

## Safeguarding Policy

This policy was written incorporating The Tutor Association child protection guidance.

### **1. Introduction**

All employees of Westcountry SEN Ltd will ensure that their tutees are given tuition in a nurturing and safe environment. Each employee has a moral and legal obligation to ensure that, when given the responsibility for young people, they are treated with the highest possible standard of respect and 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 and young Persons' Act 2008).

### **2. Policy Statement**

All employees of Westcountry SEN are committed to ensuring 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 are able to receive the benefit of tutoring in a safe environment.
- c) All reasonable steps are taken to protect children from harm, discrimination and
- d) demeaning treatment and respect to their rights, wishes and feelings;
- e) All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
- f) All employees 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.
- g) 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. Monitoring and reviewing the policy and procedures.**

Westcountry SEN will monitor and review the safeguarding policy every 3 years or at any time when there is a change in the delivery or organisational structure in regard to tuition.

### **4. Company recruitment policy.**

- a) Westcountry SEN will follow the safer recruitment as outlined by the government. All tutors will be qualified to tutor and be as far as reasonably possible to ascertain, be suitable for the role
- b) DBS checks and two references must be obtained for all tutors and employees
- c) When interviewed employees must account for employment gaps
- d) Westcountry SEN has a lead protection officer: Pippa Bealing

## **5. Allegations**

- a) Allegations against any employee 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 that suggests he or she is unsuitable to work with children. Will be reported immediately to the Local Authority Designated Officer, or the Designated Child Protection Officer in the local authority area.
- b) Advice on how to deal with the incident can be sought from the LA Education Welfare Service or Child Protection Unit.

## **4. Recording A child Protection incident.**

- a) All incidents must be recorded.
- b) all parties involved will be spoken to individually
- c) all records will be held in the relevant files throughout and after the investigation according to GDPR guidelines
- d) all allegations will be dealt with in the following way.

Expediently, thoroughly, fairly and with common-sense and professional judgment. Any investigation will be carried out as quickly as possible and a decision reached as to whether the allegation is borne or not supported.

Dependant on the above, the outcome of the investigation could have one of three outcomes.

- 1) Unsubstantiated
- 2) Substantiated in part or in whole but can be dealt with by disciplinary procedures
- 3) Substantiated and requiring formal referral in the first instance to the Local Authority Designated Officer, or Designated Child Protection Officer

May 2020.

To be reviewed May 2023