

Poppy's Tutoring Company

Enhanced Child Protection and Safeguarding Policy

1. Introduction

Poppy's Tutoring Company is fully committed to safeguarding and promoting the welfare of all children and young people in our care. This policy applies to all staff, tutors, contractors, and volunteers. It is informed by:

- The Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children (2018, updated 2023)
- Prevent Duty (2015)
- GDPR and the Data Protection Act (2018)
- Guidance from Local Safeguarding Children Partnerships (LSCPs)

We aim to ensure that all children, regardless of age, ability, race, religion, gender identity, or background, are protected from harm.

2. Core Principles

- The welfare of the child is paramount at all times.
- All children have an equal right to protection.
- Safeguarding is everyone's responsibility.
- Early intervention is crucial to prevent harm.
- Safeguarding must be child-centred and rights-based.
- Confidentiality is respected, but safeguarding concerns override non-disclosure.

3. Safer Recruitment and Vetting

- All tutors and staff must undergo a robust recruitment process:
- Completed application form and CV
- Enhanced DBS (within 1 year or subscribed to the Update Service)
- Two written references checked directly
- Verification of ID, address, right to work, qualifications
- Safeguarding self-declaration form

Records of checks are stored securely in our Single Central Record (SCR), audited biannually.

4. Code of Conduct & Professional Boundaries

All tutors and staff must:

- Uphold professional standards and act as role models.
- Avoid private messaging or social media connections with students.
- Maintain boundaries (e.g. no gifts, no out-of-session contact).
- Ensure all communication involving students is appropriate and ideally copied to a parent or guardian.
- Avoid situations where they are alone with a child unless within clearly defined safeguarding protocols (e.g., online lessons monitored by parents).

5. Working Environment and Safety

5.1 In-Person Sessions

Must take place in open, observable spaces (e.g., kitchen table, study room).

A parent/responsible adult must be on the premises.

Sessions outside the home (e.g., libraries) require written parental consent and safety risk assessment.

5.2 Online Tutoring

Use approved, secure platforms (e.g., Zoom, Google Meet with waiting rooms enabled).

Parents must be informed of and given access to sessions.

Sessions may be recorded (with written parental consent) for safeguarding purposes.

Tutors and students must use neutral backgrounds, appropriate dress, and suitable behaviour.

Tutors must not engage in unsupervised text/chat communication with students.

6. Recognising and Responding to Abuse

6.1 Types of Abuse

Physical: Hitting, burning, shaking

Emotional: Verbal abuse, humiliation

Sexual: Coercion into sexual activities

Neglect: Failing to provide basic needs

Child-on-child abuse: Including online abuse and bullying

Grooming / Exploitation: Including online exploitation or radicalisation (Prevent)

6.2 Early Help and Thresholds

We will support families through early help pathways where possible and escalate to social care if necessary.

6.3 How to Respond

Listen without judgment

Avoid leading questions

Record using child's own words

Do not promise secrecy – explain next steps

Report immediately to the Designated Safeguarding Lead (DSL)

7. Reporting and Escalation Procedures

7.1 Internal Reporting

Concerns must be reported to the DSL or Deputy DSL immediately using our safeguarding incident form.

All records are stored securely and separately from academic records. This can be done on TutorCruncher on each child's file.

7.2 External Referrals

Serious concerns are referred to the Local Authority Designated Officer (LADO).

In an emergency or if a child is in immediate danger, contact police or social services directly.

7.3 Allegations Against Staff

All allegations are handled in line with LADO guidance.

Staff (including subcontracted tutors) will be suspended where necessary during investigations.

Records of all allegations are securely retained, even if unfounded.

8. Safeguarding Training and CPD

All tutors and staff must complete Level 1 Safeguarding Training before commencing work.

Refresher training is mandatory every 2 years.

DSL and Deputy DSLs complete Level 3 Safeguarding Training, updated every 2 years.

Prevent training is completed by all staff.

Regular updates, bulletins and scenario training will be provided.

9. Safer Culture and Whistleblowing

We promote an open and transparent culture where:

Concerns about the behaviour of colleagues can be raised without fear of reprisal.

Whistleblowing procedures are in place.

All concerns are taken seriously, regardless of seniority.

Whistleblowing concerns can also be raised with: NSPCC Whistleblowing Helpline: 0800 028 0285

10. Working in Partnership with Families

Parents/carers are informed of all policies and expectations.

We share safeguarding responsibilities with families and maintain open communication.

Parents are encouraged to be present during online and in-person tutoring.

11. Prevent Duty & Online Safety

Tutors must:

Be alert to signs of radicalisation, extremism, or grooming.

Report concerns to the DSL.

Promote safe internet use and teach students to report inappropriate online contact.

12. Governance and Monitoring

Safeguarding is led by our DSL: Poppy Parmar-Phillips and Deputy DSL: Ruchita Patel

Email: poppy@poppystutoringcompany.co.uk

Regular audits and policy reviews are conducted

DSL reports any safeguarding trends or concerns to the leadership team

13. Contact Details for External Agencies

Dorset:

LADO: 01305 221122 | Email: LADO@dorsetcouncil.gov.uk

Children's Services: 01305 228866 (out of hours 01305 228558)

National:

NSPCC: 0808 800 5000

Childline: 0800 1111

Police non-emergency: 101 | Emergency: 999

14. Policy Review

Reviewed annually or in response to legislation changes.

Last reviewed: 8 April 2025

Next review: 8 April 2026

Any changes will be clearly communicated to staff and parents.

15. Confirmation of Understanding

All tutors must confirm:

They have read and understood this policy

They agree to follow all safeguarding expectations

Signed: _____

Date: _____

Name: _____