



# Safeguarding Children Policy

May 2021

## SAFEGUARDING POLICY

### PARO TUITION

All children have an absolute right to a childhood free from abuse, neglect or exploitation. **Paro Tuition** believes that in all matters concerning safeguarding, the welfare and protection of children and young people is of paramount consideration.

All adults involved in **Paro Tuition** activities and who come into contact with children and young people have a duty of care to safeguard and promote their welfare.

Staff must never be under the influence of alcohol or other substances when working on activities involving young people.

The Director of **Paro Tuition** is identified as the lead professional for safeguarding.

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

#### DEFINITIONS OF ABUSE

**Physical:** injury to a child where there are reasonable grounds to suspect this was inflicted or not knowingly prevented.

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

**Emotional:** persistent emotional ill treatment of a child which has a severe adverse effect on the behaviour and emotional development of the child.

**Sexual:** involvement of children and young people in sexual activities they do not comprehend or fully give informed consent.

**Extremism:** A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

**Grooming:** When someone builds an emotional connection with a child or young person to gain their trust for the purposes of sexual abuse or exploitation.

**Self-harm:** any means by which a child or young person seeks to harm themselves. This can take the form of cutting, bruising, scratching, hair pulling, poisoning, overdosing and eating disorders.

### **SAFER RECRUITMENT/TRAINING**

**Paro Tuition** maintains a high standard in recruiting staff. All tutors and employees are required to:

- Undergo an Enhanced DBS check
- Provide a pre-employment reference and account for any gaps in employment history
- Provide details of recent safeguarding training approved by OFSTED within the last two years and also agree to read the contents of this policy. Staff must agree to attend approved safeguarding training at least two yearly

Any staff/volunteers who have not undergone an Enhanced DBS check will not be given unsupervised access to children.

### **GENERAL RISK MANAGEMENT**

Risk Assessments regarding health and safety are carried out for our regular places of work and can be produced by the safeguarding lead.

### **FIRST AID**

It is expected that adults working with children and young people should be aware of basic first aid techniques. Staff at **Paro Tuition** will administer plasters, antiseptic wipes and cold packs. For more serious injuries, the Centre Manager will be called upon or the child's parents and the appropriate medical services will be called. More information is available in the First Aid policy.

### **CORPORAL PUNISHMENT**

Under no circumstances is the use of force or corporal punishment to be used on a child to reprimand them. Physical contact is only to be used to prevent a child from putting themselves in danger or if they pose a risk to others.

### **BEHAVIOUR MANAGEMENT**

Tutors and staff should use voice to control pupils. If the child is not responding, then removal from the situation by the Centre Manager should be sought. If a child's negative behaviour escalates then the child's parents will be called to remove them from the centre. If the behaviour persists on multiple occasions at the centre, the child will be asked to leave permanently by the Centre Manager.

### **MANAGING DISCLOSURES**

- In the event of a child making a disclosure, treat the allegation seriously, document what is said 'verbatim' (using the attached form) and contact the lead for safeguarding.
- Do not question further in a probing or judgemental way or ask leading questions.
- Do not promise confidentiality to the child/young person but reassure the child that the disclosure will be shared proportionately on a 'needs to know' basis.
- In conjunction with the safeguarding lead, decide who should be informed of the disclosure. Parents/school/police/social services.
- Where possible any allegation should be shared with the parent/carer except if by sharing the information with the parent, you feel it could put the child at further risk.
- Ensure the child is not in immediate danger.

### **MANAGING DISCLOSURES AGAINST PARO TUITION TUTORS**

- As above, allow the child/young person to speak without interruption, encouraging them to tell you only what they feel comfortable telling you.
- Document the conversation and quote what is said by the child/young person verbatim (using the enclosed form).
- Advise the child/young person that you will need to pass on what has been disclosed and you are unable to offer full confidentiality.
- Ensure the child/young person is not immediately at risk of any further abuse.
- Immediately after a disclosure, contact the Director/Safeguarding Lead at **Paro Tuition**.
- The information will be stored confidentially in accordance with GDPR.
- Consideration on how to escalate/report the matter will be sought from appropriate organisation (social care/LADO/police).
- The member of staff may have to be suspended pending a full investigation.

### **SOCIAL MEDIA/ONLINE SAFETY**

Staff at **Paro Tuition** accept that social media plays a large role in the life of young people and ensures staff of Paro Tuition abide by the following guidance. Staff must never:

- Make contact or add young people to any social networking site
- Respond to any online communication from a young person on a social networking site.
- Share any personal details with young people or seek out their personal details.
- Arrange to meet a young person outside the allocated tutor time
- Use suggestive or derogatory comments in front of children/young people

- Take photographs of young people unless for the purpose of sharing with parents on a professional basis (i.e. to demonstrate what they are learning). Photographs can only be shared or used in promotional material with the explicit consent of parents/carers.

#### **POLICY REVIEW**

This policy will be formally reviewed every year

#### **LADO Contact Details**

Telephone: [03000 41 08 88](tel:03000410888)

Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

If a call is urgent i.e a child is in immediate danger and requires safeguarding, call [03000 41 11 11](tel:03000411111).

If a call is urgent and outside of office hours call [03000 41 91 91](tel:03000419191).

**INCIDENT RECORD FORM**

Date of disclosure/incident:	Date and time of log:
Name and age of child involved:	
A factual report of what happened (If recording a disclosure, use the child's own words):	
Name of person/staff the incident was disclosed to:	
Name of person/staff making the record:	
Signature of person/staff making the record:	
Job title/role:	



We, the undersigned, have fully read and understood the contents of this policy and understand that we are obliged to abide by it.

Name	Signature	Date