

# RED BIRD TUTORING



## Child Protection and Safeguarding Policy

January 2020

## **Child Protection and Safeguarding Policy for Red Bird Tutoring**

Red Bird Tutoring is committed to the safety and welfare of the children in our care.

We recruit responsibly, ensuring that the employees and self-employed tutors working for Red Bird are highly qualified to work with children and are enhanced DBS checked.

Red Bird fully acknowledge our responsibilities for child protection and recognise that through our contact with children, we are well placed to identify signs of risk and harm.

A copy of this policy will be made available to parents/carers upon request.

### **Our Key Principles**

- The child's welfare is paramount at all times
- We are inclusive. Children are safe and secure and have equal rights regardless of age, race, religion/belief, disability, gender, or sexual orientation
- All allegations of abuse will be responded to in a speedy and appropriate way
- Where necessary, we will work with the relevant outside agencies, children, parents and carers to ensure that the needs of the children are met
- Everyone involved in Red Bird will be clear about their responsibilities and the contents of this document

### **Recruitment**

We adopt safe recruitment practices to check the suitability of all staff at Red Bird. We will also ensure that procedures are in place to prevent the unsupervised access to children of adults who have not undergone such a checking process. All tutors and employees will be subject to an enhanced DBS check. All adults working with Red Bird will display a positive commitment to the principles of child protection. Copies of all DBS certificates are kept by the Safeguarding Children Officer (SCO), Sue Michaels.

### **General Risk Management**

Risk Assessments regarding Health and Safety are carried out for our regular places of work and can be produced by the Safer Recruiting Officer if requested.

### **First Aid and Administration of Medication**

It is expected that adults working with children and young people should be aware of basic first aid techniques. Staff at Red Bird will administer plasters, antiseptic wipes and cold packs. For more serious injuries, the Centre First Aider will be called upon or the child's parents and the appropriate medical services will be called.

### **Use of Mobile Phone and Cameras**

The photographing of children for our website and for our Facebook page is part of our daily work. However, parental permission is obtained for all photographs. If parents are taking images they will be reminded that they are for personal use only.

### **Corporal Punishment**

Under no circumstances is the use of force to be used on a child to reprimand them. Physical contact is only to be used to remove a child from a danger to themselves or if they pose a risk to others.

### **Managing Behaviour**

Tutors should use voice to control the pupils. If the child is not responding, then removal from the situation by the Centre Manager should be sought. If a child's negative behaviour escalates then the child's parents will be called to remove them from the centre. If the behaviour persists on multiple occasions at the centre, the child will be asked to leave permanently by the Centre Manager.

### **Allegations against members of Red Bird staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be made on a 'Logging a Concern' form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the SCO, who will report it to the Local Authority Designated Officer (LADO). The LADO will advise the SCO if the police should be informed and Red Bird will act on their advice.
- It may be necessary to suspend the member of staff or tutor pending full investigation into the allegation.

### **If abuse is suspected or disclosed**

There is a legal and moral responsibility to report any concerns about a child in context. Red Bird will support any person who reports, in good faith, a concern about child welfare. Information about a child welfare matter may be reported directly by the child concerned or become apparent to a member of Red Bird staff. Where an issue becomes apparent, this should be reported to Social Services or the Police as well as the Safeguarding Children Officer.

When a child makes a disclosure to staff, a member of staff will:

- Stay calm
- Reassure the child that they are not to blame
- Listen without questioning the child
- Take the disclosure seriously

- Reassure the child that action will be taken and that you may have to pass on the information (never promising that you won't tell anyone)
- Ensure the child's immediate safety
- Record the incident as soon as possible on a Logging a Concern form
- Inform parents / carers straight away unless they have been named as an abuser
- Inform the SCO straight away

**Local Authority Designated Officer Number: 0300 300 4833**

**Local Authority Safeguarding Referrals: 0300 300 8585**

This policy will be reviewed on an annual basis.

## Appendices

### Forms of child abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved or inadequate. Some level of emotional abuse is involved in all typed of maltreatment in a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberate causes ill health to a child.
- **Sexual abuse** involves the forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment
- **Bullying** is deliberately hurtful behaviour usually repeated over a period of time where it is difficult for those bullied to defend themselves. It can take many forms but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling) and emotional (e.g. isolating and individual from the activities and social acceptance of their peer group)

**Logging a Concern form**

|  |                            |            |
|--|----------------------------|------------|
| Date of Disclosure or Incident<br>Causing Concern:                                       | Date and time of this log: |            |
| Name and age of child involved:  |                            |            |
| A factual report of what happened (If recording a disclosure, use the child's own words) |                            |            |
| Name of person making the record:  | Signature:                 | Job Title: |

We the undersigned have fully read and understood the contents of this policy and understand that we are obliged to abide by it.

| Name | Signature |
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