

Primary Tutor Project Safeguarding Policy

Created 18/07/2024

Callie Moir

To be reviewed 18/07/2025

The purpose and scope of this policy

The purpose of this policy statement is:

- to protect children and young people who receive Primary Tutor Project services from harm. This includes the children of adults who use our services
- to provide employees as well as children and young people and their families, with the overarching principles that guide our approach to child protection

This policy applies to anyone working on behalf of Primary Tutor Project, including senior managers, paid contractors, parents and students.

We will report any safeguarding concerns to the relevant authorities should we judge that this is necessary to safeguard a child. By engaging our services, you agree to these kinds of referrals and understand that the authority may then follow up directly with you.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

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
- 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:

General:

- making sure that children, young people and their families know where to go for help if they have a concern
- ensuring that any concerns are escalated to the appropriate authorities
- valuing, listening to and respecting children
- appointing a nominated child protection lead for children
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for employees
- 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 employees safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance. All data is stored securely on the Tutorcruncher platform
- 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 employees 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. We recommend that if a parent or tutor has a concern of which they do not wish to report to the DSL, they call the NSPCC helpline below
- building a safeguarding culture where employees, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

During our online lessons:

- providing guidance and assistance to all our tutors involved in 1:1 sessions with children on safeguarding best practice
- preventing the sharing with attending children of any private details beyond the first name of any Primary Tutor Project employee or associate
- having a reporting system in place for our tutors to raise any concerns
- providing this document and other resources to parents
- we discourage our tutors and clients to record online sessions, however, if a request is made parent consent must be given and the video must be deleted after it has been used for learning purposes
- both the student and tutor must always have their camera on during the session
- students are expected to maintain classroom level behaviour during tutoring sessions
- we recommend that children are located in a shared space (not their bedroom) during sessions and are supervised by parents / parents are within earshot of their child.

Contact details

Nominated child protection lead

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TTA Safeguarding Training Completed: 25/03/2024

NSPCC Helpline 0808 800 5000