

POPPY'S TUTORING COMPANY'S CHILD PROTECTION GUIDANCE

1. Tutors will ensure that their pupils are given tuition in a congenial and safe environment. Each member has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008).

2. Tutors must ensure that:

a) the welfare of the child is paramount;

b) all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity can receive the benefit of tutoring in a safe environment;

c) all reasonable steps are taken to protect children from harm, discrimination and demeaning treatment and to respect their rights, wishes and feelings;

d) all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;

e) tutors who work with children should seek guidance and/or training in good practice and child protection procedures; they work in partnership with parents and children – which is essential for the protection of children.

f) they provide a caring, positive, safe, and stimulating environment in which students can learn and which promotes the wellbeing of the children being taught.

3. Poppy's Tutoring Company offers guidelines and will give advice on how to deal with a Child Protection incident or concern. A self- employed tutor should always refer any Child Protection concerns directly to the LADO (Local Authority Designated Officer) in their local council.

4. Poppy's Tutoring Company's policy and procedures;

a) Poppy's Tutoring Company should ensure that all tutors are qualified and suitable as far as can be reasonably ascertained.

b) Appropriate checks (enhanced DBS Disclosures) must be carried out or requested on all potential tutors and office staff, and references taken up and verified by all tutoring companies/agencies, unless these organisations operate solely online as notice boards



or online directories. In this case, the website must make it clear that these checks are not done and that they are the responsibility of parents/guardians.

5. Tutors are required to have a DBS less than three years old. Tutors must ensure that all copies of these documents have been certified by the Post Office. Tutors can also apply for enhanced disclosures through other agency/companies.

6. SAFEGUARDING COMPLIANCE FOR COMPANIES

a) Tutors should provide Photo ID when interviewed. A copy should be taken, retained and stored safely.

b) All information on tutors should be stored by Poppy's Tutoring Company. This should include address and contact details, Photo ID, DBS check, and sight of degree certificates/other qualifications.

c) All tutors should hold an up-to-date Enhanced DBS Disclosure. A Disclosure is only valid for three years, after which a tutor should be re-checked, unless they have bought into the DBS Up-Date scheme.

d) Dates of issue and numbers for DBS Disclosures should also be kept by Poppy's Tutoring Company.

e) Tutors should read this Child Protection Guidance document, and sign up to and adhere to Poppy's Tutoring Company's policy.

f) Poppy's Tutoring Company should hold a Code of Ethics that is sent to tutors.

g) All tutors and staff who encounter children should be DBS checked.

h) If a parent is not able to be present, then there should always be another adult in the home when a child is being tutored, for the "protection" of the tutor as well as the child.

7. GUIDANCE FOR FREELANCE TUTORS WORKING DIRECTLY WITH PARENTS

a) Freelance tutors must apply for an enhanced Disclosure (DBS) unless they already have one through another organisation.



b) It is illegal for a teacher/tutor to enter a sexual relationship with a student, even if the student is over the age of consent (i.e. over 16). Tutors, like school teachers, are operating in a similar position of trust and thus must also abide by this law.

8. ALLEGATIONS

a) Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests he or she is unsuitable to work with children, should be reported immediately to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) in the local authority where the incident is alleged to have taken place.

b) Advice on how to deal with an allegation can be sought from the LA Education Welfare Service or Child Protection Unit.9. CHILD PROTECTION INCIDENTS

9.1 A Child Protection incident usually includes some of the following scenarios but this list is not intended to be a formal and all-inclusive definition. A typical CP incident is when:

9.1.1 A tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.

9.1.2 A tutor observes a situation (e.g. risk in a child's environment which could potentially cause serious physical or psychological harm).

9.1.3 A company/agency and/or parent receives information about a tutor either from the child directly or from another source, that could potentially cause serious harm to the child, either physically or psychologically.

10. RECORD A CHILD PROTECTION INCIDENT

10.1 All Child Protection incidents must be recorded. It is essential to:

10.1.1 Speak individually with all parties concerned.

10.1.2 Write a record of all conversations.

10.1.3 Write up all telephone conversations with a written report to send to LADO/ Child Protection



Unit (at the local authority where the incident took place) who will deal with the allegation.

10.2 All allegations should be dealt with expeditiously, thoroughly, fairly and with common sense and professional judgement. Any investigation should be carried out as quickly as possible and a decision reached as to whether the allegation is borne out or not supported. Dependent on this the outcome of the investigation could have one of three outcomes:

a) unsubstantiated,

b) substantiated in part or in whole but can be dealt with by disciplinary procedures.

C) substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)

SIGNED TUTOR.....

SIGNED POPPY'S TUTORING COMPANY .....

DATE.....