

## **Policy Statement**

Safeguarding children is the action we take to promote their welfare and protect them from harm.

Child Protection refers to the activity that is undertaken to protect specific children who are suffering or at risk of suffering harm.

This policy applies to all Winchmore Tutors (WT) staff, sessional workers, agency staff, contractors, or anyone working on behalf of Winchmore Tutors.

Under the 1989 and the 2004 Children Acts a child or young person is anyone under the age of 18 years.

Winchmore Tutors recognises that all children have a right to protection from abuse and neglect and WT accepts its responsibility to safeguard the welfare of all children with whom staff and tutors may come into contact.

We intend to:

- Respond quickly and appropriately where information requests relating to child protection are made, abuse is suspected, or allegations are made.
- Provide children and parents with the chance to raise concerns over their own care or the care of others.
- Have a system for dealing with, escalating and reviewing concerns.
- Remain aware of child protection procedures and maintain links with other bodies.
- WT will ensure that all staff are trained to a level appropriate to their roles. New members of staff will receive induction training within 3 months of start date.

## **Legal Framework**

This policy has been compiled with reference to the following key Legislation/Guidance:

- The Children Acts 1989 & 2004
- United Nations Convention of the Rights of the Child (1991)
- Data Protection Act 1989
- Human Rights Act 1998
- The Education Act 2002
- Sexual Offences Act 2003
- The Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children and Safer Recruitment in Education (DfE 2006)
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- The Prevent Duty (2015)
- Working together to Safeguard Children (HM Government 2018)
- Special educational needs and disability (SEND) code of practice: 0 to 25 Years (HM Government 2015)
- Keeping Children safe in Education (DfE 2023)

---

### **Basic principles**

- The welfare of the child is paramount.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- WT must have safe recruitment practices including appropriate use of the disclosure and barring service and safe whistle blowing processes.
- Staff and tutors who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff and tutors should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, age, language, racial origin, religious belief and/or sexual identity.
- Staff and tutors should continually monitor and review their practice and ensure they follow the guidance contained in this document and elsewhere.
- WT will ensure children and their families are able to share concerns and complaints and that there are mechanisms in place to ensure these are heard and acted upon.

### **Responsibilities**

Craig Varney is the Designated Child Protection Officer.

Daniel Stagg is the Deputy Designated Child Protection Officer.

The Designated Child Protection Officer and Deputy Child Protection Officer are responsible for all aspects of the implementation and review of the children's safeguarding procedure in this practice.

The Winchmore Tutor's Child Protection Number is : 07481 477370.

### **Training**

Both the Designated Child Protection Officer and Deputy Child Protection Officer have undertaken Designated Safeguarding Officer (Level 3) training and update their training every 2 years.

All of Winchmore Tutors operational staff are required to take NSPCC Safer Recruitment training and Safeguarding Children Practice Level 3 training on appointment.

All Tutors are required to have a certificate for safeguarding training on file dated within the last 2 years. Any tutors that do not have a safeguarding certificate within 2 years are provided with Safeguarding Children Practice Level 3 training by Winchmore Tutors.

---

## **General Safeguarding**

### **Anti-Bullying Policy**

Our policies on anti-bullying and cyber-bullying are set out in separate documents and are reviewed regularly. We expect staff and tutors to acknowledge that to allow or condone bullying, constitutes a lack of duty of care, which may lead to consideration under child protection procedures.

### **Child Protection Policy**

Our policies on Child Protection are set out in separate documents and are reviewed regularly.

### **Health and Safety**

Our Health and Safety policy, set out in a separate document, is reviewed regularly.

### **Lone Working Policy**

Our policies on Lone Working are set out in separate documents and are reviewed regularly.

### **Physical Intervention Policy**

Our policy on physical intervention by staff is set out in a separate document (Behaviour Management and Anti bullying Policy) and is reviewed regularly. We acknowledge that staff and tutors must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property. Individual Risk Assessments are completed for particular pupils who have a higher likelihood of needing physical intervention and/or restraint.

### **Radicalisation Policy**

Our policies on Radicalisation are set out in separate documents and are reviewed regularly.

### **Safer Recruitment Policy**

Our policies on Safer Recruitment are set out in separate documents and are reviewed regularly.

### **Self-harm Policy**

Our policies on Self-harm are set out in separate documents and are reviewed regularly.

### **Peer on Peer Abuse Policy**

Our policies on Peer on Peer abuse are set out in separate documents and are reviewed regularly.

### **Whistle Blowing Policy**

Our policies on Whistle Blowing are set out in separate documents and are reviewed regularly.

---

### **COVID-19 Best Practice Policy**

Our policies on Whistle Blowing are set out in separate documents and are reviewed regularly.

All policies can be viewed online by following the link below:

<http://winchmoretutors.com/policies>

### **Looked-After Children (LAC)**

Our Designated Child Protection Officer and our LAC Account Manager are responsible for Looked-After Children and ensure that appropriate staff have the information they need in relation to a child's looked-after legal status and contact arrangements with birth parents or those with parental responsibility. The LAC Account Manager has information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

The LAC Account Manager has details of the Virtual School that looks after the child.

### **Photography and Images**

To protect children we will:

- Seek parental consent for photographs to be taken or published (for example on our website or in newspapers and/or publications)
- Only use WT's equipment
- Only take photos and videos of children to celebrate achievement
- Use only the child's first name with an image
- Ensure that the children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them

### **Helpful Organisations:**

Advisory Centre for Education (ACE) - 020 7354 8321

Bullying Online - [www.bullying.co.uk](http://www.bullying.co.uk)

Children's Legal Centre - 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) - 0845 1 205 204

NSPCC - 0808 800 5000 - [www.nspcc.org.uk](http://www.nspcc.org.uk)

Parentline Plus - 0808 800 2222

Youth Access - 020 8772 9900

Visit the Kidscape website - [www.kidscape.org.uk](http://www.kidscape.org.uk), for further support, links and advice.

Signed:



Craig Varney : Winchmore Tutors DCPO