

Safeguarding Policy – Friendly Penguin Tutoring

A safeguarding policy is a statement which states clearly the steps that I, the tutor, will follow to keep my students safe and how I will respond to any safeguarding concerns.

Purpose and Scope

The purpose of a safeguarding policy is:

- to protect the children and young people who receive tutoring services from myself (Friendly Penguin Tutoring), from harm;
- to respond to any allegations and/or any concerns relating to the welfare of a child or young adult for whom I provide tutoring services to;
- to state the ongoing training that I will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

This policy applies to anyone working on behalf of Friendly Penguin Tutoring.

This policy will be reviewed and updated on an annual basis, or before if there is a change in safeguarding protocols.

Responsibilities

I recognise that I have a responsibility for the safety and wellbeing of my students. This responsibility includes:

- Ensuring I have a DBS check completed each year
- Ensuring that I undertake appropriate safeguarding training at least once every two years
- Endeavouring to keep up-to-date with any new information about safeguarding and child protection, and updating this policy accordingly to include any changes
- Reporting safeguarding concerns correctly, to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. Please visit the website for Nottinghamshire Safeguarding Children Partnership to review their policies and procedures <https://nscp.nottinghamshire.gov.uk/>.

Recruitment

I will use a third party to have my own DBS check completed on an annual basis.



Reporting safeguarding concerns

This is the process that I will follow if (a) a child tells you that they are being abused or (b) you suspect that there are safeguarding concerns for a child who you tutor.

If a student tells me that they or another child is being abused I will:

- show that I have heard what they are saying, and that I take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
- record what I have been told, as soon as I can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

It is not my responsibility to attempt to investigate the situation myself.

If I have suspicions of a safeguarding or welfare concern in relation to one of my students I will:

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

Useful Contact Details

Nottinghamshire County Council Multi-Agency Safeguarding Hub (MASH): 0300 500 80 90

Nottinghamshire Safeguarding Children Partnership: 0115 977 3935

Emergency Duty Team on 0300 456 4546.

Police: 999 for emergency, 101 for non-emergency

Training

I will undertake on safeguarding and child protection every two years, updating any training and policies as new guidance is issued.

Completed training:

NSPCC 'Child Protection for Tutors' Completed 7th October 2023

