

CHILD PROTECTION AND SAFEGUARDING POLICY

All children have an absolute right to a childhood free from abuse, neglect or exploitation. Powertutors believes that in all matters concerning child protection and safeguarding, the welfare and protection of the young people¹ we work with is of paramount consideration. All adults involved in Powertutors' activities and who come into contact with children have a duty of care to safeguard and promote their welfare. This policy and the procedures contained within it exist not to discourage adults from being involved in the work of Powertutors but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

- There is a duty placed upon us to ensure that all adults who work with or on behalf of our young people are competent, confident and safe to do so.
- Adults working or tutoring for Powertutors are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motivation or intention.
- Everyone involved in Powertutors activities must follow Powertutors' Code of Conduct.
- They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

Designated Safeguarding Officer

Name: Helena Washer

Helena can be contacted on: 01737 652965

In the event of the Designated Safeguarding Officer being unavailable please email: Olivia@powertutors.co.uk or call the above telephone number.

If there is an allegation, signs and indicators of abuse are identified or if at any point an adult involved with Powertutors' work fails to comply with any element of the Code of Behaviour this information must be passed immediately to Powertutors' Designated Safeguarding Officer. Our safeguarding disclosure form is accessible to all staff and self employed tutors, enabling us to log all child welfare concerns in detail and have at hand any further agency involvements. This form is saved in a GDPR compliant manner and is password protected for safe access. The Designated Safeguarding Officer completes our internal follow up form, so that all decisions made are recorded from beginning to end. It is the Designated Safeguarding Officer's responsibility to collect all relevant information and make decisions on how to proceed (this will include contacting the designated safeguarding lead at the relevant partner school/s). You have a duty of care to pass on all relevant information regarding any allegations of abuse, or identified signs and indicators of possible abuse.

Definitions of Abuse

All staff should have awareness of Safeguarding issues that can put children at risk of harm. It is important to apply early identification of abuse and neglect. All staff will be trained of indicators of abuse and neglect through updated CPD courses and experience. If staff are un-sure they should always speak to the Designated Safeguarding Lead.

Safeguarding and promoting welfare of children and young people is defined as

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health development
- Ensure children grow up with consistent provision's of safe and effective care;
- Overall, ensuring that action has been taken to enable all children to have the best outcomes

Abuse

This is classified as a form of maltreatment of a child. Children may be abused in a family, institutional or community setting, by those either known to them, or more rarely by others. Children may be abused by adults, or by another child or children (KCSIE, 2021).

Types of abuse and neglect

Physical Abuse: physical injury to a child where there is knowledge, or a reasonable suspicion, that their injury was inflicted or knowingly not prevented.

Neglect: the persistent or severe neglect of a child that results in serious impairment of the child's health or development (both physical and mental).

¹ For the purposes of this policy a young person is defined as any person under the age of eighteen.

Emotional Abuse: the persistent or severe emotional ill-treatment of a child which has severe adverse effect on the behaviour and emotional development of that child.

Sexual Abuse: the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent.

Extremism: A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Grooming: When someone builds an emotional connection with a child or a young person to gain their trust for the purposes of sexual abuse or exploitation.

Self-Abuse: Any means by which a child or young person seeks to harm themselves. This can take lots of physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders.

Female Genital Mutilation: A dangerous and now criminal offence in the UK. This can happen at different times of a girl's life including, during childhood or as a teenager, just before marriage or even during pregnancy.

Online Abuse: An abuse that happens over the internet. Across devices connected to the web, like computers, tablets and mobile phones. Online abuse can follow in forms of grooming, cyberbullying, emotional abuse & sexual exploitation.

KCSIE 2020 Contains important additional information about specific forms of abuse and safeguarding issues. Powertutors require all staff and tutors to read the annex in conjunction with this policy. KCSIE 2021 is also attached for tutor and staff reviewal.

Safeguarding Governance – Roles & Responsibilities

Powertutors is committed to supporting all of those involved with the organisation under safeguarding support. Powertutors will continue to ensure that arrangements are in place to support our commitment to safeguarding children and young people in accordance to legislation and statutory guidance.

Director

Our Director ensures that Powertutors is committed alongside legally compliant, in order to manage the organisation's resources effectively, supporting long-term vision plans, protecting the organisations core values and reputation.

Director is responsible for:

- Approving safeguarding policies and supporting procedures enforced.
- Ensuring adequate resources are available for effective safeguarding training through Powertutor's work.
- Developing an overall culture within Powertutors that promotes effective safeguarding practices.

Powertutors Leadership Team

They will ensure that there is a continued commitment to safeguarding, keeping this integral in the delivery of all services, activities and contracts pursued.

The leadership team will ensure that:

- A safeguarding culture is promoted, and embedding into all area's of the organisation's delivery.
- Effective communication, from clear reporting shared with all staff, tutors and customers.

- Proposed changes to safeguarding policies and any further supporting policies are presented to the director in accordance with the agreed annual policy review at the minimum.
- The Designated Safeguarding Officer has sufficient resources in order, to also support safe recruitment and selection practices of staff and tutors to coordinate the investigation of concerns and allegations against staff members of tutors.
- The Designated Safeguarding Officer also coordinates any investigations of concerns and allegations against staff or tutors.

Powertutors Designated Safeguarding Officer

The Designated Safeguarding Officer, will be provided with the latest level of training to ensure they are able to fulfil their responsibilities in supporting all staff and tutors in regards to safeguarding matters. The training is updated every 2 years. And are responsible for responding to initial concerns or disclosures.

Powertutors Safeguarding Officer will:

- Offer support and training to all staff and self-employed tutors involved in Powertutors' work.
- To ensure that all Powertutors staff and self-employed tutors are sufficiently vetted.
- ☐ Ensure accurate records of all safeguarding concerns have been secured safely in-line with GDPR compliance.
- ☐ Work alongside governance bodies of Powertutors to inform of any untoward safeguarding incidents as appropriate.
- To act as the main point of contact between Powertutors and partner schools and manage any referrals to relevant agencies such as children's services.
- ☐ Ensure the adoption and implementation of all safeguarding policies and strategies have been carried.

Powertutors Staff and Tutors

All Powertutors staff and tutors have a shared responsibility to safeguard and promote the welfare across to all children and young people around. They should know how to apply early prevention, respond to matters immediately and report any safeguarding concerns.

In an emergency staff and tutors will be expected to report urgent concerns directly to the relevant statutory agency.

Dealing with a safeguarding concern or disclosure

In all cases related to child protection and safeguarding, the main procedure is to treat the allegation seriously, in strict confidence and immediately contact the Powertutors' Designated Safeguarding Officers, and/or allocated school child protection and safeguarding lead/s. In the event of Powertutors' Designated Safeguarding Officers being contacted the following protocol will be followed:

After the disclosure form has been received by the DSL, the raise of disclosure will be reviewed and immediately actioned keeping the child's own welfare in mind. Relevant agencies under the child's protection will be informed, such as the school's child protection, local authority case worker and safeguarding lead/s.

The school shall follow the school's or local authority procedure for contacting the local Police Child Protection Unit or the Social Services Department of the relevant Local Authority (the Authorities). Powertutors shall support the school with any action that the school deems appropriate and shall undertake reasonable endeavours to provide the school with any assistance or documents.

Powertutors shall not, under any circumstances, undertake any independent investigation or questioning (as this may jeopardise any enquiry) unless or until Powertutors is given authorisation by the school or the Authorities. Following authorisation, Powertutors may independently follow up on the allegation.

All allegations or suspicions shall be referred to the school no matter how insignificant they seem to be or when they occur. Any information about suspicious behaviour or circumstances will be passed to the local Police Child Protection Unit or the local Social Services within 24 hours or as soon as shall be reasonably practicable.

Should you wish to submit a safeguarding concern form, please follow the attached file in appendix 2 and send this immediately to the Designated Safeguarding Lead as soon as possible, if you believe a child is at imminent risk or harm, please call: 01737 652 965

In the event that a young person discloses abuse to an employee of Powertutors or a self-employed tutor

Employees of Powertutors and self-employed tutors shall:

1. Allow the young person to speak without interruption, encouraging them to tell you only what they feel comfortable telling you, and be accepting and be non-judgemental about what is said. Do not ask investigative or leading questions of any kind.
2. Advise the young person that you will offer support, but that you **MUST** pass what they tell you and are not able to keep anything they tell you confidential.
3. If they refuse to tell you anything unless you promise to keep it a secret, inform them that you want to help and that there is one person you have to tell. If they then refuse to tell you any more, please respect their decision and report this incident.
4. Ensure that the young person is not immediately at risk of any further abuse.
5. Immediately after a disclosure, contact the Designated Safeguarding Officer at Powertutors.

6. Report the facts as you know them/ or understand them, including the pupil's name and the account given to you by the young person using the words that they used as well as including any other information your feel is relevant within the safeguarding disclosure form.
7. Send this detailed information to the Designated Safeguarding Officer at Powertutors as soon as you are able to, in a password protected file.
8. Powertutors shall retain a copy of all such notifications in accordance with GDPR guidelines.

In the event that a self-employed tutor suspects abuse, but it has not been disclosed by the young person

Employees of Powertutors and self-employed tutors shall:

1. Not discuss your suspicions with the young person in question or conduct any form of investigative work.
2. Report the facts as you know them/ or understand them, including the pupil's name and the account given to you by the young person using the words that they used as well as including any other information your feel is relevant.
3. Provide this detailed information to the Designated Safeguarding Officer at Powertutors as soon as you are able to, in a password protected file, within the safeguarding disclosure form.
4. Retain a copy of all such notifications in accordance with GDPR guidelines.

If you receive an allegation about any adult or about a self employed tutor (including the person hearing the allegation)

Employees of Powertutors and self employed tutors shall:

1. Immediately after receiving an allegation or disclosure, contact the Designated Safeguarding Officer at Powertutors.
2. Report the facts as you know them/ or understand them, including the names of relevant adults and/or young people and the account given to you using the words that they used as well as including any other information you feel is relevant.
3. Provide this detailed information to the Designated Safeguarding Officer at Powertutors as soon as you are able to.
4. Retain a copy of all such notifications in accordance with GDPR guidelines.

If you deal with the personal data of young people (including names, grades and school)

Employees of Powertutors and self employed tutors shall:

1. Handle all information with sensitivity and confidentiality and in accordance with GDPR guidelines.
2. Keep the information secure and not make it available to others without the authority of Powertutors.

Sharing Information

Effective sharing of information between Powertutors, schools, local authorities and other statutory services is essential for the assessment and intervention in order to ensure children are kept safe in education.

Powertutors recognises that information sharing between key organisations is essential to safeguard children and young people at risk of abuse, neglect and exploitation.

Powertutors staff and tutors will give due regard to relevant legislation and guidance when making decisions on sharing information including the following:

- The Data Protection Act 1998 and 2018 (GDPR)
- Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018
- Working Together to Safeguarding Children 2018
- Keeping Children Safe in Education 2021

Concerns for poor or unsafe practices within Powertutors

Staff and tutors should feel like they can raise any concerns about poor or un-safe practices in Powertutors safeguarding regime. Whistleblowing procedures are reflected to all staff and tutors' induction, training and the code of conduct are in place for such concerns, which can be raised with Powertutors Leadership team.

Where staff members or tutors feel unable to raise the issue to a manager or feels that their genuine concern is not being addressed, other whistleblowing avenues are open to them:

- General advice & guidance on whistleblowing can be found via: <https://www.gov.uk/whistleblowing>
- The NSPCC's what you can do to report abuse dedicated helpline is available for staff who do not feel able to raise concerns regarding child protection failures or have concerns about the way a concern is being handled. Staff and tutors can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

Also refer to the Whistleblowing Policy and Code of Conduct.

Recruitment and Training:

Powertutors maintain a high standard in recruiting staff and onboarding self-employed tutors. All Powertutors employees and self-employed tutors will be subject to an enhanced DBS check before they can begin working within our partner schools. Every employee must be able to fulfil one of the following:

- Have an existing enhanced **DBS** check not more than **3** years old verified by a member of Powertutors staff, with the disclosure number and date of issue recorded, along with photographic ID.

Powertutors staff and self-employed tutors receive training on the contents of this policy as part of their induction, this policy is made available to all adults involved in Powertutors' activities and all self-employed tutors confirm they have received safeguarding training when they sign up to a programme, confirming that they have received safeguarding training and understand their responsibilities in relation to safeguarding.

Appropriate safeguarding training is provided to all staff & tutors to assist them in:

- Recognising abuse
- Preventing abuse
- Recording concerns
- Responding appropriately to allegations
- Knowing who to contact
- Sharing of information

Safeguarding training will be a mandatory element of all inductions for staff and tutors, based on their appropriate levels, aligning the correct roles and responsibilities of staff and tutors. Safeguarding training will also not be regarded as a 'once only' activity, but as ongoing development of skills and knowledge of safeguarding practices.

Monitoring the working practice of staff and tutors will be undertaken not less than once per year through the appropriate supervision mechanisms such as appraisals to ensure the requirements of this policy and supporting procedures are being met.

The Code of Conduct

All adults coming into contact with children and young people through Powertutors' work must comply with this Child Protection and Safeguarding Children Policy and this Code of Conduct.

You must:

Act in accordance with the partner school's or local authority policies and procedures regarding child protection and safeguarding.

Treat all young people with respect.

Avoid being alone with a young person or cause someone else to be alone with a young person because of your actions e.g. being late. If alone in a room with young people keep the door open at all times.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Be aware that any physical contact with a young person can be misinterpreted and should always be avoided. Shaking hands in a public setting is considered acceptable.

Be aware that social networking sites are in the public domain if not protected by privacy settings. Strongly consider strengthening any privacy settings so that young people would not be able to access your online profiles and be privy to any information you would not want in the public domain.

Block any young people that approach you online and inform Powertutors' Designated

Safeguarding Officer immediately.

Recognise that special caution is required when discussing sensitive issues with young people.

Challenge unacceptable behaviour and report all allegations/suspensions of abuse to Powertutors' Designated Safeguarding Officer.

Operate within Powertutors' procedures in the event of any disclosure/concern.

Raise any questions or concerns about child protection and safeguarding with Powertutors' Designated Safeguarding Officer, or if unsure of a particular procedure, information should be sought from Powertutors' office staff.

You must not:

Promise confidentiality to young people in any situation.

Seek out or add young people on any social networking site.

Respond to any online communication from a young person, for example on a social networking site.

Share any personal contact details² with young people, or, seek out their personal contact details.

Arrange to meet a young person outside of the allocated tutoring time, unless on the school premises and with the prior knowledge of a member of staff.
Act in a manner that excludes the young people you are working with.

Make suggestive or derogatory remarks in front of young people.

Have inappropriate physical contact or verbal contact with young people.

Show favouritism to any individual.

Be under the influence of alcohol or other substances when working on activities involving young people.
Take photographs of young people.

This policy will be formally reviewed every year, or in line with Governmental guidance.

Online Code of Conduct Safety – Agreement between Tutors & Students

Powertutors understands the importance of students being able to engage in online tutoring for education and personal development. The safety and wellbeing of any student or other person using Powertutors is paramount.

Our Tutors will:

- Always act, and be seen to act, in the student's best interest.
- Take responsibility for their own actions and behave in a professional manner at all times.
- Avoid any online or offline conduct which would lead any reasonable person to question their motivation and intentions.
- Refrain from sending personal communication to students or parents/carers unless agreed with a Powertutors team member.
- Adhere to the information security arrangements relevant to the Powertutors platform use, ensure they are following our secure login accounts to ensure optimum protection has been undertaken for our students.
- Inform Powertutors of any requests or arrangements where parents/carers wish to use their services outside of contractual arrangements.
- Report any concerns immediately about a student's safety or wellbeing to our Powertutors Designated Safeguarding Lead and liaise with the school/college.
- During tutoring sessions ensure they have a plain background behind them to avoid any disruptive environmental factors.
- Have a responsibility to ensure their electrical devices are clean from any un-relevant or even inappropriate browsing information.
- Ensure all that they have visible on their electrical device screen is educational related, to help suit the purpose of the given session.

Student: please read the following agreement and discuss it with your parents/carers or responsible adult

Parent/Carer or Responsible Adult: please read and discuss this agreement with student. For the purposes of this agreement 'Responsible Adult' includes teachers or any other representative of the school/college

If you have any questions regarding this agreement, please email enquiries@powertutors.co.uk

Student's Agreement

- I will be responsible for my behaviour when using Powertutors.
- I will not use inappropriate language during my tutoring session.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will immediately report this to the tutor and my teacher in school/college.
- I will not send any material that could be considered threatening, bullying, offensive or illegal.
- I will not hand out any of my own personal information during my tutoring session such as my phone number, address etc.
- I will not reveal my passwords to anyone at any point.
- I will not arrange face-to-face meetings personally with my tutor.

- If at any point I am concerned or upset about anything I see or hear during my tutoring session I will inform my parent/carer or responsible adult.

² Includes email address, telephone number or address.

Keeping Children Safe in Education 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf

Appendix A: Completing Disclosure Form

Guidance on completing the Safeguarding Disclosure Form

It is important that this concern is fully completed in a timely manner – for fresh factual written work, it is best to write this as soon as possible. It is important that the form is written with as much factual based evidence. To help the Designated Safeguarding team respond and refer appropriately you should follow the guidance below.

- Only write about one child on each form.
- Remember that Disclosure forms can be used in court cases on behalf of evidence
- Make sure you use the Powertutors Safeguarding Concern Form to record your concerns/disclosure.
- A copy of the Safeguarding Disclosure Form is available in Appendix B. Any further questions, please ensure you contact the Designated Safeguarding Officer.
- It can take several hours to deal with even urgent concerns and the earlier we start the better. Please alert the team as soon as possible so we can deal with the concern immediately.

Appendix B – Safeguarding Disclosure Form

Safeguarding Disclosure Form

Teacher's Full Name:
Contact Telephone Number:
Contact Email Address:

Student's Full Name:
Year Group:

Do these concerns relate to a specific incident/disclosure? If **YES** complete **section A**; if **NO**, omit section A and move straight to **section B**.

Section A

Date & time of incident/disclosure:
Location of incident/disclosure:
Date this form was completed:
Other persons present:

Section B

Details of disclosure – please continue onto additional sheets if required.

Fact based details of disclosure/ safeguarding concern. Remember this is not your opinion this is online reporting on what you have seen/or heard.



Types of Abuse *tick sections that apply* If other, please specify in detail.

| | | | |
|---------------------------------|--|------------------|--|
| Bullying and cyberbullying | | Grooming | |
| Child Sexual Exploitation | | Neglect | |
| Child Trafficking | | Non-Recent Abuse | |
| Criminal Exploitation and Gangs | | Online Abuse | |
| Domestic Abuse | | Physical Abuse | |
| Emotional Abuse | | Sexual Abuse | |
| Female Genital Mutilation | | | |

If other, please specify:

Your Signature:

Print Your Full Name:

Date:

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