

Winchmore Tutors Child Protection Policy and Procedures

Version 5.4(August 2025)



All reports regarding child protection or safeguarding should be made directly to the Winchmore Tutors Designated Safeguarding Lead (DSL) on **01372 940 808**. This number is for child protection issues only and is monitored between 9am and 6pm, Monday to Friday by either the DSL or appointed deputy.

All staff & tutors are required to have read 'Keeping Children Safe in Education – For school and college staff (part 1) - September 2025' which can be found by using the following link:

[Keeping Children Safe in Education – For school and college staff \(part 1\) - September 2025](#)

Call 999 if a child is in immediate danger

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Aims of this policy

Winchmore Tutors is committed to the safeguarding of children and vulnerable adults. Children are defined as anyone up to the age 18 years. This policy creates a framework to ensure that appropriate measures are taken by both Winchmore Tutor's staff and tutors, and both are aware of their responsibilities to identify, report and manage incidents of abuse or potential abuse against children or vulnerable adults.

This includes:

- Preventing the impairment of children's mental and physical health or development
- Protecting children from maltreatment whether that is within or outside the home, including online
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Ensuring that everyone involved is child centred – i.e. the needs and views of the children are paramount
- Providing help and support to meet the needs of children as soon as problems emerge

Types of abuse

The DfE (Department for Education) define 4 types of abuse:

Physical Abuse

Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also include fabricating the symptoms of, or deliberately inducing, illness.

Emotional Abuse

Persistent emotional maltreatment of a child causing severe and adverse effects to emotional development. Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing, hearing or experiencing the effects of the ill-treatment of another (for example violence in the home).
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse may involve:

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Discussions relating to sexual behaviour, human reproduction or interpersonal interaction between humans of both/either sex where it is not relevant to the specific lessons being undertaken

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may include:

- Maternal substance abuse during pregnancy.
- A parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.
- Neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific safeguarding issues which may indicate abuse and links to further resources where available (this list is not exhaustive):

- Child sexual exploitation (CSE) – [NSPCC Child Sexual Exploitation](#)
- Bullying including cyberbullying – [NSPCC Bullying & Cyberbullying](#)
- Domestic Abuse – [NSPCC Domestic Abuse](#)
- Drugs – [NSPCC Drugs & Alcohol](#)
- Fabricated or induced illness – [NHS Fabricated or Induced Illness](#)
- Faith abuse – [Metropolitan Police Child Abuse Linked to Faith or Belief](#)
- Female genital mutilation (FGM) – [NSPCC Female Genital Mutilation](#)
- Forced marriage – [Gov.uk Forced Marriage](#)
- Gangs and youth violence – [NSPCC Gangs and Young People](#)
- Gender-based violence/violence against women and girls (VAWG) – [Education.gov.uk Violence Against Women & Girls](#)
- Mental health – [NSPCC Mental Health & Suicidal Thoughts](#)
- Private fostering – [Surrey County Council Private Fostering](#)
- Radicalisation – [NSPCC Protecting Children From Radicalisation](#)
- Sexting – [NSPCC Sexting](#)
- Teenage relationship abuse – [NSPCC Partner Exploitation and Violence in Teenage Intimate Relationships](#)
- Trafficking - [NSPCC Child Trafficking](#)
- Child criminal exploitation: county lines – [Gov.uk Criminal Exploitation](#)
- Honour Based Violence – [London Safeguarding Children Board Honour based violence](#)
- Upskirting – [Gov.uk Upskirting](#)

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Signs of Abuse

The signs of child abuse may not always be obvious, and a child might not feel ready, or know how, to tell someone that they are being abused, exploited, or neglected. They may also not recognise their experiences as being harmful. For example, children may feel embarrassed, humiliated, or are being threatened, or are scared the abuser will find out and that the abuse will get worse or that they won't be believed. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL) if they want to tell anyone about any concerns. There are however signs that might indicate a child is being abused which are listed below;

Children of all ages

- Talk of being left home alone or with strangers
- Poor bond or relationship with a parent
- Violent towards other children
- Lack of social skills
- Bruising, cuts or scratches
- Poor hygiene

Under 5-11 year olds

- Become secretive and reluctant to share information
- Reluctant to go home after school
- Unable to bring friends home or reluctant for professionals to visit the family home
- Poor school attendance and punctuality
- Parents show little interest in child's performance and behaviour
- Parents are dismissive and non-responsive to concerns

11 – 16 Year Olds

- Drinks alcohol from an early age
- Is concerned for younger siblings without explaining why
- Becomes secretive and reluctant to share information
- Talks of running away
- Shows challenging/disruptive behaviour

If you have any concerns that a child is being abused you should report these concerns to the Winchmore Tutors Designated Safeguarding Lead (DSL) and document your concerns and all facts.

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Roles and Responsibilities

Winchmore Tutors Designated Safeguarding Lead (DSL)

The DSL is the lead officer responsible for Child Protection within Winchmore Tutors. This includes:

- Reporting all allegations made against staff or tutors to the Local Authority Designated Officer (LADO)
- Referring all cases of suspected abuse to the relevant local authority or school child protection officer
- Briefing the board of any relevant child protection issues that arise
- Managing child protection related information. Ensure child protection files are stored appropriately and respond to requests for information sharing from the local authority or other agencies
- Providing support, advice and expertise to staff and tutors on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Ensuring continuous development and annual review of child protection policies and procedures
- Ensuring all staff and tutors receive adequate training and support relating to child policy and procedures so that policies are known and used appropriately
- Undergoing appropriate child protection training at least every two years
- Ensuring the DSL contact number is covered during prescribed hours, either personally or by a named deputy who is appropriately trained or resourced to carry out all described duties.
- Use [NSPCC Guidance "When to call the Police"](#) to help understand when they should consider calling the police and what to expect when they do

The DSL has the status and authority within the organisation to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

All staff and tutors

All Winchmore Tutors staff and tutors have a responsibility to:

- Read and understand provided materials relating to child protection
- Ask questions or seek clarifications where required policy and guidance are not understood
- Follow guidance and procedures appropriately, including responding to disclosures, escalating all referrals or related information to the DSL immediately and respecting confidentiality.

Winchmore Tutors staff must pay close attention to the requirements set out for safer recruitment, following associated guidance and procedures during the recruitment stages of staff and tutors.

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Responding to a Disclosure

All staff and tutors must be aware of how to respond to disclosure of information which leads to child protection concerns. A disclosure can be made by a child or adult about themselves or another child or adult. When information is shared with you which causes concerns of possible abuse, your requirement is to accept the information being shared without influencing it, as well as providing support and reassurance to the child and managing expectation. When information is disclosed, you must:

- If child has a serious injury or is in immediate danger, immediately dial 999.
- Be clear that confidentiality cannot be guaranteed. The safety of children overrules confidentiality concerns.
- Avoid leading questions. Listen carefully to what is being said and allow the child to speak without interruption as much as possible.
- Accept what you are being told without judgement and avoid overreacting with a strong emotional response, it is important to remain calm during the disclosure.
- Offer support and explain to the child they have not done anything wrong sharing the information with you.
- Clearly and calmly explain what you will do next and that you will need to share what has been discussed with another adult who can help.
- Immediately after the disclosure make a written record of events. Be as clear and precise as you can, use the same words the child used, make note of the date, time, venue, who was present and the behaviours, mood and actions of the child during the disclosure. Do not create this record during disclosure. Your full attention should be given to the disclosure itself and making notes may influence what information is shared.
- It is not your role to investigate. You must always refer, never investigate.

What to do if you have a concern relating to child protection as a result of disclosure, observation of behaviour (of a child or adult), something another adult has said to you or any other reason for concern:

1. Tell the child what you will do next. Do not promise to keep the information a secret, reassure the child you will need to tell somebody else who can help.
2. Write down what you have been told / have observed. Do this as soon as possible after the event. Try to avoid placing your own values on your record of events, use their own words and phrasing, not your own. Document the date, time and place of the event as well as who else was there. Make note of actions, behaviours and mood during the event.
3. Call **01372 940 808** and speak with the Winchmore Tutors DSL or appointed deputy. In the unlikely event you cannot contact someone using the DSL number, contact a Winchmore Tutors office and ask to speak with a senior manager.
4. Winchmore Tutors DSL will review the referral and, where appropriate, share the information with the relevant child protection officer at the school / local authority and other agencies or LADO (Local Authority Designated Officer). The DSL will confirm to you what actions have been taken, who is lead officer in charge of investigating and responding to the information and inform you what further involvement may be required of you. Await instruction, do not make independent decisions regarding, for example, informing the parents or other staff – the relevant authority (e.g. Winchmore Tutors DSL, School / LA DSL / LADO etc...) will manage a co-ordinated response and inform you of the decisions taken.

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5. The Winchmore Tutors DSL will create a regularly updated child protection log of the incident, inform relevant authorities of any disclosure and update the Winchmore Tutors management team. Information will only be shared with relevant staff if there is a clear need for them to become involved. When information is shared internally, consideration will be given to the confidentiality of the child involved and information sharing will be limited to clearly relevant details only. All information sharing will be logged as part of the child protection file.

Safeguarding and Keeping Children Safe

Everyone has a role to play to support the safeguarding of children. The following policy outlines specific measures taken by Winchmore Tutors to ensure that: unsuitable people are not recruited into a position of trust with children, complaints or allegations against staff and tutors are investigated appropriately, and a clear code of conduct for staff and tutors is in place.

Safer Recruitment

Winchmore Tutors is committed to preventing people who pose a risk of harm from working with children. All our tutors are thoroughly vetted and suitable steps are taken to prevent unsuitable tutors being registered with Winchmore Tutors. All checks are carried out in accordance with KCSIE 2025 (Part 3)

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- the organisation is an equal opportunities employer, operating within child safeguarding standards
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974

Application Forms

All applicants, whether paid or voluntary, in full time or part time positions, will complete an application form, including a full work history, a link to our Child Protection Policy and a copy of our Rehabilitation of Offenders Act Statement. Individuals providing incomplete applications will not be considered.

References

Contact details of two written references (not relatives) are required, one of which should be the most recent employer. References will only be taken up when the position is offered to the applicant and will be requested via email. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk
- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and police checks, and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation.

Shortlisting

All shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Candidates will be required to physically sign a hard copy of the declaration. Online searches may be carried out as part of our due diligence checks.

Interview process

Interviews will be carried out by a fully trained staff member and will always be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role in line with Paragraph 224 of KCSIE 2025. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.

The following checks are carried out for all applicant tutors:

- Face to face interviews
- Review of work history and investigation of employment gaps
- At least 2 satisfactory references from appropriate academic institutions commenting on the applicant's suitability to work with children

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- Using the Employer Access Service to check for Secretary of State Prohibition Orders where appropriate
- UK police check (DBS)
 - Enhanced with children's barred list
 - Appropriate risk assessment carried out with DSL and at least one other suitable member of staff for any DBS containing information.
- Overseas Police Checks where appropriate
- Verification of a candidate's identity, right to work in the UK, and relevant qualifications
- Confirmation that all candidates are physically and mentally fit to work with children as per the Teachers' Qualifications and Health Standards Regulations 1999
- Signing of a declaration relating to the relevant 'Disqualification by Association' requirements

All Winchmore Tutor's staff undergo child protection training in line with this policy during their induction period and are given a copy of the child protection policy and procedures. Staff who will visit school premises as part of their core role are also be subject to police checks as described above.

Allegations against Staff or Tutors

Allegations of abuse against staff or tutors can be made by either a child or an adult and should be made immediately to the DSL. Allegations made against the DSL should instead be made to another member of the senior management team who will inform the other team members. Another suitable senior member of staff will then be appointed to take the place of the DSL in response to the allegation.

Allegations will be referred to the relevant LADO by the DSL and the subject of the allegation will have their working arrangements reviewed. Suspension will be considered if:

- It is considered continuation may place a child at significant risk
- The allegations will require police investigation
- There is potential grounds for dismissal due to the seriousness of the allegations.
- Where an individual has behaved or may have behaved in a way that indicates they may not be suitable to work with children

If advised by the LADO we will refer to the DBS or Teachers services to indicate potential prohibition from teaching.

Missing Children

The welfare of pupils is paramount. Winchmore Tutors endeavours to ensure that no child goes missing and has measure in place to minimise the likelihood of this happening and take the necessary action should this arise.

When tuition takes place at the pupils residence or school the parents/guardians/carers/teachers are responsible for the pupils welfare.

However, if tuition is in a public place like a library the tutor will be there prior to the pupil arriving and will wait with them until they are collected by a responsible adult unless we have received prior instruction that this pupil can make their own way to and from the venue.

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Tutors are expected to maintain the appropriate level of supervision throughout the tuition and be aware of the location of the pupil at all times.

Lost Child

If a pupil goes missing the tutor should follow the below steps.

1. Retrace their movements to the last place the pupil was seen
2. Alert any staff present at the venue
3. If the child is not found after 15 minutes the tutor should call the police and alert Winchmore Tutors who will contact the parent/guardian/carer
4. Tutors will co-operate with the police and take any action as directed by them

Where a pupil does not arrive for tuition the Account Manager will inform the school/local authority on each day of the pupil's absence

Pupil Removed From tuition by Unapproved Adult

No Child is allowed to leave the tuition site with an adult other than a parent without permission being received from a parent either by telephone or email. This rule must be rigorously enforced. If a child is seen (or believed) to be taken from tuition by an unapproved adult, the police and parents will be informed immediately.

CODE OF CONDUCT:

Winchmore Tutors is committed to the safeguarding the welfare of children and requires its tutors to share this commitment.

Tutors are required to provide a safe learning environment for the student and themselves during tuition and immediately refer safeguarding concerns to the Winchmore Tutors Designated Safeguarding Lead (DSL), this includes but is not limited to:

- Acting as a positive role model
- Never asking a student personal questions about their background
- Never comment on a student's appearance or give inappropriate praise e.g. "You look nice today" or "You are sweet"
- Ensuring that you are not alone with the student. This applies before, during and after the tuition session.
- Never inviting a student back to your home or other non-tutoring venue
- Never suggesting or taking a student on an excursion
- Never giving the student a gift without carer approval – all gifts/rewards must be disclosed in lesson summaries (All gifts/rewards must be for achievement and not an occasion)
- Ensuring that tuition takes place in an appropriate indoors location where:
 - At least one other adult is present and within listening distance of normal conversation for the full duration of tuition.
 - There are no closed doors between tuition and the other adult(s).
 - Tutors provide professional tuition with dedicated attention (e.g. no eating, using the phone etc...).

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- Not providing transport for the student to or from the tuition venue, or organising transport on the students' behalf. If the individual responsible for collecting the student after tuition does not arrive as expected and you cannot contact them yourself, you must contact Winchmore Tutors.
- Not sharing personal contact details such as mobile phone number, email address or social networking information with the student
- Never accessing or allowing the student to access social media in the tutor's presence
- Not giving the pupil access to personal devices such as mobile phones
- Not making physical contact with students unless it is essential to safeguard the pupil or yourself. For more information please refer to the official '[use of reasonable force documentation](#)'.
- Notifying WT if the venue or time of tuition is to change before the tuition occurs
- Immediately referring suspected signs of neglect and abuse (including physical, emotional or sexual) to the DSL. Always refer, never investigate yourself.
- Ensuring that in all correspondence (electronic or written) the pupil is only referred to using their initials. Do not use the pupil's full name or surname.
- Taking of photographs or recording videos of pupils unless written permission has been obtained from the parent/guardian
- Never using or providing solvents (Glue, Correction Fluid etc.) while providing tuition

Online Tuition Conduct:

While adhering to the above code of conduct we also expect tutors to abide by these additional terms when providing online/video tuition. As well as the steps below, Winchmore Tutors will also be providing moderation and observation on selected lessons, as/when deemed necessary:

- Do not use personal conferencing/video calling accounts e.g. Skype, WhatsApp, Zoom unless instructed by a member of Winchmore Tutors staff
- Do not record online tuition sessions unless instructed by a member of Winchmore Tutors Staff
- Only use tuition platforms authorised by Winchmore Tutors
- Cameras are to be turned **on** as default unless instructed otherwise by a Winchmore Tutors Member of staff. If the camera being on is causing distress to the pupil you must report this to their account manager at Winchmore Tutors who will then provide further instruction
- Ensure that your appearance and dress adhere to normal standards
- If the pupil engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform your account manager
- If a pupil types anything inappropriate in the chat, report this to your account manager immediately
- Only contact the pupil via video for tuition and at times agreed with Winchmore Tutors and the parent/guardian/carer
- If a pupil logs out of the session during tuition report it to your account manager immediately who will then contact the parent/guardian/carer

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- If the pupil is 12 or under there must be an adult within listening distance of normal conversation. If the pupil is 13 or over and there is no adult within listening distance of normal conversation you must seek permission from your account manager to record the sessions

Further Policies can be found using the below links;

[Anti-Bullying Policy](#)

[Behaviour Policy](#)

[Child on Child Abuse Policy](#)

[Radicalisation Policy](#)

[Safeguarding Policy](#)

[Self-Harm Policy](#)

[Whistleblowing Policy](#)

[COVID-19 Declaration and Best Practice](#)

Issue Date: August 2025

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Review Date: August 2026

Signed:

Craig Varney : Winchmore Tutors DSL