



StarsBrightTutors
"Reach for the Stars"

SAFEGUARDING POLICY STATEMENT

We are a small organisation and as such have developed a policy in line with the Government's Safeguarding Policy to set up, to assist or care for those who are particularly vulnerable, specifically children or young people under 18 years of age or adults who are in receipt of a regulated activity.

Policy on safeguarding children

- *The welfare of the child is paramount.*
- *All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.*
- *All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.*
- *A child is defined as a person under the age of 18 years (The Children Act 1989).*

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Introduction

Stars Bright Tutors is a unique supplementary venture for children & teenagers to reach for the stars and discover their true potential.

We help students with a need for extra tuition to compliment their learning or studies at school within the framework of the National Curriculum, including those who failed their Year 11 exams and need extra support to pass their exams the next time around. Ages range from 4-18yrs old and subjects taught are English and Maths KS1 – KS5.

We promote success and proud of our achievements and also the testimonials received from parents and students alike.

We are cognisant however, that within the framework of learning there is a need to be observant when a child is not learning or does not want to learn for a particular reason. Issues such as Child abuse is therefore important for us to recognise. Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school or in a sports or community environment.

At Stars Bright Tutors, we recognise our responsibility for safeguarding children. Our policy applies to all staff.

There are five main elements to our policy:

- ***Ensuring we practise safe recruitment*** in checking the suitability of staff and volunteers to work with children;
- ***Raising awareness of child protection*** issues and equipping children with the skills needed to keep them safe;
- ***Developing and then implementing procedures*** for identifying and reporting cases, or suspected cases, of abuse;
- ***Supporting pupils*** who have been abused in accordance with his/her agreed child protection plan;
- ***Establishing a safe environment*** in which children can learn and develop.

Procedures

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department of Education.

Stars Bright Tutors will:

- Ensure staff have access or resources to tackle or deal with online issues
- Ensure it has a Designated Senior Member of Staff (**DSMS**) who will undertake regular, appropriate training for this role – currently Mrs Pat Blake
- Ensure it has a member of staff who will act in the absence of the DSMS; - Learning Coordinator – currently Mrs J. Gilfillian
- Ensure every member of staff (including temporary and supply staff and volunteers) knows the name and role of DSMS;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSMS;
- Ensure that as a basic minimum all members of staff complete the first stage of the LSCB e-learning course.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;
- Ensure that the duty of care towards its students and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Be aware of and follow procedures set out by Children's Services and the LSCB where an allegation is made against a member of staff or volunteer;
- Ensure safe recruitment practices are always followed.

Our procedures will be reviewed annually / bi-annually and up-dated in accordance with current legislation.

When staff join our school, they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the DSMS is and who acts in their absence.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All volunteers and regular visitors to our school will be told where our policy is kept and given the name of the DSMS. A copy of the policy will be available.

Our Responsibility

Responsibilities

The Director/s will ensure that the Safeguarding Policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSMS and other staff to discharge their responsibilities with regard to Safeguarding.

The DSMS will co-ordinate action on safeguarding and promoting the welfare of children within the school ensuring that all staff, volunteers and visitors to the school know who the DSMS is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

Managing a Disclosure

Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

- ***Listen carefully to what is said.***
- ***Ask only open questions such as:***
 - 'How did that happen?'***
 - 'What was happening at the time?'***
 - 'Anything else you want to tell me?'***
- ***Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'***
- ***Do not force the child to repeat what he/she said in front of another person.***

Following a disclosure, the member of staff should talk immediately to the DSMS and complete a written record.

Information Sharing & Confidentiality

We recognise that all matters relating to Child Protection are confidential. The Director or DSMS will disclose any information about a student to other members of staff on a need-to-know basis only.

- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the school's safeguarding children recording system.

All records of a child protection nature should be passed to the DSMS including case conference minutes and written records of any concerns.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The content of the curriculum;
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.
- Providing a range of support structures within the school upon the advice of Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;

- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the DSMS and to seek further support as appropriate.

Safer Recruitment and Selection of Staff

The school commitment to safeguarding children is made explicit in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Allegations against staff

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Director. The Director on all such occasions will discuss the content of the allegation with the LA's Senior Adviser for Safeguarding Children in Education.

If the allegation made to a member of staff concerns the designated teacher, he/ she will immediately inform the second designated person who will consult with the LA's Senior Adviser for Safeguarding Children in Education. The school will follow the LA procedures for managing allegations against staff. (Green book).

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Dealing with Complaints

Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour, as appropriate, to keep the child or adult regularly informed as to the progress of his/her complaint.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our students by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.

Physical Intervention

Staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.

Abuse of Trust

We recognise that as adults working in the school, we are in a relationship of trust with the pupils in our care and acknowledge that it is a criminal offence to abuse that trust.

Racist Incidents

Repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

Bullying

Our policy on bullying is set out in a separate policy. To allow or condone bullying may lead to consideration under safeguarding children procedures.

E-safety

Our Acceptable Use policy recognises that internet safety is a whole school responsibility (staff, pupils, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. These issues are addressed within the curriculum, in the tutor programme and in assemblies.

We endorse and adhere to the following DfE recommendations:

The DfE recommends that online safety should be embedded within all aspects of school life and learning as this is likely to make teaching more effective. This includes:

- *Reflecting the principles within your school's policies and procedures where appropriate, and communicating these to staff, pupils and parents. For example, refer to them in your child protection/safeguarding policy and behaviour and bullying policies.*
- *Proactively engaging staff, pupils, and parents in the activities that promote your online safety principles.*
- *Reviewing and maintaining online safety principles. For example, make sure staff have access to up-to-date and appropriate CPD and resources, and refer to [the latest guidance and research](#) to help you review your practice.*
- *Embedding online safety principles when teaching all curriculum subjects and reinforcing what is taught in lessons by taking appropriate and consistent action when responding to reports of online safety concerns from pupils.*

Health & Safety

Our Health & Safety guidelines reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips and visits.

All staff must ensure the following:

- All health and safety Incidents are reported
- An Accident Book is on site to record and incidents
- Children /Staff are informed of all the health and safety tips (e.g., what areas are out of bounds)
- Room/s are kept tidy
- No sharp objects or trip hazards are evident
- External doors are closed
- EXIT routes are clearly marked for any emergencies
- First Aid Kit is kept on site

The Health and Safety guidelines are kept in line with HSE legislation and requirements and a copy kept on site.

Other Relevant Policies

The school's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies and documents.

when undertaking development or planning of any kind the school will consider safeguarding matters.

This document complements the detailed guidance in the following Government publications:

- Working Together to Safeguard Children – 2018
- What to do if You're Worried a Child is being Abused – DfES December 2015
- Safeguarding Children and Safer Recruitment in Education – DfES 2010
- Keeping Children Safe in Education September 2020
- Statutory Guidance: Regulated Activity (children) 2013
- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Child Protection Action

Local Contact Agencies in Hackney are listed below:

The City & Hackney Safeguarding Children Partnership
Hackney Learning Trust, 1 Reading Lane, E8 1GQ
tel: 020 8356 4183

email: chscp@hackney.gov.uk

web: <http://www.chscb.org.uk/>

[Click on this link for the new safeguarding arrangements](#)

Independent Child Safeguarding Commissioner:

Jim Gamble, Jim@ineqe.com

Senior Professional Advisor: Rory

McCallum, rory.mccallum@hackney.gov.uk

Board Manager: Vacant

Business and Performance Manager: Sandra

Reid: sandra.reid@hackney.gov.uk

Child Death Overview Panel Co-ordinator: Yeba

Forbang, yeba.forbang@hackney.gov.uk

Training Co-ordinator: chscp@hackney.gov.uk

Community Partnership Advisor: Vacant

Partnership Coordinator: chscp@hackney.gov.uk

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, the designated Child Protection Officer within the organisation must be contacted.

Your designated officer is: Khadija Abu

Telephone number: 07428 223327

If the designated officer is not available, speak to a senior member of staff.

In an emergency situation, contact a social worker directly:

In office hours, either: **The Children Social Care team**

0208 3792507 or:

The Children Social Care team

Out of office hours: 0208 3791000 (select option 2)

In an Emergency: Call 999

Signature: _____

Next Review: January 2022