

Safeguarding Policy

Mrs Farley's Tuition

The purpose and scope of this policy statement

Mrs Farley's Tuition is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and our employees is paramount.

The purpose of this policy statement is:

- to protect children and young people who receive Mrs Farley's Tuition's services from harm. This includes the children of adults who use our services
- to provide employees, contractors, sub-contractors, volunteers, work experience students as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

Note: In this policy, the term "employee" is intended to cover all persons occupying the positions listed above.

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 is available from nspcc.org.uk/learning.

Supporting Procedures and Guidance

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

Dealing with disclosures and concerns about a child or young person

If employees have a reasonable suspicion that a child has been, or is being, abused or neglected then in the first instance notify Jessica Farley (the Director) who acts as Mrs Farley's Tuition designated Child Protection and Safeguarding Lead as soon as possible. If you can not notify in writing due to time restraints do not hesitate to notify verbally and follow up later in writing. The staff member and Child Protection Safeguarding Officer should then:



- notify the relevant Local Authority child protection team and/or Child Exploitation and Online Protection Centre (CEOP).
- notify NSPCC as soon as practicable.

Please remember if a child is in immediate danger, call the police on 999 straight away.

How to report to NSPCC:

- Call 0808 800 5000.
- Report online.
- Email help@nspcc.org.uk

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Managing allegations against staff and volunteers

In addition to making a report to the NSPCC line, employees must also report to Jessica Farley, Director, Child Protection and Safeguarding Lead, if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee. The Safeguarding Lead will then engage with the LADO.

How to report to the Local Authority Designated Officer (LADO):

<https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado>

In response to any report to management concerning a member of this organisation, management may determine to take disciplinary action by following the Disciplinary Procedure found in the shared drive.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation. We are dedicated to our duty of care and all reports will be followed up with a thorough investigation.

The report form for allegations against a staff member can be [found here](#).

The report form for safeguarding concerns can be [found here](#).

Code of conduct for staff and for children and young people

All members are made aware of, and must abide by, our code of conduct found on our website and shared drive.



Safer recruitment

Mrs Farley's Tuition takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees. We interview and conduct referee checks on all employees as well as a DBS check for people working with children.

We have a dedicated policy to our recruitment practices 'Recruitment Policy - Mrs Farley's Tuition'. Copy can be provided upon request.

Online Safety

Tutoring sessions are delivered both face to face and online. Where sessions are conducted online we request the same level of supervision from the parent/guardian as we would face to face and that is to be physically present for the duration of the tutoring session.

For data protection purposes we do not record the tutoring sessions.

Anti-bullying

Mrs Farley's Tuition opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Jessica Farley immediately.

Communication

Mrs Farley's Tuition will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees and parents (where appropriate) to return a form indicating that they have read and will abide by our child-safe policy. We retain a copy of all returns.

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 and cooperate with others



We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- 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
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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

- valuing, listening to and respecting them
- appointing a nominated child protection and safeguarding lead for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- 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, 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/for-organisations]
- 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.



Contact details

Designated Safeguarding Lead

Name: Jessica Farley

Email: jessfarleyteaching@gmail.com

NSPCC Helpline 0808 800 5000

This policy statement came into force on 6th October 2020.

We are committed to reviewing our policy and good practice annually.

