



**GOODE
TUTORING**

Safeguarding and Child Protection Policy

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Review Date:	1st September 2024
Policy agreed by:	Clare Goode
Signed:	<i>C. Goode</i>
Policy countered signed:	Paul Goode
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Introduction to the Policy

Goode Tutoring provides quality tuition to children and young people. We want to create a safe and nurturing environment for our learners and we believe that being aware and proactive around safeguarding will help to keep our learners safe and set them on the path for healthy and successful futures.

The purpose of this policy is:

- to protect children and young people who receive Goode Tutoring's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- to make staff, volunteers and parents aware of how Goode Tutoring deals with concerns regarding child welfare and safeguarding.

This policy applies to anyone working on behalf of Goode Tutoring, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

This policy should be read alongside our organisational policies, procedures, guidance and other related documents.

Statement

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous
- experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Find out more about:

- [Safeguarding children who come from Black, Asian and minoritised ethnic communities](#)
- [Safeguarding d/Deaf and disabled children and young people](#)
- [Safeguarding LGBTQ+ children and young people](#)

- [Safeguarding children with special educational needs and disabilities \(SEND\).](#)

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance (more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations)
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Safer Recruitment

When recruiting staff, Goode Tutoring will:

- expect all applications to be submitted through an application form rather than by providing a Curriculum Vitae (CV) as this will make it easier to spot and question gaps in employment.
- ask questions regarding safeguarding at the interview stage to ascertain an individual's knowledge of safeguarding.
- perform background checks prior to commencement of employment. This will include reference checks and an Enhanced DBS check, specifically checking if an individual is barred from working with children or vulnerable adults.
- have a robust induction process whereby new starters will complete in house Safeguarding training and will be shown how to record concerns and know the process for escalating concerns.

Continuing Professional Development (CPD)

All staff, including the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL), will complete regular refresher training in safeguarding and PREVENT.

Roles and Responsibilities

Role of Staff and Tutors

When a member of staff or a tutor has any concerns, they need to speak to the DSL to log any concerns. If the DSL is unavailable concerns should be raised to the DDSL.

When a disclosure is made to a member of staff, it is our policy to act in the following way:

- Consider use of communication aids/language line if required
- Listen carefully, remain calm and try not to show shock or disbelief
- Acknowledge what is being said
- Do not ask probing or leading questions which may affect credibility of evidence
- Be open and honest and do not promise to keep a secret
- Reassure them and be supportive.
- Let them know you're sorry this has happened, that it's not their fault and that they've done the right thing in telling you.
- Explain that the information will be shared with the DSL, and that the DSL may contact them.
- Speak to the DSL without delay.
- Record the disclosure on the reporting concerns sheet.
- If you have any other safeguarding concerns or suspect abuse, contact the DSL without delay.
- Follow the safeguarding policy at all times

When a disclosure is made it is important to listen carefully to the information being disclosed but leading questions must not be asked. The member of staff must report the disclosure to the DSL. It is the staff member's responsibility to write up details of this disclosure using the Goode Tutoring [Safeguarding / Prevent Form](#).

No member of staff should ever promise confidentiality when someone discloses to them and when reporting a disclosure they should never include personal opinions. It is not the role of any member of staff to make any judgements or to conduct further investigation. Should it be found that a member of staff has taken steps beyond those that are set out above, then that member of staff will be subject to disciplinary actions up to and including termination of employment.

Role of the DSL and DDSL

The DSL responsibilities include the following:

- Being alert and recognising any safeguarding issues.
- Raising and sharing any concerns about individuals.

- Recognising when it is appropriate to make a referral to Staffordshire Safeguarding Children Board and contacting them when necessary.
- Ensuring the process of safer recruitment and CPD is upheld.
- Challenge poor safeguarding in the workplace

Prevent

Goode Tutoring has a duty to safeguard people from the threat of terrorism or radicalisation. As an organisation that deals with the public we understand that we have therefore a duty to recognise the signs of radicalisation and ensure that we are trained and equipped to be an early intervention within the Prevent duty. [Prevent Duty Guidance can be found here.](#)

Training

All Goode Tutoring staff receive Prevent training and will complete the HM Government Prevent Awareness Course. The DSL and DDSL also have the certificate and training in the Referrals process.

Process

All staff will follow the Notice - Check - Share process. Staff are expected to gather initial concerns in a factual manner if they notice something. Following this they are expected to have informal conversations to see if other colleagues have concerns, or with the Prevent Lead to share initial concerns. Concerns should also be submitted via the Goode Tutoring Safeguarding / Prevent form in order to keep a confidential log of concerns.

If needed, the Prevent Lead will have an informal discussion with the local authority Prevent Lead for more information.

Should the Prevent Lead feel that intervention is required and a disclosure required they will seek to gain consent from the individual. Once any concern is raised, Goode Tutoring will support individuals and the investigating bodies such as the police or the Channel Panel in order to find the best outcome for our users.

If it is found that concerns are raised that do not fall into the scope of the Prevent Duty, we will look to support users as issues that have been noticed may need addressing for that specific individual's wellbeing. Where necessary we will signpost users to other services that may be of benefit to them.

Safeguarding Concerns Within Goode Tutoring

Goode Tutoring is committed to providing a safe working space for all staff. If any staff member has any safeguarding concerns regarding any member of staff they are encouraged to come forward and speak in line with our [Whistleblowing Policy](#).

In these circumstances all safeguarding concerns should be raised to the DSL for a thorough and full investigation. Should the concerns be in regard to either the DSL or the DDSL, staff are encouraged to raise concerns with the Staffordshire Safeguarding Children Board on 0300 111 8007.

Contacts

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Deputy Designated Safeguarding Lead
Prevent Lead

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