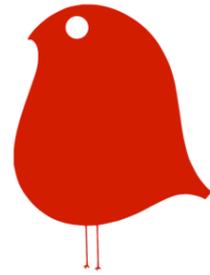


RED BIRD TUTORING



Child Protection and Safeguarding Policy

Signed:	<i>Sue Michaels</i>
Name:	Sue Michaels
Position:	Director
Date:	01 September 2022
To be reviewed on:	01 September 2023

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 acknowledges 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, employees and volunteers 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 and subsequent Update Service check 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 SCO if requested.

Online tutoring is completed using our web-based tutoring software. All sessions are recorded and can be viewed after the session by families, tutors and Red Bird supervisors.

First Aid and Administration of Medication at the tutoring centre

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 take images of their own children, 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 at the tutoring centre

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 tutoring permanently by the Centre Manager.

Managing Behaviour during online tutoring

If there is a problem with a learner's behaviour during online tutoring which cannot be resolved by the tutor, the session will be ended. The tutor will call or email the SCO, who will contact parents.

Allegations against members of Red Bird staff at the tutoring centre

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

- The allegation will be made on a Safeguarding Concern Sheet. These are available from the Centre Manager. 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.

Allegations against members of Red Bird staff during online tutoring

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

- The allegation will be made to the SCO via email or phone.

- The allegation will report it to the Local Authority Designated Officer (LADO) in the area where the tutor lives. 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 a serious or recurring issue becomes apparent, this should be reported to Social Services or the Police as well as the Safeguarding Children Officer.

Information about a child welfare matter will be shared with parents and/or the child's school, as appropriate.

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

- Stay calm
- Reassure the child that they are not to blame
- Use only open questions (TED: Tell, Explain, Describe)
- 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 Safeguarding Concern Sheet
- Inform the SCO straight away

This policy will be reviewed on an annual basis.

Appendix 1: Who to talk to if you have a concern

Designated Safeguarding Leads

All tutors, members of staff and volunteers are responsible for safeguarding.

Those named below have received Level 3 Designated Safeguarding Lead training, which is updated every two years. They have annual PREVENT training.

Name	Contact	Qualification last updated
Lesley-Anne Dixon	Dunstable tutoring centre	October 2021
Sue Michaels	sue@redbirdtutoring.com 023 9435 0133	July 2022
Sally Michaels	sally@redbirdtutoring.com 023 9435 0133	September 2022

If you are unable to contact any of these nominated people, contact your local safeguarding service. For our Dunstable tutoring centre, this would be:

Central Bedfordshire Designated Officer Number: 0300 300 4833

Central Bedfordshire Safeguarding Referrals: 0300 300 8585

If you need urgent help, call 999

First Aiders (including Paediatric First Aid), Dunstable Tutoring Centre

Those named below have received St. John's Ambulance First Aid training, including Paediatric first aid, which is updated every two years.

Lesley-Anne Dixon *last updated October 2021*

Sue Michaels *last updated October 2021*

Sally Michaels *last updated October 2021*

Appendix 2: 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 types 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 deliberately 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)