



Child Protection & Safeguarding Policy

Date of Approval: 01 June 2022

Signed: Amy Biggadike

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Position: Director of TAG Tuition LTD

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All children have a right to a childhood free from abuse, neglect or exploitation. TAG Tuition LTD believes that, in all matters concerning child protection and safeguarding, the welfare and protection of the young people we work with is of the highest priority. All adults involved in TAG Tuition LTD's activities and who come into contact with children have a duty of care to safeguard and promote every child's welfare.

- There is a duty placed upon us to ensure that all adults who work with or on behalf of our young people are competent, confident and safe to do so.
- Adults working or volunteering for TAG Tuition LTD are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motivation or intention.
- Everyone involved in TAG Tuition LTD activities must follow TAG Tuition LTD's Code of Conduct.
- They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

Ultimately, all systems, processes and policies should operate with the best interests of the child at their heart.

Designated Safeguarding Officer (DSO)

TAG Tuition LTD has a DSO to:

- Offer support and training to all employees and volunteers involved in TAG Tuition LTD's work.
- To ensure that all TAG Tuition LTD employees and volunteers are sufficiently vetted.
- Act as the main point of contact in the event of any allegation or disclosure.

For the purposes of this policy a young person is defined as any person under the age of eighteen.

Act as the main point of contact between TAG Tuition LTD and partner schools.

If there is an allegation, if signs and indicators of abuse are identified or if at any point an adult involved with TAG Tuition LTD's work fails to comply with any element of the Code of Conduct, this information must be passed immediately to TAG Tuition LTD's DSO. It is the DSO's responsibility to collect all relevant information and make decisions on how to proceed (this will include contacting the Designated Safeguarding Lead (DSL) at the relevant partner school/s). Volunteer tutors and employees should report all signs, reports and concerns.

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| DSO | Amy Biggadike Director | hello@tagtuition.com 07873814110 |
| Deputy DSO | Jane Fraser | learn@tagtuition.com 020 4574 6665 |
| Safeguarding email | | learn@tagtuition.com |

In the event of the DSO being unavailable please email one of the contacts listed above, or call the above telephone number.

Forms of abuse

It is important to be aware that many of the forms of abuse can take place either online or in person.

The definitions for the main forms of abuse that relate to this policy are:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Physical abuse: a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It 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. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education.

Neglect: the persistent or severe neglect of a child that results in serious impairment of the child's health or development (both physical and mental).

Child Sexual Exploitation and Criminal Exploitation are forms of child abuse. The following are subforms of the main abuse types listed above:

Sexual violence and sexual harassment: can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children.

Grooming: Children and young people can be groomed online, in person or both — by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them, like a teacher, faith group leader or sports coach.

Self abuse: Any means by which a child or young person seeks to harm themselves. This can take many physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders.

Child on child abuse: Abuse of a child by another child. Examples of this include bullying, physical abuse, sexual violence or harassment, upskirting (taking a picture under another person's clothing without consent), sexting and initiation or hazing violence and rituals.

Mental health concerns

All employees should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If employees have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, by following this child protection policy and speaking to the designated safeguarding lead or a deputy.

Procedures

In all cases related to child protection and safeguarding, the main procedure is to treat the allegation seriously and in strict confidence and immediately contact the TAG Tuition LTD DSOs, and/or allocated school child protection and safeguarding lead/s. In the event of TAG Tuition LTD's DSOs being contacted the following protocol will be followed:

1. The information will immediately be passed on to the school's DSLs.
2. The school shall follow the school's procedure for contacting the local Police Child Protection Unit or the Social Services Department of the relevant Local Authority (the Authorities). TAG Tuition LTD shall support the school with any action that the school deems appropriate and shall undertake reasonable endeavours to provide the school with any assistance or documents.
3. TAG Tuition LTD shall not, under any circumstances, undertake any independent investigation or questioning (as this may jeopardise any enquiry) unless or until TAG Tuition LTD is given authorisation by the school or the authorities. Following authorisation, TAG Tuition LTD may independently follow up on the allegation.

All allegations or suspicions shall be referred to the school no matter how insignificant they seem to be or when they occur. Any information about suspicious behaviour or circumstances will be passed to the local Police Child Protection Unit or the local Social Services within 24 hours or as soon as shall be reasonably practicable.

How to report:

- When a safeguarding concern occurs, TAG Tuition LTD will not promise confidentiality. They will listen carefully to the child and try to remember the key words or phrases used. They will aim to provide an environment that is supportive and respectful. They will not ask leading questions or start to investigate the issue.

- Once a safeguarding concern has occurred, TAG Tuition LTD's employees will contact the DSO as soon as practicably possible. If they can't contact their DSO, they will contact the contacts listed above.
- TAG Tuition LTD employees will listen to the safeguarding concern raised in an appropriate environment which means only those who need to hear the details of the concern are able to. If a student raises a safeguarding concern in a more public environment (e.g. with other pupils in the room or in a tutor-only debrief session) the DSO will ensure a more appropriate environment is found to hear the safeguarding concern, as soon as practicably possible.
- The DSO will read and/or listen to the safeguarding concern, depending on the format it has been provided in.
- The safeguarding report form will be completed, either by the DSO or the tutor, as appropriate.
- The safeguarding concern/incident will be emailed to the link teacher, DSL for the school and hello@tagtuition.com as soon as practicably possible.
- A more detailed internal summary of all TAG Tuition LTD safeguarding procedures is available upon request.

In the event that a young person discloses abuse to an employee of TAG Tuition LTD:

Employees of TAG Tuition LTD shall:

- Allow the young person to speak without interruption, encouraging them to tell only what they feel comfortable telling you, and be accepting and be non-judgemental about what is said. Do not ask investigative or leading questions of any kind.
- Advise the young person that you will offer support, but that you MUST pass what they tell you and are not able to keep anything they tell you confidential.
- If they refuse to tell you anything unless you promise to keep it a secret, inform them that you want to help and that there is one person you have to tell. If they then refuse to tell you any more, please respect their decision and report this incident.
- Ensure that the young person is not immediately at risk of any further abuse.
- Immediately after a disclosure, contact DSO.
- Report the facts as you know or understand them, including the pupil's name and the account given to you by the young person using the words that they used as well as including any other information you feel is relevant.
- Provide this detailed information to the DSO at TAG Tuition LTD as soon as you are able.
- TAG Tuition LTD shall retain a copy of all such notifications in accordance with GDPR guidelines.

- TAG Tuition LTD has a legal duty to make a referral to the Disclosure and Barring Service (DBS) where they consider an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

In the event that a volunteer tutor suspects abuse, but it has not been disclosed by the young person:

Employees of TAG Tuition LTD shall:

- Not discuss your suspicions with the young person in question or conduct any form of investigative work.
 - Report the facts as you know or understand them, including the pupil's name and the account given to you by the young person using the words that they used as well as including any other information you feel is relevant.
 - Provide this detailed information to the DSO at TAG Tuition LTD as soon as you are able.
 - TAG Tuition LTD shall retain a copy of all such notifications in accordance with GDPR guidelines.

If you receive an allegation about any adult or about a volunteer tutor (including the person hearing the allegation):

Employees of TAG Tuition LTD shall:

- Immediately after receiving an allegation or disclosure, contact the DSO at TAG Tuition LTD.
- Report the facts as you know or understand them, including the names of relevant adults and/or young people and the account given to you using the words that they used as well as including any other information you feel is relevant.
- Provide this detailed information to the DSO at TAG Tuition LTD.
- TAG Tuition LTD shall retain a copy of all such notifications in accordance with GDPR guidelines.
- Any allegations against TAG Tuition LTD employees will be reported to the DSO and to the Trustee in charge of Safeguarding for investigation. If the allegation is against the DSO then the TAG Tuition LTD Employees' Whistleblowing Policy should be followed.

When dealing with the personal data of young people (including names, academic year group and school):

Employees of TAG Tuition LTD shall:

- Handle all information with sensitivity and confidentiality and in accordance with GDPR guidelines.

- The information should be kept securely and not be made available to others without the authority of TAG Tuition LTD.

Duty of care towards TAG Tuition LTD Employees

TAG Tuition LTD must:

- Manage and minimise the stress caused by any allegation made about an individual.
- Inform the individual as soon as possible if an allegation has been made against them, explaining the likely course of action, guided by the Local Authority Designated Officer (LADO), and the police where necessary.
- Advise the individual to contact their trade union representative, or a colleague for support.
- Keep the individual informed about the progress of the case.
- Provide access to counselling or medical advice where appropriate for employees. In the case of volunteer tutors, point them towards sources of help.
- Not prevent social contact with work colleagues and friends when an employee is suspended, unless there is evidence to suggest this may prejudice the gathering of evidence.

Safer Recruitment and training

TAG Tuition LTD maintains a high standard in recruiting employees and volunteers. All TAG Tuition LTD employees work closely with pupils and are subject to an enhanced DBS check. All employees without direct contact have a basic DBS check. All individuals are checked against the Barred List for working with children.

Every TAG Tuition LTD employee must be able to fulfill one of the following:

- Have an existing enhanced DBS check which is not more than two years old verified by an TAG Tuition LTD employee, with the disclosure number and date of issue recorded, along with photographic ID. This DBS must check against the children's Barred List.

If an employee is on the DBS update service, before using this service, TAG Tuition LTD must:

- Obtain consent from the individual to carry out an online check to view the status of an existing enhanced DBS check.
 - Confirm the DBS certificate matches the individual's identity.
 - Examine the original certificate to ensure that it is valid for employment with the children's workforce.
- Arrange with TAG Tuition LTD to have a new enhanced DBS check processed by TAG Tuition LTD.

All TAG Tuition LTD employees have had their ID checked, including either a passport or photo driving license with proof of address. Date of Birth is also checked.

All TAG Tuition LTD employees have completed a detailed application form that outlines their education history, grades, current employer (if applicable), their current address, a range of personal identifiers and an option to declare:

- If they have lived abroad for more than six months in the last five years,
- If they would like to declare any convictions,
- If they have mental and physical fitness to carry out their volunteer responsibilities.

If our recruitment team is satisfied that they pass our high qualification and motivation standards, they are invited to attend our initial tutor training, including a thorough section about safeguarding.

The DSO and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition, all employees should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, employee meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All TAG Tuition LTD will work closely with each partner school to ensure we understand and comply with any specific safeguarding requirements that they may have. We will ask them to share any relevant information or policies that they would like our employees and volunteer tutors to be aware of. These could include but are not limited to: volunteer code of conduct, employee code of conduct, tackling extremism and radicalisation, health and safety, complaints, whistleblowing, equality and diversity.

The child's wish: where there is a safeguarding concern, TAG Tuition LTD encourages governing bodies, proprietors and school or college leaders to take the child's wishes, feelings and point of view into account when determining what action to take and what services to provide.

Record keeping

All TAG Tuition LTD safeguarding processes, incidents and documentation will be kept securely with restricted access. For more details on all internal record keeping procedures please contact the DSO directly. A copy of the internal TAG Tuition LTD Safeguarding Manual may be shared upon request.

Code of conduct

All adults coming into contact with children and young people through TAG Tuition LTD 's work must comply with this Child Protection and Safeguarding Children Policy and this code of conduct.

Act in accordance with the partner school's policies and procedures regarding child protection and safeguarding.

Treat all young people with respect.

Avoid being alone with a young person or causing someone else to be alone with a young person because of your actions (e.g. by being late). If alone in a room with young people, keep the door open at all times.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Be aware that any physical contact with a young person can be misinterpreted and should always be avoided. Shaking hands in a public setting is considered acceptable.

Be aware that social networking sites are in the public domain if not protected by privacy settings. Strongly consider strengthening any privacy settings so that young people would not be able to access your online profiles and be privy to any information you would not want in the public domain.

Block any young people that approach you online and inform TAG Tuition LTD's DSO immediately.

Recognise that special caution is required when discussing sensitive issues with young people.

Challenge unacceptable behaviour and report all allegations or suspicions of abuse to the TAG Tuition LTD's DSO.

Operate within TAG Tuition LTD's procedures in the event of any disclosure or concern.

- Raise any questions or concerns about child protection and safeguarding with TAG Tuition LTD's DSO, or if unsure of a school's procedure, information should be sought from school employees.

You must not:

- Promise confidentiality to young people in any situation.
- Seek out or add young people on any social networking site.
- Respond to any online communication from a young person, for example on a social networking site.
- Share any personal contact details with young people, or seek out their personal contact details.

- Arrange to meet a young person outside of the allocated tutoring time, unless on the school premises and with the prior knowledge of an employee.
- Act in a manner that excludes any of the young people you are working with.
- Make suggestive or derogatory remarks in front of young people.
- Have inappropriate physical contact or verbal contact with young people.
- Show favouritism to any individual.
- Be under the influence of alcohol or other substances when working on activities involving young people.
- Take photographs of young people.
- According to the Equality Act, you must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

Online Tutoring

For all online tutoring completed in the name of TAG Tuition LTD, TAG Tuition LTD will provide:

- Clear employee training in how to monitor child protection and safeguarding in online tutoring sessions.
- Clear tutor training on how to conduct themselves in a safe and appropriate manner throughout online tutoring sessions.
- The safe and limited-access storage of all data and recordings generated as a result of online sessions.
- A DSO who is responsible for supporting and training all employees and volunteers involved in TAG Tuition LTD's work, ensuring that all TAG Tuition LTD employees and volunteers are sufficiently vetted, acts as the main point of contact in the event of any allegation or disclosure, acts as the main point of contact between TAG Tuition LTD and partner schools.