

Child Protection Policy and Procedures for Step Up Tutoring

Effective Date: 21st October 2024

Last Reviewed: 28th November 2024

1. Introduction

At Step Up Tutoring (“we”, “us”, or “our”), our priority is the protection of children and young people. We recognise our responsibility to protect children from harm, abuse, and neglect and to respond promptly and effectively to any concerns. This policy adheres to UK legislation, including the *Children Act 1989* and *2014*, *Keeping Children Safe in Education (2023)*, and *Working Together to Safeguard Children (2018)*.

2. Purpose

The purpose of this policy is to show how Step Up Tutoring will:

- Protect children from harm, abuse, and neglect.
 - Respond to concerns or allegations of abuse.
 - Support children, parents, and staff in safeguarding matters.
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3. Scope

This policy applies to:

- All employees, contractors, and volunteers working with Step Up Tutoring.
 - All students engaged with our tutoring services, including online and in-person sessions.
 - Parents, guardians, and caregivers, ensuring they understand our safeguarding practices.
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4. Legal Framework

This policy is aligned with relevant UK legislation and guidance, including:

- The Children Act 1989 and 2004
 - Working Together to Safeguard Children (2018)
 - Keeping Children Safe in Education (2023)
 - The Education Act 2002
 - The Safeguarding Vulnerable Groups Act 2006
 - The UK General Data Protection Regulation (UK GDPR)
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5. Definitions

- **Child:** Any person under the age of 18.
 - **Child protection:** Actions taken to protect a child at risk of significant harm.
 - **Abuse:** A form of maltreatment that can be physical, emotional, sexual or neglect.
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6. Types of Abuse

All staff should be aware of the following types of abuse:

- **Physical Abuse:** The use of physical force that may cause injury or harm.
 - **Emotional Abuse:** Persistent emotional maltreatment, which may affect a child's emotional development.
 - **Sexual Abuse:** Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.
 - **Neglect:** The persistent failure to meet a child's basic physical, emotional, or psychological needs.
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7. Responsibilities

All Tutors:

- Must report concerns about a child's welfare.
- Complete child protection training before tutoring and when otherwise instructed.
- Follow the safeguarding policies and procedures.

Designated Safeguarding Lead (DSL):

- Handle all child protection concerns and referrals.
- Maintain records securely.

- Liaise with statutory agencies and authorities such as the NSPCC.
- Provide guidance and training to staff.

DSL Contact Information:

Name: Sam Foster

Email: safeguarding@stepuptutoring.co

Phone: +44 7421062838

8. Reporting Concerns

If a child discloses abuse or you suspect harm:

1. **Listen:** Make sure that if the child is disclosing sensitive information that you listen without judgement. You must avoid promising confidentiality as we may need to tell the appropriate authorities, however you should reassure the individual.
2. **Record:** Document the concern in writing via the [Safeguarding Concerns Form](#), completing it as the instructions direct.
3. **Report:** Contact the DSL immediately to report the concern. If the DSL is unavailable, report the concern to the company directors.
4. **Follow-Up:** Work with the DSL to provide any additional information as needed. Do not attempt to investigate the concern independently. The DSL will assess the concern and, if necessary, refer it to:
 - Local child welfare authorities.
 - The police, if a crime is suspected

In the absence of the DSL, contact one of the company directors, the local safeguarding/child welfare authorities, or the NSPCC at 0808 800 5000 or [nspcc.org.uk](https://www.nspcc.org.uk).

In cases where a student is in immediate danger, staff should contact emergency services by calling 999.

Allegations Against Staff:

Allegations must be reported to the DSL. If the allegation concerns the DSL, escalate to the Local Authority Designated Officer (LADO)

9. Safer Recruitment and Vetting Procedures

We are committed to safe recruitment practices. All employees, contractors, and volunteers who work with children will undergo the following checks:

- **Disclosure and Barring Service (DBS) Check:** All tutors working with children will be required to have an up-to-date DBS check.
 - **Identity Verification:** All staff will be required to provide proof of identity and right to work in the UK.
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10. Training

All staff, contractors, and volunteers will receive child protection training during their induction process and at regular intervals thereafter. Training will cover:

- How to respond to threats and immediate danger towards students.
- The responsibilities and procedures outlined in this policy.

The DSL has received advanced safeguarding training appropriate to their role.

11. Confidentiality and Information Sharing

All safeguarding concerns will be handled with the utmost confidentiality. Information will only be shared with relevant individuals or authorities, in compliance with data protection laws and safeguarding procedures.

When sharing information, the following principles will be applied:

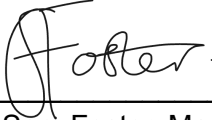
- Information is shared only with those who need to know.
 - Information shared is accurate, relevant, and necessary.
 - The welfare of the student is the primary consideration when sharing information.
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12. Record Keeping

Records of the concern form or allegations will be kept securely and separately from other records. They will include dates, times, and details of incidents or disclosures, as well as actions taken and decisions made.

13. Monitoring and Review

This safeguarding policy will be reviewed annually or earlier if there are changes in legislation or guidance. Feedback from staff, students, and parents will be considered to ensure the policy remains effective.

Signed: 

Sam Foster, Managing Director