

Kent Tuition Hub - Child Protection Policy

Kent Tuition Hub is for the benefit of improving children's educational attainment. Its core activity is providing tutors for one to one and small group tuition to children in schools. Kent Tuition Hub believes that all children and young people have the right to learn in a safe and caring environment. This includes the right to protection from all types of abuse. Those of us in a position of trust have to do everything possible to foster these rights. To do this, certain protections need to be in place to protect children, as well as those who work with them. Kent Tuition Hub takes seriously its responsibility towards safeguarding all children who engage with the charity, with the focus being on their safety and welfare.

Introduction

Kent Tuition Hub is a charity that works with children and as such is legally required to have a Child Protection Policy.

Who does Kent Tuition Hub Child Protection Policy apply to?

Kent Tuition Hub Child Protection Policy applies to everybody who is employed by or delivering Kent Tuition Hub services, and of any subsidiary of Kent Tuition Hub. These include owners, employees (full time and part time), tutors, volunteers, interns and contractors.

The Child Protection Policy is available to all Tutor Trust personnel who will be required to familiarise themselves with it.

In addition, when Kent Tuition Hub enters into a partnership with another organisation relating to work with children, the partner will be required to observe Kent Tuition Hub's Child Protection Policy and, in turn, Kent Tuition Hub will receive a copy of the partner's policy if there is one.

1. Policy Statement

General principles

Kent Tuition Hub acknowledges it has a responsibility for the safety of children receiving our services. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with our work, including staff, as they can help protect them from erroneous or malicious allegations.

The purpose of Kent Tuition Hub Child Protection Policy is to establish an environment in which the children with whom Kent Tuition Hub personnel come into direct or indirect contact are protected from abuse, are safe and are treated with dignity and to create an atmosphere in which children feel able to discuss openly any concerns they may have or any circumstances which may constitute abuse.

The Child Protection Policy seeks to achieve this by setting out a series of behavioural guidelines and a management structure to implement the policy.

Kent Tuition Hub is committed to providing a safe environment for children.

- The child's welfare is paramount.

- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

Kent Tuition Hub is committed to practices which promote the welfare of children and protects children from harm. All staff who have supervised or unsupervised access to or contact with children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedures below.

Kent Tuition Hub will endeavour to safeguard children by:

1. Adopting safeguarding and child protection procedures and the Guidance on Conduct and Behaviour for all who work on behalf of the organisation;
2. Reporting concerns to the appropriate authorities;
3. Following carefully procedures for recruitment and selection of staff, tutors and volunteers
4. Providing effective management for staff, tutors and volunteers through support and training.

Kent Tuition Hub is also committed to reviewing its Child Protection Policy and Guidance on Conduct and Behaviour at regular intervals.

It is Kent Tuition Hub's policy that:

1. Everybody working on behalf of Kent Tuition Hub accepts the responsibility to promote the welfare of children who come into contact with Kent Tuition Hub in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There is a Designated Safeguarding Lead (DSL) and Deputy to act in their absence within Kent Tuition Hub, who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The DSL and their Deputy know how to make appropriate referrals to statutory child protection agencies.
4. All those who are involved with children on behalf of Kent Tuition Hub should adhere to the Guidance on Conduct and Behaviour in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. The Children Act 2004 states that "everybody has a duty to co-operate to improve the well-being of the children". This means that considerations of confidentiality which might apply to other

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situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated, see Information Sharing and appendix C.

7. Kent Tuition Hub's Child Protection policy will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.

8. A culture of mutual respect between children and those who represent Kent Tuition Hub in all its activities will be encouraged, with adults modelling good practice in this context. 9. All staff, volunteers and anyone in paid or unpaid work on behalf of Kent Tuition Hub with supervised and unsupervised access to children will be vetted appropriately.

10. It is part of Kent Tuition Hub's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Kent Tuition Hub will be supported when they report their concerns in good faith.

2. Conduct and Behaviour

For further guidance on conduct and behaviour please read Tutor Trust Guidance on Conduct and Behaviour. This guidance was taken from the Keeping children safe in education (DfE September 2016). A copy of the guidance will be issued to every Tutor during their training. A copy is also available to staff and volunteers on Kent Tuition Hub shared drive

3. Designated Safeguarding Lead (DSL)

Kent Tuition Hub has appointed a Designated Safeguarding Lead (DSL) who is responsible for dealing with any concerns about the protection of children. This person is Saira Miah. The appointed Deputy DSL will become responsible in their absence and will be trained to the same level as the DSL.

The role of the DSL is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Kent Tuition Hub.
2. Provide information and advice on safeguarding and child protection within Kent Tuition Hub and provide regular updates.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Liaise with local children's social care services and other agencies, as appropriate.
5. Keep relevant people within Kent Tuition Hub such as the owner responsible for Safeguarding informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
6. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.

7. Advise Kent Tuition Hub of safeguarding and child protection training needs.
8. Review the operation of the Child Protection Policy alongside the trustee responsible for Safeguarding regularly to ensure the procedures are working and that it complies with current best practice.
9. The DSL and their Deputy must be appropriately trained and must advise relevant stakeholders within the organisation of any significant legislation changes, that may affect Kent Tuition Hub's operational activities.
10. In the DSL's absence, their Deputy will carry out DSL duties by following all outlined procedures.

4. Procedure for Reporting Concerns

Staff or tutors could have their suspicion or concern raised in a number of ways, the most likely but not exhaustive of which are:

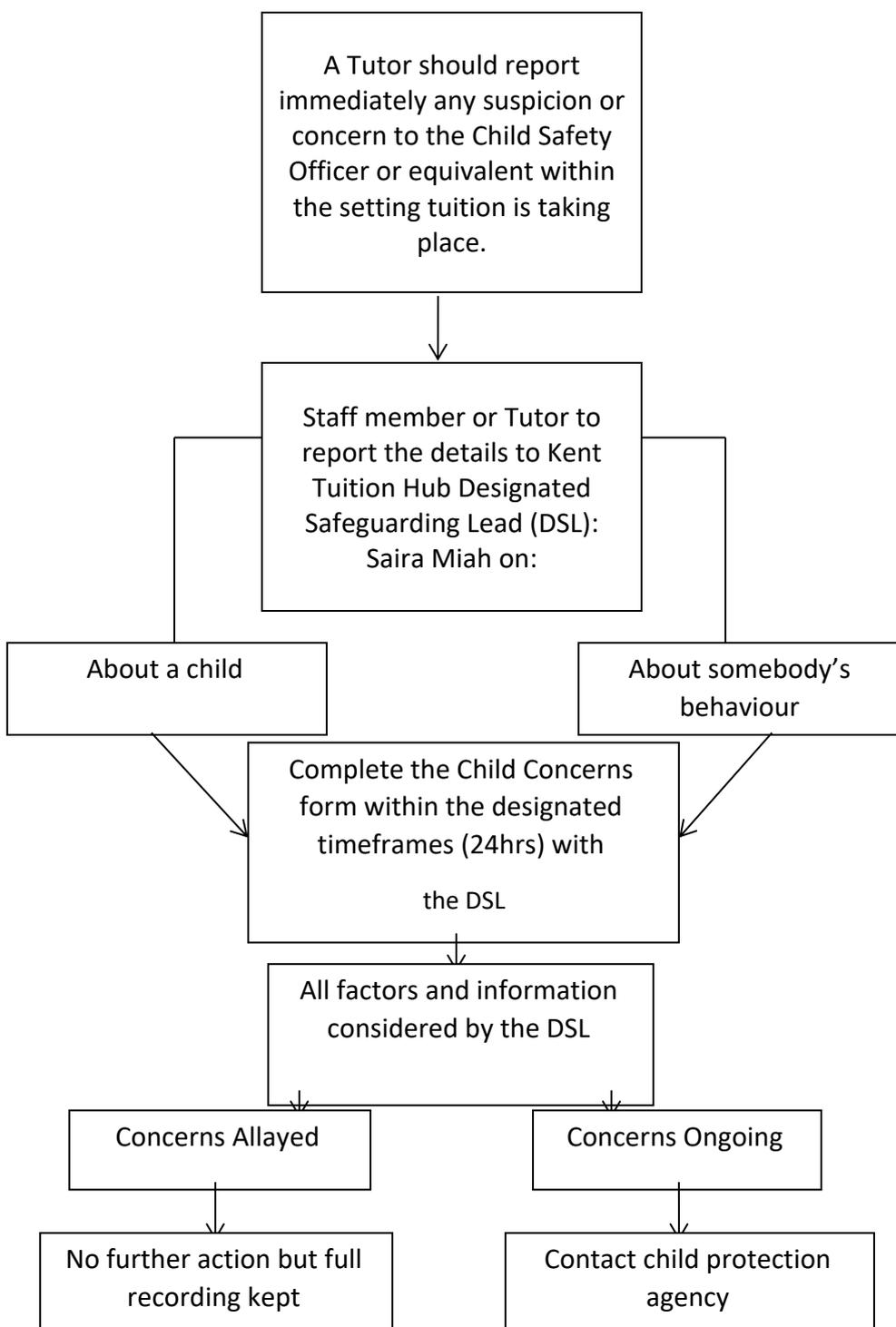
1. The conduct of a member of Kent Tuition Hub's staff or tutor;
2. A child "disclosing" abuse;
3. Bruising or evidence of physical hurt; which may or may not be accompanied by;
4. Unusual behaviour by a child.
5. Overhearing a child's conversation with another child

Where a tutor who is working on behalf of Kent Tuition Hub has a concern whilst providing tuition in a school, care home or any other place for tuition that has been arranged by Kent Tuition Hub, the tutor must contact in the first instance the Designated Safeguarding Lead (or equivalent) at the relevant location and be guided by the setting's Child Protection policies. The Tutor must then inform Kent Tuition Hub's DSL in the following way:

- Concerns about a specific child should be reported immediately by telephone to the DSL and confirmed in writing within 24 hours using the form at Appendix D. Delay could prejudice the welfare of a child.
- If the concerns relate to the conduct of a member of staff these should be reported by phone to the DSL immediately. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

The DSL will contact the trustee responsible for Safeguarding and both will consider the report and either refer this immediately to the authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but keep a full record of the concerns.

The flowchart demonstrates the process by which child protection concerns will be addressed by Kent Tuition Hub:



6. Appendix A - Definitions of Abuse

Domestic abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

Neglect

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Physical abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

Emotional abuse

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

Child sexual exploitation

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

Bullying and cyberbullying

Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child trafficking

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Harmful sexual behaviour

Children and young people who develop harmful sexual behaviour harm themselves and others.

7. Information Sharing

- Kent Tuition Hub has arrangements in place which set out clearly the processes and the principles for sharing information between each other, with other professionals and with the appropriate child protection agencies. They can be found within the Information Sharing, Child Protection and Data protection policies and are available to everybody who is employed by or delivering Kent Tuition Hub service.
- The Children Act 2004 states that “everybody has a duty to co-operate to improve the well-being of the children”. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort will be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

8. Appendix B - Recruitment and Selection Procedures

Kent Tuition Hub has adopted appropriate recruitment and selection procedures for staff, tutors and volunteers in the context of safeguarding and child protection and these include the following:

1. A clear definition of any role including Child Protection and Safeguarding responsibilities so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. A wide circulation of information about vacancies to ensure equal opportunities.
4. Confirmation of the identity of the applicant.
5. Requirement to declare previous convictions and obtain an enhanced DBS check, for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact.
6. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.
7. Documentary evidence of qualifications.
8. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
9. At least two representatives from Kent Tuition Hub meeting personally with every applicant, and an exploration of their attitudes towards working with children.
10. Written references not testimonials.
11. Dates and organisations of a full career history (to include any gaps and associated reasons)

9. Appendix C - Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next, and with whom the information will be shared.
8. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
9. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Lead in the organisation.
10. Report to the settings Designated Safeguarding Lead (or equivalent) as soon as is practically possible.
11. Report concern to Kent Tuition Hub's DSL as soon as is practically possible who will complete Appendix D or complete and hand personally to the DSL.

10. Appendix D - Form for Reporting Child Protection Concerns

CONFIDENTIAL Where a referral is made, this form will be sent to the children's social care services as a written confirmation of the referral with a copy retained by the DSP.

Name of child

Age if known

Date School/address

What prompts your concerns? Please be specific and include the dates and times of any incidents

Were there any physical or behavioural signs? Any other causes for concern?

Have you spoken to the child? If so, what was said?

Have you spoken to the child's parents/carers? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Please give your name and contact details.

Signature

Today's date

This form must be completed and given, or sent in a sealed envelope marked "Private & Confidential", to The Tutor Trust's Designated Safeguarding Lead

Appendix E, Self-Declaration and Disclosure Form

Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Officer:	
Print name:	
Date:	

Part Two

NOTE: The role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures I agree to provide/apply for a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

