

Safeguarding Child Protection Policy - Manchester Tutors

September 2018

This policy is drawn up to set out the policies and procedures in place, from the date of this policy, by Manchester Tutors to keep children safe. Manchester Tutors is a tuition agency that connects students with tutors across Manchester and Cheshire. This policy is drawn up because Manchester Tutors carries out work that brings our self-employed tutors into regular, unsupervised contact with children. This includes providing tutoring and educational services in the students' home, school, organisation, or pre-established appropriate meeting place. Manchester Tutors takes its responsibilities to safeguard and protect the interests of all young children very seriously.

This policy is non-contractual but indicates the way in which Manchester Tutors intends to deal with such matters.

Scope of this policy

This policy applies to all self-employed tutors, employees, workers or volunteers whose duties bring them into contact with children under the age of 18 years and vulnerable adults.

Aims of this policy

This policy aims to create and maintain the safest possible environment for the children and vulnerable adults with whom we deal, as well as for our self-employed tutors, employees and workers, and all reasonable steps will be taken to prevent all parties from harm.

The policy shows our commitment to help prevent harm – abuse, victimisation, harassment and discrimination.

Equality statement

Manchester Tutors is committed to ensuring that all children and young people have the same protection regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. We are committed to treating others with dignity, respect, sensitivity and fairness. We are committed to anti-discriminatory practices and explicitly recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication so we ensure they are not disqualified from equal access to educational support.

Defining our commitment

The policy shows our commitment to help prevent harm – abuse, victimisation, harassment and discrimination.

Abuse is the improper, cruel or violent treatment of another individual. Victimisation is the action of singling someone out for cruel or unjust treatment. Harassment is aggressive pressure or intimidation; a form of persecution. Discrimination is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age or sex.

Related policies and procedures

This policy should be read alongside our organisational policies and procedures, including:

- Data Protection and Privacy Policy
- Tutor Handbook
- Client Engagement Letter
- Tutor Contract including Schedule: Alcohol and Drugs Policy
- Induction and Training Document

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

- valuing, listening to and respecting them
- appointing a Safeguarding Officer (SO) for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- 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
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via our website, email and one-to-one discussions
- using our safeguarding 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.

Legal and Regulatory Guidance

There is a considerable body of legislation designed to ensure that children and vulnerable adults are protected and it is important to understand that everyone is responsible for their safety. The main acts include:

- the Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006 (VBS)
- Conduct of Employment Agencies and Employment Business Regulations 2003
- Protection of Children Act 1999/Criminal Justice and Court Services Act 2000
- Care Standards Act 2000
- The Police Act 1997
- The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997
- The United Nations Convention on the Rights of the Child
- the Rehabilitation of Offenders Act 1974
- Health and Safety at Work etc Act 1974 (HASAWA)

Where to go for help and advice

You can contact the services below if you are worried about a child or vulnerable adult. The NSPCC has trained helpline counsellors for 24/7 help, advice and support and to report a concern.

<https://www.citizensadvice.org.uk/family/children-and-young-people/child-abuse/what-is-child-abuse/organisations-responsible-for-dealing-with-child-abuse/>

Manchester Safeguarding Boards: <https://www.manchestersafeguardingboards.co.uk/>

Colin Stanworth – Contact Manchester, Manchester City Council, Level 5, Bridgewater House, PO Box 532, Manchester M60 2LA

Tel: 0161 234 5001

Email: mcsreply@manchester.gov.uk / socialcare@manchester.gcsx.gov.uk Manchester City Council

Website: www.manchester.gov.uk Help and Support Manchester:

www.manchester.gov.uk/helpandsupportmanchester

Any allegations of abuse regarding professionals who work with children will be sent to the LADO.

<https://www.manchestersafeguardingboards.co.uk/lado-referral-form-guidance/>

<https://www.nspcc.org.uk/what-we-do/about-us/contact-us/>

NSPCC Helpline – 0808 800 5000

Local Agency Contacts:

Home-Start Trafford and Salford provide low level support for young families who are struggling to cope, through coordinated weekly volunteer visits. Please contact admin@hsts.org.uk, phone 0161 865 4222, or visit our website www.hsts.org.uk to find out more.

Suspicious of abuse

Any worker who witnesses or suspects abusive behaviour towards a child should record the details and report it to the Manchester Tutors' Director/Safeguarding Officer. As an agency and as individuals in a position with care teaching and tutoring, we recognise our responsibility to pass on to the local authority or police any suspicions of child abuse or any concerns about a child or vulnerable adult.

Any allegations of abuse made against anyone working for Manchester Tutors will be thoroughly investigated and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) or termination of any agreement (for self-employed tutors, workers or volunteers).

The Manchester Tutors' Director/Safeguarding Officer will appropriately record an allegation or reported incident. He/she will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary.

Safety

The safety of the people we work with is paramount and we are committed to providing a safe environment within which to work. Those working with children should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment.

Physical contact

There should be no physical contact made by the staff or worker towards the child or vulnerable adult, and vice versa, in particular noting that our organisation does not endorse physical punishment or any other form of degrading or humiliating treatment for disciplinary sanctions to any child, vulnerable adult or staff/worker.

Contact outside of work

Contact should not be made with any of the children with whom you are working for any reason unrelated to the particular work. Contact includes contact via the internet, social media or telephone. In particular, our self-employed tutors and employees are required to maintain our reputation for integrity and responsibility in dealing with such people, and should not enter into any social or other non-work related arrangements with them. Any communication with the student, which should be wholly related to tuition work, should be done in the full knowledge of the parent or guardian.

In the event that a child or vulnerable adult tries to contact the worker or employee, this should be reported to the Director/Safeguarding Officer who will handle the matter appropriately by reporting to the parent/guardian.

Photography

We do not approve photography sessions at a child's home, school or organisation we work with. If photography is taken for marketing purposes, parental permission form will be used to obtain consent for a child to be photographed and videoed. The child's permission must also be obtained to use their image. In this event, it is essential that:

- do not use children's names in photograph captions.
- only use images of children in suitable clothing to reduce the risk of inappropriate use.

Image Storage

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Photos and recordings of children should only be taken on cameras or devices belonging to the agency, school or organisation.

We do not require photographs to identify children and vulnerable adults for official purposes, such as identity cards or passports, but in the event of this being necessary, the Director ensures Manchester Tutors is complying with the legal requirements for handling personal information. Further guidance on the Data Protection Act and other privacy regulations can be found on the Information commissioner's office website - <https://ico.org.uk/>

Breach of this policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) and termination of any agreement (for self-employed tutors, workers or volunteers).

Implementation, monitoring and review of this policy

Workers and employees agree to undertake safeguarding training via an online learning platform if they have not completed training within the last 2 years.

Abigail Irozuru has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

This policy is available for all tutors, clients and students at: www.manchester-tutors.co.uk/legal or can be sent out on request.

Any queries or comments about this policy should be addressed to Abigail Irozuru.

Safeguarding Officer (SO)

Name: ABIGAIL IROZURU

Email: ABI@MANCHESTER-TUTORS.CO.UK

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

24th September 2018

Signed:

Date:

24th September 2018