and monitoring systems are in place when students and staff access school/setting systems and internet provision.
- All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
- Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL and staff, as appropriate.
- Students are permitted to use their personal devices on, and off, the service network. Staff monitor this use closely and through online safety, students are

educated in the safe and appropriate use of mobile devices.

- Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the Internet Watch Foundation and the Police.
- When implementing appropriate filtering and monitoring, the school/setting will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Tuition Extra acknowledges that whilst filtering and monitoring is an important part of the school’s/settings online safety responsibilities, it is only one part of our approach to online safety. Children and adults may have access to systems external to the school’s/settings monitoring and control systems, such as mobile phones and other internet enabled devices and technology.
- To safeguard themselves students they will be directed to use age-appropriate online resources and tools by staff.
- Tuition Extra will ensure a comprehensive whole school/setting curriculum response is in place to enable all students to learn about and manage online risks effectively and will support parents and the wider school/setting community (including all members of staff) to become aware and alert to the need to keep children safe online.
- The DSL and leadership team have read online safety guidance contained within Keeping Children Safe in Education 2024.
- Tuition Extra will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach.
- The DSL will respond to online safety concerns in line with the Online Safety Acceptable IT and Imagery Use, Bullying and Behaviour policies, together with this policy. Sanctions and/or support will be implemented as appropriate. Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
- Members of staff with appropriate skills, interest and expertise regarding online safety are encouraged to help support the DSL, and any deputy DSLs as appropriate, for example when developing curriculum approaches or making technical decisions. However, the DSL is acknowledged as having overall responsibility for online safeguarding within the school/setting.
- Detailed information about the service’s response to online safety can be found in Tuition Extra’s Online Safety Policy and Acceptable Imagery Use Policy which can be found on the service website and at <https://saferinternet.org.uk/guide-and-resource/teachers-and-school-staff/appropriate-filtering-and-monitoring>

## **25. Curriculum and Staying Safe**

- Tuition Extra will ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum.
- We recognise that the school/setting plays an essential role in helping children



to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

- Tuition Extra will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of age- appropriate contacts and strategies to ensure their own protection and understand the importance of protecting others. This will include online safety.
- Students will be educated at a level appropriate to their age and ability about a range of safeguarding concerns through personal, social, health and economic education (PSHEE) and through relationships and sex/health education. This will include, but is not limited to, bullying (including cyber bullying), radicalisation, child sexual exploitation (CSE), stranger danger, road safety, sexual abuse, neglect, online safety, gender-based violence/sexual assaults and 'sexting'.
- Tuition Extra is aware of the most recent communication from the DfE on the mandatory implementation of Relationships Education, Relationships and Sex and Health Education and will ensure that this is embedded into the curriculum through mentoring for relevant students.
- Systems have been established to support the empowerment of children to talk to a range of staff. Children at Tuition Extra will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

## **26. Security**

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into Tuition Extra as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on school/setting site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- Tuition Extra will not accept the behaviour of any individual (parent or other) that threatens school staff, security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school/setting site.

## **27. Monitoring and Review**

- All school/setting staff, parents and carers can access a copy of this policy via the service website.
- The policy forms part of our Development Plan and will be reviewed annually. The policy will be revised following any national or local policy updates, any significant national events, local child protection concerns and/or changes to our procedures.
- The DSL will review the policy following any child protection concerns or allegations against staff to ensure that it reflects appropriate, accurate and up-to-date safeguarding practice.

## **28. Pupil Data Transfer**

Where children leave the school or college, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, and **within 5 days** for an in-year transfer or within the **first 5 days** of the start of a new term to allow the new school or college to have support in place for when the child arrives.”

## **29. The need for pupils to have an appropriate adult present during a police investigation**

**The DSL will** liaise with the Head of Education to inform her of issues - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. **This will include being aware of the requirement for children to have an Appropriate Adult. Further information can be found in the Statutory guidance - PACE Code C 2019.”**

## **30. Local Support**

- All members of staff in Tuition Extra are made aware of local support available.

### **Integrated Children’s Services/Front Door**

Tel: 03000 411 111  
03000 419 191 (Out of Hours)

### **Area Safeguarding Adviser**

**(Education)** Tel: 03000 415 648

### **Education Safeguarding Adviser (Online Safety)**

Tel: 03000 415 797  
E-mail: [esafetyofficer@theeducationpeople.org](mailto:esafetyofficer@theeducationpeople.org) (non-urgent issues only)

### **Early Help**

Tel: 03000 416222

**E-mail: [CanterburyEarlyHelp@kent.gov.uk](mailto:CanterburyEarlyHelp@kent.gov.uk)**

### **Local Authority Designated Officer (LADO)**

Tel: 03000 410 888  
Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

### **Kent Police**

101 (or 999 if there is an immediate risk of harm)

### **Kent Safeguarding Children Multi-agency Partnership (KSCMP)**

E-mail: [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk) Tel: 03000 421 126

## CATEGORIES OF ABUSE

**All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

All staff should be aware of the indicators of abuse, neglect and exploitation and:

- Understanding that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.
- They are rarely standalone events, covered by one definition or label and in most cases, issues will overlap

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Signs that MAY INDICATE Sexual Abuse:**

- Sudden changes in behaviour and performance.
- Displays of affection which are sexual and age inappropriate.
- Self-harm, self-mutilation or attempts at suicide.
- Alluding to secrets which they cannot reveal.
- Tendency to cling or need constant reassurance.
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby.
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger.
- Unexplained gifts or money.
- Depression and withdrawal.
- Fear of undressing for PE.
- Sexually transmitted disease.
- Fire setting.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Signs that MAY INDICATE physical abuse:**

- Bruises and abrasions around the face.
- Damage or injury around the mouth.
- Bi-lateral injuries such as two bruised eyes.
  
- Bruising to soft area of the face such as the cheeks.
- Fingertip bruising to the front or back of torso.
- Bite marks.
- Burns or scalds (unusual patterns and spread of injuries).
- Deep contact burns such as cigarette burns.
- Injuries suggesting beatings (strap marks, welts).
- Covering arms and legs even when hot.
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Domestic Abuse:** *can be psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn."*

Children seeing, hearing or experiencing the effects of domestic abuse is abuse.

*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."*

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Signs that MAY INDICATE emotional abuse:**

- Over reaction to mistakes.
- Lack of self-confidence/esteem.
- Sudden speech disorders.
- Self-harming.

- Eating Disorders.
- Extremes of passivity and/or aggression.
- Compulsive stealing.
- Drug, alcohol, solvent abuse.
- Fear of parents being contacted.
- Unwillingness or inability to play.
- Excessive need for approval, attention and affection.
- Deliberately missing education.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Signs that MAY INDICATE neglect:**

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Inadequate clothing.
- Frequent lateness or non-attendance.
- Untreated medical problems. • Poor relationship with peers.
- Compulsive stealing and scavenging.
- Rocking, hair twisting and thumb sucking.
- Running away.
- Loss of weight or being constantly underweight.  
Low self-esteem.

**SPECIFIC SAFEGUARDING ISSUES**  
**(Refer to Part One and/or Annex A of**  
**Keeping Children Safe in Education 2024 for further information)**

**Children Missing From Education or Deliberately Missing Education**

Tuition Extra recognises that all children, regardless of their circumstances, are entitled to a full- time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Tuition Extra is aware that a child going missing from education is a potential indicator of abuse or neglect.

Tuition Extra has a procedure in place for responding to unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

**Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Tuition Extra identifies that CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Every member of staff at Tuition Extra recognises that children at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children from other risks. They are aware that sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation may involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexting, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse or recognise this as abusive.

**Child Criminal Exploitation: County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to

suburban and rural areas, market and seaside towns.

Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual.
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
- can be perpetrated by individuals or groups, males or females, and young people or adults; and • is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status and access to economic or other resources.

### **‘Honour based’ violence**

Members of staff at Tuition Extra are aware that ‘Honour-based’ violence (HBV) encompasses a range of incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators.

The indicators of HBV and associated factors will be covered with staff within the service safeguarding training. All members of staff are alert to the possibility of a child being at risk of HBV, or already having suffered HBV. All members of staff are aware that all forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such.

The DSL will complete a FGM e-Learning training package and will also ensure that information and training is made available as appropriate to members of staff. This includes:

- FGM The Facts and FGM

All members of staff will follow the school/setting and KSCMP procedures, using existing national and local protocols for multi-agency liaison with the Police and children’s social care.

### **Female Genital Mutilation (FGM) mandatory reporting duty**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.

Teachers must personally report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the DSL and involve

children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

### **Forced Marriage**

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning difficulties, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, with pages 35-36 focusing on the role of schools and colleges. Staff should report concerns regarding forced marriage to the DSL or can contact the Forced Marriage Unit if they need advice or information.

### **Radicalisation and the Prevent Duty**

Tuition Extra recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Tuition Extra will ensure all members of staff complete an approved training package which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism. The DSL will attend additional training which includes further information on the Prevent Duty.

Every member of staff at Tuition Extra recognises that children exposed to radicalisation and extremism are no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks.



## KEEPING YOURSELF SAFE WHEN RESPONDING TO DISCLOSURES (THE 6 RS – WHAT TO DO IF...)

**Staff are reminded that children are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.**

### 1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

### 2. Respond

- Reassure the student that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- **Do not promise confidentiality;** you have a duty to refer
- Reassure and alleviate guilt, if the student refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

### 3. React

- React to the student only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- **Do** ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the student may have affection for him/her
- Do not ask the student to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

### 4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.

### 5. Record statements and observable things rather than your interpretations or assumptions

### 6. Remember

- Contact the Designated Safeguarding Lead (DSL)
  - The DSL may be required to make appropriate records available to other agencies
- Relax

Get some support for yourself, dealing with disclosures can be traumatic for professionals.

## NATIONAL SUPPORT ORGANISATIONS

### NSPCC 'Report Abuse in Education' Helpline

- 0800 136 663 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Support for Staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

### Support for Students

- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Fearless: [www.fearless.org](http://www.fearless.org)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### Support for Adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- Scope: [www.scope.org.uk](http://www.scope.org.uk)

### Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)

- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- Respect Phonenumber: <https://respectphonenumber.org.uk>

### **Honour based Violence**

- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
- FGM Factsheet:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information:  
[www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilationprocedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilationprocedural-information)

### **Contextual Safeguarding, Child on child abuse, Sexual Exploitation and Criminal Exploitation:**

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency:  
[www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- Upskirting – know your rights:  
[www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

### **Substance Misuse**

- We Are With You (formerly Addaction) [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

### **Mental Health**

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)

### **Online Safety**

- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC/Net Aware: [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety) or [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

### **Radicalisation and hate**

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

**SAFEGUARDING RISK ASSESSMENT**

**TEN TIPS FOR KEEPING SAFE ONLINE AND ON THE PHONE**

Mobile phones and computers are a part of everyday life for most children and young people. Used correctly, they are an exciting source of communication, fun and education, but used incorrectly, or in the wrong hands they can be a threat to your safety. You might receive insulting or abusive texts or emails, or you may talk to someone in a chat room or on a social networking site who isn't who they say they are and who is not a safe person to be talking to.

Here are some tips for keeping yourself safe when using a mobile phone or online:

1. Don't put up with abusive texts, photos or videos. Show them to an adult so the appropriate action can be taken.
2. Think about the language you use in texts. If you wouldn't like it said about you, don't say it about anyone else.
3. Don't lend your mobile to anyone unless it's an emergency.
4. Don't reveal your full name, address or phone number to people you meet on the internet unless you check it out with your parent or another adult first.
5. Don't allow anyone online to trick you into doing something against your wishes or something you know you shouldn't do.
6. Remember that any emails you send or photos you upload to the internet can't be destroyed. They are there forever. Think before you post something you might later regret.
7. Never arrange to meet up with someone you meet online until you tell your parents or another adult. Most people are safe but some are dangerous.
8. Block any users who you are unsure about and break off contact with anyone who makes you feel worried.
9. Don't use your real name in chat rooms or use any handle or nickname that reveals personal details, such as the town or street you live in.
10. You can report internet abuse at the click of a button on a really good website.

**TEN TIPS FOR DEALING WITH ANGER AND STAYING CALM**

Everyone gets angry sometimes and needs to do something to calm down. Here are some ideas you can try. Write your own ideas in too.

1. Count to ten to give yourself time to think.
2. Take a deep breath.
3. Move away from whatever/whoever is making you angry.
4. Distract yourself – do something else to take your mind off the problem (whistle, pull your ear, close your eyes).
5. Punch a pillow (don't punch anything else!).
6. Put your hands in your pockets to stop yourself getting physical.
7. Try to understand the other person's point of view – even if you don't agree with it.
8. Make a phone call or go and talk to somebody else.
9. Think about the consequences of not staying in control.
10. Think how good it feels to be in control of yourself.

**SAFEGUARDING FOR PARENTS**

Tuition Extra recognises our moral and statutory responsibility to safeguard and promote the welfare of students. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that children receive effective support, protection and justice.

We have put together this policy using national guidelines in order to give you some information about how we meet our safeguarding and safeguarding responsibilities. We have also included some tips to help you to keep your child safe. This has been done in response to requests from some parents for helplines etc. You may already be aware of everything that is mentioned and so we hope that you do not mind us repeating it for clarity's sake.

People at Tuition Extra who you may wish to contact are:

Head of Education:	Mrs Angela Hughes
Telephone:	01227 935773
Email:	angela@tuition-extra.co.uk

The Designated Safeguarding Lead:	Emma Sedgwick
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E-mail:	emma.sedgwick@tuition-extra.co.uk
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**If you have any questions about this policy, please contact the Designated Safeguarding Lead. A copy of our Safeguarding policy is available on our website.**

**IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW, YOU SHOULD ACT WITHOUT DELAY**

Many people worry that their suspicions might be wrong, or that they will be interfering unnecessarily. If you wish, you can telephone for advice without identifying the child. If the conversation confirms that you are right to be concerned you can then give the child's details. You will be asked for your name and address too, but agencies will take anonymous calls, so if you really do not want to say who you are, you do not have to. Remember, it is always better to be safe than sorry.

**We help to keep students safe by:**

- having an up-to-date Safeguarding policy.
- having other safeguarding policies, such as anti-bullying and online safety.
- checking the suitability of all our staff to work with children.
- encouraging students to tell us if something is wrong.
- adhering to health and safety regulations.
- training all our staff to recognise and respond to child welfare concerns.



- appointing a designated person who has additional training in safeguarding.
- working in partnership with parents and carers.
- sharing information with appropriate agencies if we have concerns.
- managing and supporting our staff team.

## **Complaints Policy**

There may be an occasion when you need to tell us that something has gone wrong.

If you have a serious concern about the safety or welfare of your child or another student it may be dealt with under our safeguarding procedures. All other complaints, including those that may point to poor practice by a member of staff, will be dealt with through the Complaints Policy which can be found on the service website.

## **Internet and Mobile Phone Safety**

Mobile phones and computers are a part of everyday life for many children and young people. Used correctly, they are an exciting source of communication, fun and education but used incorrectly, or in the wrong hands they can be threatening and dangerous.

The risks include:

- cyber-bullying, where hurtful texts or emails are sent to children.
- children accidentally or deliberately accessing violent or sexually explicit websites, either on a computer or a mobile phone.
- paedophiles talking to children by mobile phone or online and enticing them to engage in sexual conversations, photographs, video or actual meetings.

It probably is not practical to simply ban your child from using mobiles and computers as they may well try to find a way of using them, perhaps at a friend's house or in an internet café. They also need to learn how to manage the risks. Younger children will be much easier to supervise and you will decide if and when they should begin to use these technologies.

Here are some tips to help you to manage the risks.

- Try to put the computer in a family room where it will be easier for you to supervise your child's online activity.
- Ensure that your child knows they should never give their full name, address and contact details to people they chat to on the internet.
- Gently explain that some people they talk to on the internet may not be who they say they are and might say or do unpleasant or hurtful things.
- Investigate whether the 'parental controls' available from some internet service providers will be helpful.
- 

Consider installing software that can filter out inappropriate material

- Talk to your child about their internet use. Ask them which sites they enjoy most, and why. Show you are interested, while understanding their need for some

privacy.

- Impress on your child that they can talk to you if they are worried about something that has happened during their internet use.
- Make it very clear that your child must never arrange to meet someone they have chatted to online without your permission. Their new 'friend' might well be a local young person of similar age, but they might not.

You may be alerted to question your child's online activity if they are:

- spending more and more time on the internet.
- being secretive – reluctant to talk about their internet activity, closing the screen page when you are close by.
- spending less time with the family, or giving up previous hobbies and interests.
- losing interest in their schoolwork, regularly failing to complete Prep.
- starting to talk about 'new friends' that you have not met and who do not visit your home.
- overly possessive of their mobile phone or computer – perhaps overreacting if someone picks it up or asks to borrow it.
- showing fear or discomfort when their phone rings, or quickly turning it off without answering.
- undergoing a change in personality that you cannot attribute to any obvious cause.

Remember that none of these signs prove that your child is at risk in any way, but if you notice anything that confuses or worries you try talking things over with them. They may well tell you to stop fussing. They may be laid back.

In any case, think about their demeanour and attitude as well as what they say. If you are still concerned contact one of the agencies listed in this policy.

### **Child Abuse and What To Look For**

No parent wants to think about the possibility of their child becoming a victim of abuse, and most children are never abused. Even so, it is important for parents to be aware of the possibility and to know that help is available if the unthinkable does happen.

Although there is always a lot of media focus on 'stranger danger', the abduction of children is rare and the threat from strangers is quite small. You should still ensure that your child knows the rules about keeping safe when they are out alone.

Most children know their abusers. They may be family members or friends of family, someone who works with the child or someone who lives in the community.

The following are categorised as types of abuse:

**Physical injury** - these are injuries that are not accidental: may include bruising, cuts or burns.

**Sexual abuse** - someone involved in sexual acts where they have not been a willing party.

**Emotional abuse** - rejection or punishment that affects the behaviour and development of the child. Neglect - someone whose physical well-being is ignored so that they don't thrive.

There are many signs, or indicators that a child might be suffering abuse. There may be injuries, but it is more likely that you will notice some change in your child's behaviour.

If you notice anything that concerns you, talk to your child to see if you can find out what is happening. Remember that, if your child is being harmed, she or he may be too frightened to tell you. If your child becomes distressed or you are not happy with the explanations, you could talk to an adult you trust or call a helpline or Children's Social Care Services. Our designated person at Tuition Extra will also try to help.

Some signs to look for are:

- bruises or other injuries.
- a change in behaviour – from quiet to loud, or from happy-go-lucky to withdrawn
- pain or discomfort.
- fear of a particular person, or a reluctance to be alone with them.
- secrecy around a relationship with a particular person.
- reluctance to discuss where they go, or who they are with.
- sexual talk or knowledge beyond their years.
- being watchful, or always on edge.
- losing interest in their appearance, hobbies or family life.
- alcohol or drug taking.
- having money and refusing to say where it has come from.
- wetting the bed.
- becoming clingy.

We try to alert you to child exploitation, what it is and how it affects people and any honour based violence which can happen in some cultures when there is a perception children may have gone against the wishes of their parents e.g. by not participating in an arranged marriage.

### **If Your Child is Being Bullied**

We define bullying as behaviour that is deliberate, repeated more than once and is designed to be hurtful. Bullies tend to pick on children who they think are unable to defend themselves. Bullying is not only about hitting or fighting. It also includes name calling, threats, taking belongings, intimidating and making unkind or abusive remarks. Children may try to hide the fact they are being bullied because they are afraid or ashamed but you might notice some signs, for example your child might:

- change their behaviour.
- come home with torn clothing.
- 'lose' their money, or ask for extra money.
- try to avoid going to School.
- complain regularly of headaches or stomach aches.
- have unexplained cuts and bruises.

We have anti-bullying procedures that help us to identify and deal with any case of bullying in Tuition Extra, but bullying does not only take place in Tuition Extra, it can

also happen in the home or in the community.

Bullying can be serious and cause a lot of distress. If your child tells you that they are being bullied in School, ask for their permission for you to tell us. They may not have told us themselves because they are afraid that the bully will find out and the bullying will get worse. Try to help them to understand that the bullying will not stop while it is kept secret. As soon as we know it is happening we will follow our anti-bullying procedures to seek to stop it.

It is also distressing to suspect that your child might be bullying other children. Our anti-bullying procedures include trying to support children who bully to change their behaviour, so please talk to us if you think your child needs some help.

You will find some useful sources of information and support at the end of this policy. What we will do if we have a concern about your child

If we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our Safeguarding policy.

The procedures have been written to protect all students. They comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will talk to you about our concerns and we will also tell you if we feel we must refer our concerns to Children's Social Care. We will ask your consent to make a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and the fact that you did not consent to the referral will be recorded.

If we think that talking to you first might in some way increase the risk to your child, we will report our concerns to children's social care and take advice from them. We will normally tell you that a referral is being made and we will record the reasons why we decided to follow this course of action.

All safeguarding records are kept separate from your child's general School/setting file. The only staff who have access to the records are those who need to know about the concerns in order to protect and support your child.

You can ask to see what information is held on your child, and we will normally agree to this, but if we are unsure we will seek advice from the Local Authority Designated Officer or Children's Social Care first.

Safeguarding is a very sensitive issue and it raises many questions and a range of strong emotions. We will do everything we can support our students and you can be assured that any action we take will be in the best interests of your child.

### Sources of Support

<b>Safeguarding/Child Protection/Bullying – national</b>		
NSPCC helpline:	0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline:	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Africans Unite Against Child Abuse (AFRUCA):	0207 704 2261	<a href="http://www.afruca.org">www.afruca.org</a>
Kidscape:	0207 823 5430	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
<b>Mental Health – national</b>		
Young Minds:	0808 802 5544	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>
Mental Health Foundation:		<a href="http://www.mentalhealth.org.uk">www.mentalhealth.org.uk</a>
Mind:	0300 123 3393	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
<b>Parents' Support – national</b>		
Parenting and Family Support:	0808 800 2222	<a href="http://www.familylives.org.uk">www.familylives.org.uk</a>
KELSI		<a href="http://www.kelsi.org.uk">www.kelsi.org.uk</a>
<b>Sexual harm and sexually harmful behaviour – national</b>		
Stop It Now!:	0808 1000 900	<a href="http://www.stopitnow.org.uk">www.stopitnow.org.uk</a>
<b>Internet Safety – national</b>		
ChildNet International:	0207 639 6967	<a href="http://www.childnet.com">www.childnet.com</a>
Internet Watch Foundation:		<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>
Child Exploitation and Online Protection Command:		<a href="http://www.ceop.police.uk">www.ceop.police.uk</a>
Thinkuknow:		<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>

## **SAFEGUARDING FOR STUDENTS**

Tuition Extra is our provision, and we want it to be a safe place. We will do everything we can to make sure you are safe and protected.

Children and young people are nearly always safe at home, at Tuition Extra and in the community, but sometimes things can happen to make them worried, upset or afraid.

We have put together this policy to give you some useful information about keeping safe.

Your safety is the responsibility of adults but there are ways you can help yourself to keep safe too and we have given you some tips to think about.

Staff at Tuition Extra do everything they can to make sure you are protected and happy. To help them do this they have lots of rules to follow. This policy is to help you understand what Safeguarding means to you and to help you decide what could be a “problem” and whom you should talk to.

Staff in Tuition Extra think that Safeguarding means that they should:

- Protect you from harm.
- Make sure nothing stops you being healthy or developing properly.
- Make sure you are safely looked after.
- Make sure you have the best life chances and can grow up happy and successful.

Staff agree that to make sure they look after you they will:

- Make the School/setting a friendly, welcoming and supportive place to spend time in - somewhere you want to be.
- Be there for you to talk to if you need to and know who to ask for help.
- Give you safe messages in your lessons and to help you learn how to look after yourself both online and in the real world.
- Have all the right rules in place to help look after you. They will follow these rules all of the time (these rules are sometimes called policies).

### **Abuse**

When someone hurts you it can be called abuse. This is when someone does something to you that is harmful, unpleasant or painful like:

- If someone deliberately hits you, hurts you, injures you or humiliates you in different ways.
- If someone says or does something that makes you feel bad about yourself or hurts your feelings which makes you feel scared, sad, upset or frightened.
- If someone shouts, threatens, hits or hurts someone you love whilst you are around which makes you scared unhappy or worried.
- If someone doesn't take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be

able to go to lessons every day or on time.

- If someone touches you in a way that you don't like for example touching your private parts.
- If someone makes you look at things which make you feel ashamed, embarrassed, uncomfortable or guilty. They may ask you to keep it a secret or give you presents.

Abuse is never ok and if you are being or have been abused you must remember - it is not your fault. You must always tell someone and they will help it to stop.

### **In and Out of School/setting**

All of the staff at Tuition Extra will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that we know who everyone is in the premises by asking visitors to sign in at reception. People that we do not know will never be allowed to spend time with you on your own. The building will be as safe as they can be for you so that you don't hurt yourself, although accidents can happen if you are not careful! Staff will look after you if the fire alarm goes off and you should know what to do and where to go.

### **What We Will Do**

At Tuition Extra we will help you in the following ways:

- We will do our best to spot if there is a problem. All of the staff in the service have had lessons in this.
- We will work with other people (including the people at home) to help protect you and solve any problems you may have.
- We will listen to you if you want to talk to us and need our help. We will always take you seriously.

We will support and encourage you and will respect your wishes and views.

At Tuition Extra you can talk to any member of staff, but you should know that there are a number of staff who are responsible for making sure you are safe and well cared for. People in Tuition Extra who can help you include:

The Designated Safeguarding Lead – **Mrs Emma Sedgwick**

It is important that you know:

- It is never your fault if someone is hurting or abusing you.
- There is always someone who can help you.
- If someone is hurting you, they might also be hurting someone else, so it is important that you tell someone to make it stop.
- Every child should enjoy their right to a happy and safe childhood.

**DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY - WE WILL ALWAYS LISTEN**

### **Keeping Yourself Safe**

**Bullying** - If you think a student or grown up is bullying you or someone you know you must tell your parents/carer, a teacher or someone you can trust as soon as you can. It won't stop unless you do.

**Saying funny things to you** - If a student or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your parents/carer, a teacher or someone you can trust.

**Touching you** - Your body belongs to you and not to anyone else. This means all of your body. If someone touches you on a part of your body like your bottom, chest or anywhere else you do not like, it is not ok. You must tell your parents/carer, a teacher or someone you can trust as soon as you can.

**Hitting, punching or smacking you** - If a student or a grown up hits you, punches or smacks you or hurts you in any way, you must tell your parents/carer, a teacher or someone you can trust.

**Secrets** - Secrets such as surprise parties are fun, but some secrets are not good and should never be kept. Bullying should not be kept a secret and no-one should ask you to keep a kiss, hug or touch a secret.

You must tell your parents/carer, a teacher or someone you can trust as soon as you can. Do not keep a secret.

**Presents** - Presents are a good thing to get, but you should not take a present from anyone without checking with your parents/carer first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones). This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.

**On the computer or your phone** - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites. If you are unhappy with any comments or photographs you have seen on your computer or mobile then you can also contact [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) as well as adults in Tuition Extra.

### **Useful Contacts and Websites**

NSPCC - Report Abuse in Education helpline: 0800 136 663 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NSPCC helpline: 0808 800 [www.nspcc.org.uk](http://www.nspcc.org.uk)  
5000

Childline: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

Thinkyouknow (internet safety) [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)