

Positive Progress Tuition

(“Study Centre”)

**Safeguarding Children and Young People Policy**

Margaret M Rude

(“the Instructor”)

Review date:

Carried out by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amendments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

**Safeguarding Children and Young People Policy**

*This policy is for the Instructor and all employees of the Positive Progress Tuition (“Study Centre”) employees (“Staff”).*

1. **Purpose**

The Instructor takes their duty to protect children and young people very seriously. At the study centre we recognise our legal and ethical responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. The Instructor and staff will do this by:

1. operating the study centre as safely as possible.
2. the Instructor and staff (who have close contact with children and young people) being in a good position to observe signs of possible abuse, changes in behaviour, or failure to perform or develop as expected, and who may also receive disclosures from a child or young person who has been abused, or from an adult who has committed or does abuse, will follow this policy.
3. the Instructor following the best safe recruitment procedures when appointing staff and volunteers.
4. the Instructor supporting staff in fulfilling their “duty of care” by maintaining current and up to date policies and procedures, and signposting the most appropriate training and other safeguarding support resources.

The Instructor recognises that the following principles play a significant role in the effective protection from abuse and safeguarding:

1. All children & young people, irrespective of their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse and to be treated with respect.
2. The welfare and protection of children and of young people who are students at the study centre must be the first consideration of the Instructor and all staff.
3. The Instructor and all staff must understand their legal obligation to protect children and young people from harm, abuse and exploitation.
4. The Instructor and all staff have a responsibility to be aware of the procedures to follow should a disclosure of abuse by a member of staff be made to them, or they have concerns that a child or young person is being abused.
5. Any delay is harmful. Intervention must happen in a timely manner without unnecessary delays.
6. The Instructor and all staff have a responsibility to be sensitive to and respectful of ethnic and cultural backgrounds but not use these factors as a reason for inaction.
7. The study centre follows best practice in relation to the recruitment of all personnel.
8. The Instructor must endeavour to keep up to date with national and local developments relating to the care and protection of children and young people.
9. **Child protection procedures**
10. **General principles**

The Instructor has a moral duty to ensure that the study centre functions with a view to safeguarding and promoting the welfare of children & young people **studying or working** at the study centre. The purpose of these procedures is to ensure that all concerns about the care and protection of children and young people are effectively managed.

1. All concerns and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
2. All staff have a responsibility to report concerns to their appropriate lead or deputy for safeguarding.
3. Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”.
4. As the operations of the Instructor and the study centre cover England, Wales, Scotland, Northern Ireland and the Republic of Ireland, reference is made to legislation and government guidance throughout these policies and procedures. Links to legislation, statutory guidance and local Safeguarding Children Boards or Area Child Protection Committees can be found at www.safecic.co.uk.
5. **Our commitment**

The Instructor is committed to ensuring that at all times staff at the study centre:

1. provide a safe environment for children and young people to learn in;
2. identify children and young people who are suffering, or likely to suffer, significant harm; and
3. take appropriate action to see that such children and young people are kept safe, as far as practically possible.

In pursuit of these aims, the Instructor will maintain and annually review policies and procedures. The Instructor shall:

1. provide regular child safeguarding training and raise awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for children and young people to learn within the study centre and at events organised relating to the study centre.
2. maintain best practice for the safe recruitment of all staff.
3. identify and respond appropriately where children and young people are at risk of significant harm and provide procedures for reporting concerns.
4. roll out procedures for reporting and dealing with allegations of abuse against a member of staff.

In developing the policies and procedures the Instructor will consult with and take account of legislation and statutory guidance across England & Wales at all times.

1. **Procedures**
2. **Lead and deputy lead arrangements**

The Instructor, Margaret Rude, is the Lead for safeguarding, with ultimate responsibility for child protection issues (“Lead”). Her main contact number is 07782553144

Lisa Heron is the deputy lead for safeguarding (“Deputy”). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact details of the Deputy). Her main contact number is 07803298875.

The contact numbers are manned between 10am and 6.30pm with answerphone services available. In case of an emergency and you are unable to contact either the Lead or Deputy Safeguarding officers please call Careline on 0151 233 3700

The Deputy is available to support or cover for the Lead.

Complaints or allegations against the Lead shall be referred without delay to the deputy lead or business manager – Georgia Nisted who you can contact on 07305598546.

1. **Recruitment policy**

The Instructor has a legal obligation to ensure that all staff are recruited safely. An individual will not be recruited **where they have regular contact with children or young people** if they are barred or disqualified from working with children.

**In practising safer recruitment, the Instructor will follow these recruitment practices:**

**Pre-selection stage**

Have in place policies to cover rigorous selection processes and commitment to safeguard children and your existing staff, including:

1. Clearly stating in the advert and information for applicants:
2. A criminal records check will be carried out.
3. Job description needs to describe the degree of responsibility of, and contact with, children & young people.
4. A safeguarding statement (explaining that the study centre is committed to protecting the welfare children & young people).
5. Use of an application form to assess suitability – check to see the following: start dates, end dates, reasons for leaving, chronological order of employment and education, and details of references. Application forms allow you to see if there are any gaps in employment. Whereas a CV will only show what the applicant would want to disclose.
6. Criminal convictions self-declaration form – for individuals who may have contact with children or young people and are not eligible for a criminal records check.

**Shortlisting stage and interview**

1. Shortlist candidates against the job description and essential/desirable criteria.
2. Interviewing shortlisted candidates – face to face interviews. If the candidate is under 16, obtain a work permit.
3. Interview preparation
4. Pre-selected questions to test the candidates’ ability and skills relevant to the post.
5. Attitude towards children and safeguarding in general should be tested.
6. Questions on any gaps in employment and references, education and training certificates. You must be satisfied that the responses given are true.
7. Other relevant checks – candidate’s ID, proof of address, eligibility to work in England. Check whether their full name, date of birth and address match all documents. Check original documents and ensure they are still valid, and record unique numbers and date of issue. Record all details of all staff and volunteers on a secure single central record.

**Offer of employment**

1. A minimum of two written references from most recent employers to be taken – these can take the form of confirmation of employment dates, job role, suitability, character, and other information. Written references to be obtained directly from the referee on official company paper/email.
2. Carry out a Disclosure and Barring Service check (DBS), or equivalent, if the potential employee has registered with their country’s update scheme where available, you can check their current status online.
3. Where the candidate has signed up for the DBS update service, The Instructor will carry out a status online check:
4. Candidate’s full name
5. Candidate’s date of birth
6. Reference number

Upon receipt of Criminal Record Check the result of the status online the following will be checked:

1. Date the check was made
2. If there is new content on the status online check
3. You need to check that the hard copy applicant’s original certificate is enhanced with barred list check with child workforce, where available. In the event that the certificate shows content then a formal risk assessment will be carried out. Advice can be sought form local social care services.

**For UK nationals who are returning directly from working abroad, the Instructor may also request applicants to apply for an ICPC (International Child Protection Certificate). For countries outside the ICPC, applicants may be asked for certificate of good conduct from their local police force where they lived abroad. Caution needs to be exercised in relation to the variances of what is seen to be illegal in the relevant country. Such individuals are also immediately eligible for criminal record checks where they are now starting to work.**

1. Any offer of employment will be subject to satisfactory criminal records checks and references coming through as clear. The Instructor will wait until the results of the checks have been received before the individual starts at your study centre. Criminal background checks will be carried out every two years unless the individual is registered on the update service. If the content includes serious offences then the local social care services should be contacted for advice.
2. Verification of the candidates’ medical fitness to work with children.
3. Verification of the candidate’s right/permission to work in the UK.

**Post offer of employment**

1. New members of staff shall be subject to an induction and probation period.
2. As part of their induction the Instructor will familiarise new staff with the current policies and practices in place regarding child safety. There will also be an open discussions with new staff members to introduce this safeguarding policy to allow them to ask questions if needed. Staff will be given a copy of the policy to keep for ease of reference. The induction will also cover staff duties and responsibilities, staff code of conduct, standard behaviour code for children, explain whistleblowing procedures clearly. A record to show that these areas have been covered will be kept.
3. Training
4. The Instructor and all staff shall also receive more in-depth training, including E-Safety, within two months of appointment. Specific additional training for their leading roles will be undertaken every three years by the Lead and Deputy.
5. Probation period – normally lasts for two months and has clear measurable targets. This process helps you to see whether the individual can cope with the demands of the role, understands and their duties and follows the expectations of meeting child safety procedures and policies.
6. Ongoing criminal record checks (recommended every two years), active use of any relevant updating services, and recording of these details with the consent of the individual.

**Criminal record checks**

**The Instructor shall carry out a criminal record check using the Disclosure and Barring Service England and Wales**

in order to ensure that only individuals who are suitable to work with children in regulated or eligible activity are working at a study centre.

1. **Definitions of abuse and a summary of the signs and indicators**
2. **Definitions of abuse**

The Instructor recognises the following as the definitions for the main categories of abuse:

**Physical**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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, though it may occur alone. This may feature age or developmentally inappropriate expectations being imposed on children.

**Sexual**

Sexual abuse involves 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. The activities 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. They may also include 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). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect**

Neglect is 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 occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
2. protect a child from physical and emotional harm or danger;
3. ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Spiritual abuse**

Spiritual abuse occurs when a spiritual leader or someone in a position of spiritual power or authority (whether organisation, institution, church, or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child.

Spiritual abuse is always about the misuse of power within a framework of spiritual belief or practice, in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to a child and can be linked to other abuse such as physical, sexual and emotional abuse.

The above definitions relate to the main categories, additional categories will be discussed and explained to staff during training.

**Awareness of actual or likely occurrences of abuse**

There are a number of ways in which abuse becomes apparent:

1. A child discloses abuse: verbally, in play, in writing or by drawing;
2. An adult discloses s/he was abused as a child or that they are abusing a child;
3. Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused;
4. A child may show signs of physical injury for which there appears to be no satisfactory explanation;
5. A child’s behaviour may indicate that it is likely that s/he is being abused;
6. A type of behaviour or the way in which an adult relates to a child causes concern.

**Possible concerns that any staff may have about the Instructor UK study centres or activities include:**

1. One off or a series of complaints from parents, carers, or children and young people themselves;
2. Contact from social services or the police;
3. Unsatisfactory quality assurance visits;
4. Observations of an Instructor’s and/or assistants’ inappropriate touch, remarks, behaviour, or attitude.
5. **Procedures for responding to concerns about abuse or neglect**

These are the main areas where the Instructor and/or staff may have concerns:

1. **If a member of staff has any concerns about a specific child or young people at the study centre**, they should contact the Lead or Deputy as soon as practicably possible.
2. **If a member of staff has any concerns about a colleague or generally about the management of a centre,** they should contact the Lead or Deputy as soon as practicably possible. An Incident Form, must also be completed and provided to the Lead or Deputy.

**Remember:**

* Do not delay,
* **Do not under any circumstance investigate the concern,**
* Seek advice from the Lead or Deputy.
* Make a careful record of anything you observe or are told.
* Date, time and sign it, including your name and job title.

**Managing disclosures**

A disclosure may be made verbally or through play or the behaviour of a child, young person or by an adult (and may include previous occurrences). It is important for everyone to remember the following:

* **KEEP CALM**
* **CONSIDER** who else can hear
* **LISTEN** carefully
* **Reassure** the child, young person, or adult that, by telling you, they have done the right thing
* **DO NOT** ask leading questions or promise confidentiality
* **INFORM** the Lead or Deputy without delay
* **REMEMBER to take a complete note of the child’s or adult’s words as accurately as possible as soon as you can. Time, date and sign the record.**
  + **NB: for a child, write the precise words the child uses – under no circumstances should one attempt to interpret the child’s words, no matter how peculiar the use of words, phrasing or syntax may be.**

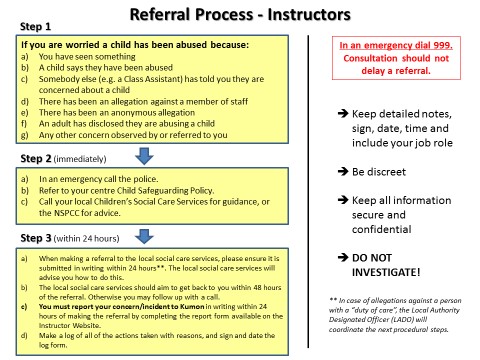
(The reliance the court will place on the information obtained from the people involved, particularly from the child, may be reduced if it is known that someone has discussed the issues with the child outside of the normal investigation process.)

* Inform the child or adult that you must pass the information on to “someone who can help”; i.e. the Lead or Deputy, as appropriate.
* Record on the incident sheet including the date, time, place, what the child/adult said and did etc. This should **not** normally be done in the presence of a child.

**Staff should not investigate concerns or allegations themselves, but should report them immediately to their relevant Lead or Deputy.**

We ensure and emphasise that everyone understands and knows how to share any concerns immediately with the Lead and Deputy.

Everyone, including both the Lead and Deputy, will deal with concerns using the following flowcharts:



**Record keeping**

All records will be securely kept in a locked cabinet and on a secure drive. Only the Lead and/or Deputy will have access and records will only be kept in accordance with the following:

* Unfounded allegations against staff – 10 years or retirement (whichever is earlier)
* Founded allegations against staff – 25 years
* Child records (if not passed to a statutory agency) - until the child is 25 years old.

Normally these records will be passed to children’s social services as soon as possible. All records will be either handwritten on the incident sheet and/or recorded electronically, and kept in a secure area, by the person with the concern within 24 hours, and will be factual, non-judgmental. All such records will have a front page listing the papers in chronological order.

It is helpful to record any known details of the child/children or young people/adults involved e.g. name, address, date of birth, etc. All records should be factual. It is equally important for the Lead and/or Deputy to record the reasons for making the decision not to refer to children’s social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. Date and time these records.

**Notes:**

1. If for any reason the Lead or Deputy decides not to consult with a relevant statutory agency, a full explanation of *why* this was decided must be documented. Always record which officer/agency the matter was referred to and details of future actions.
2. Recording should be factual (i.e. no reference made to your own subjective opinions).
3. Records should be kept completely confidential and secure (always locked away) and only shared with those who need to know about the suspicion, allegation, or actual incident of abuse.
4. **Reporting and dealing with allegations of abuse against staff**

In cases of allegations against staff, the Instructor’s standard disciplinary procedures will apply. With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the local statutory agency, children’s social care services, and/or the police. Any investigation may override the need to implement any such procedures.

Any personnel can raise concerns when they feel they are not being taken seriously or the appropriate steps have not been taken by the Lead or Deputy using the OfSted complaints policy.

No internal procedure will interfere with the statutory agencies’ enquiries.

1. **Data protection and management of confidential information**

The Instructor is committed to managing confidential information in accordance with the requirements of the Data Protection Act 1998 amended 2018 (General Data Protection Act – GDPR). Children and young people have a right to confidentiality unless the Instructor or staff consider that they could be at risk of abuse and/or harm. We have clear guidelines with regards to handling confidential information in a child protection context:

1. Emails are marked as private and confidential
2. Emails should not be forwarded as is but always edited
3. Information should be shared on a strictly need-to-know basis
4. Details of names, places, times, etc. should not be mentioned in communication
5. Remember that the Data Protection Act is not a barrier to sharing information. It provides a framework to ensure that personal information about living persons is shared appropriately
6. Be open and honest with the child or young person (and/or their family where appropriate) from the outset and in an age appropriate way about why, what, how and with whom information will, or could be shared, unless it is unsafe or inappropriate to do so
7. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest or the risk of harm to a child or young person. You will need to base your judgement on the facts of the case
8. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions
9. Necessary, proportionate, relevant, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
10. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom, and for what purpose. If you decide not to share, then record why.

We fully endorse the principle that the welfare of children and young people, parents and their carers, override any obligations of confidence we may hold to others. Confidentiality shall be observed at all times with family and friends. Individual cases will only be shared or discussed on a “need to know” basis. Under “whistleblowing” anyone may refer direct to either children’s social care services or the police if they are concerned that a child is at risk of harm and/or this policy is not being adhered to.

1. **Operational matters**
2. **Media**

All media enquiries will be handled by the Instructor in conjunction with the IT support person in direct co-ordination with the Lead or Deputy for Safeguarding.

1. **Induction& Training**

We have an induction and training strategy detailing clear job descriptions and responsibilities. All staff must read the study centre’s Safeguarding Children and Young People Policy. Those who come into regular direct contact with children and young people, or managers, should undertake appropriate child protection training within the first two months of their appointment and subsequently every two years.

All staff should complete the relevant child safeguarding training every two years or any other training that the Instructor may require.

Training shall include training recommended as part of the government PREVENT initiative and FGM.

All staff shall also take E-safety training every two years.

The Lead and Deputy will also attend other training and advisory sessions that may be relevant, from time to time.

1. **Additional operational matters**

In order to safeguard children at the study centre, we have implemented a set of requirements, see Appendix 2.

The Instructor and staff also follow the operational policy which includes a missing child policy.

1. **Dealing with complaints**

When children, young people, and parents attending the study centre are unhappy with the service provided, it is vital to have an agreed procedure to deal with the issues calmly and fairly.

Please refer to the standard complaints procedure. All complaints will be risk assessed in order to determine if they raise any safeguarding concerns, in which case this policy shall apply.

1. **Photography & filming guidance**

Photography is really important to record the successes and achievements of children and young people in their activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the internet.

Accordingly all photographs and filming, and storage of that data, must be in accordance with the relevant study centre policy.

It is therefore important to be clear about the following:

1. explaining to parents and carers why caution is necessary
2. the purpose of photos; e.g. parent’s own record, media & publicity, etc.
3. the content required when using a professional photographer
4. informing parents and seeking their consent, in writing (by way of the completion of a Media Release Consent Form, for any publication or media use
5. publishing only limited children/young people’s details alongside their photos in newspapers, etc.
6. taking photographs openly and away from changing areas
7. children must be fully clothed at all times
8. any club/group photos being taken only during the activity or on the premises
9. all those taking photos signing the registration form
10. the above guidance applies to any photographic and filming equipment including camera phones, digital, or video cameras.
11. **E-safety**

Please refer to the separate E-safety policy.

1. **Summary**

In order to attain the best safeguarding practice, everybody needs to be vigilant in adhering to this policy and also in assessing the risks of their own work and activities. These risk assessments will be carried out regularly by the Lead and/or Deputy for child protection. It is the responsibility of everyone to draw attention to practices and procedures that they may be unhappy or uncomfortable with.

It is only through adopting robust safeguarding policies and practices that we can all be confident that we have done everything we can to safeguard the children and young people in our care.

We will not discuss child protection cases with any family members or third parties, except local authorities, the police, or other parties responsible for investigating the matter.

Any third parties or family members requesting information about a specific case, will only be provided with a copy of this policy and should contact their local authority or the investigating police officer.

**Policy date:**

**Review date:**

This policy will be reviewed on a regular basis and/or when there are substantial changes at the study centre. This policy is available upon request.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Margaret M Rude (Instructor)

Date:

**Appendix 1 – Child safety incident/concern log**

Child safety incident/concern log

**To be stored confidentially**

To be filled in only with factual information known. Do not investigate.

|  |  |
| --- | --- |
| **Date of incident/concern** | **Child’s full name**  **Date of birth**  **Address** |
| **Describe the incident/concern (including disclosures)** | |
| **Which agency was contacted for advice or referral:**  **What advice the agency provided:** | |
| **What actions have been taken (with reasons)** | |
| **Any follow up required? And when:** | |

**Appendix 2 – requirement checklists**

**Compliance checklist (United Kingdom)**

The following are in place in the study centre:

**A1.** Safeguarding Children and Young People Policy

**A2.** ICO Certificate (Data Protection)

**A3.** Insurance Certificate (Employment/PublicLiability)

**A4.** Health and Safety Policy

**A5.** General Health and Safety Risk Assessment

**A6.** Fire Risk Assessments (fire evacuation policy, fire exits are checked regularly, training for all staff in respect of the policy and fire drills at least twice a year).

**A7.** Young Person’s Risk Assessment (only applies to assistants under the age of 18)

**A8.** First Aid Needs Assessment

**A9.** Health and Safety Law Poster or Leaflet H&S Poster:<http://www.hse.gov.uk/pubns/books/lawposter.htm>Leaflet:<http://www.hse.gov.uk/pubns/books/lawleaflet.htm>

**A10.**

AccidentBook & FirstAidBox

**A11.**

A qualified first aider is present during all classes, at all times. The first aider has completed accredited emergency first aid at work training with a paediatric element and have a current certificate.

**A12.**

EmploymentPermit(onlyforassistantsundertheage of 16)

**A13.**

All eligible staff have the relevant criminal record check to verify their suitability to work with children and young persons.

**A14**

E-safety policy

**A15**

Complaints procedure

**Operational requirements:**

**B1.**

There is in place a register to ensure all visitors, parents, children, young persons, siblings, and staff, sign in and out, recording their time of arrival and departure.

**B2.**

Procedures are in place to ensure children or young persons are properly handed over to their parent/guardian when they leave the class. The handover is completed by an assistant who has had a criminal record check and has seen that the child has been formally handed over to their parent/guardian.

**B3.**

The safest policy is to have all children collected by their parent/guardian from the centre. If this is not possible in any instance:

1. A signed parent consent form for all children or young persons who have permission to leave the centre unaccompanied). Children and young persons are not be permitted to leave the centre alone unless you have on record a signed consent form.
2. A child under the age of 11 cannot be given permission to go home alone.

**B4.**

All parents/guardians (who have not signed a parental consent form for their child to leave unaccompanied) wait in the allocated waiting room, or nearby area, during class until their child has finished class.

**B5.**

Toilet breaks are managed properly, children and young persons are escorted to the toilets by either their parent/guardian or an assistant who has had a criminal record check.

**B6.**

The Instructor has attended face to face child safeguarding training. Regular training for staff is arranged and a log of the same on the staff single central record is kept.

**B7.**

Have a sufficient number of assistants the study centre, taking into account the following:

1. Number of children or young persons
2. Number of early learners
3. Location/supervision of toilets
4. Layout/shape of the class
5. Handover procedure
6. Multi-user building
7. Vacant rooms
8. Reception

**B8.**

Security procedures are reviewed to ensure only parents/guardians of the students enter the study centre and so that access can be limited if required.

1. Staff should be immediately aware if anyone else enters the centre and should be able to restrict access as required.

**Appendix 3 – parental consent form**

**CHILDREN TRAVELLING HOME ALONE**

**CONSENT FORM AND COLLECTION OF CHILDREN POLICY**

**Introduction**

It is understood by the tuition centre that parents ensure their child takes the safest route to the tuition centre and that they are accompanied to the tuition centre by a responsible parent/guardian.

Parents are advised to talk to children about road safety even if children are accompanied to the study centre by a parent/guardian.

With regards to children aged 11 or above, parents may decide that their child is capable of travelling to or from the tuition centre without a parent/guardian, particularly if they live close to the study centre. The following guidelines set out the study centre’s advice, policy and procedures should parents/guardians wish to consider allowing their child to travel to and/or from the tuition centre without a parent/guardian.

**‘Safe hand-over’**

During child’s attendance at the tuition centre, parents should wait in the designated waiting area. This is the space located in the front of the building. It is important that both the staff and child know which adult will be collecting the child at the end of their tutoring session so please inform the tuition centre in advance of any changes.

Please also refer to our child protection policy for detailed procedures for child safety practices in the tuition centre.

The tuition centre opens on these particular days and times: [PLEASE INSERT DAYS YOU ARE OPEN AND OPENING-CLOSING TIMES; DELETE AS APPROPRIATE]

**Monday** – from 3.30pm to 7pm

**Tuesday** – from 3.30pm to 7pm

**Wednesday** – from 3.30pm to 7pm

**Thursday** – from 3.30pm to 7pm

**Friday** – from 3.30pm to 7pm

**Saturday** – from 9am to 2pm

**Sunday** – CLOSED

**Children are expected to be collected promptly, and therefore parents/guardians are to wait on the premises in the designated waiting area.**

**Travelling from the study centre without a parent/guardian**

Although it is up to parents’ discretion how children travel ***from*** the tuition centre to their home each day, the Instructor expects all children aged 10 or below to be accompanied by a parent/guardian. For children aged 11 or above, it is possible to ask for consent that allows the child to travel home alone if the parent is fully satisfied that it is safe for them to do so. Children aged 11 or above may go home on their own **only** if the parent/guardian has given written consent by completing the form below.

**The tuition centre maintains and regularly updates a register of children who have permission to be dismissed by a member of staff at the end of the classes to travel home alone.**

We therefore ask parents/guardians to make an informed decision that they are confident that their child is able to travel home sensibly and must be aware that they are responsible for their child’s safety on their way from the study centre even when they are not physically present. Parents/guardians are advised to consider the following:

* How long is the journey?
* Are there any roads to cross and, if so, does your child know how to cross them safely?
* What time will your child be walking home?
* Will it be dark?
* Are you confident that your child is aware of safety rules and what to do if they feel unsafe?

**If at any time you decide that your child should not be allowed to travel home from the tuition centre without an adult, you must immediately notify the Instructor in writing.**

If the parent/guardian feels that a period of time has passed and their child has not arrived home and that this is unusual or causing concern, the Instructor recommends that the parent/guardian calls the 999.

**24**

**Travelling home from Positive Progress Tuition Centre without an adult – Request Form**

Person with parental responsibility to complete and return this form to the Instructor of Positive Progress Tuition Centre.

Please note a separate for each child is required for whom there is a request.

Full name of child:

Age: DOB (DD/MM/YY): School year:

Parent/guardian Name:

Address:

Postcode:

Telephone number:

Mobile number:

Email:

Your relationship to the child:

**CONSENT** (Please read carefully)

1. I wish to inform you that my child should be permitted to leave Positive Progress Tuition without an accompanying parent/guardian.
2. I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route and talking to them about road safety and strangers; for instance, not accepting or seeking a lift my a stranger.
3. I understand that the Instructor may refuse permission for my child to travel home unaccompanied by an adult if it is deemed that it is not safe to do so\*.
4. I understand that I have full responsibility for my child’s safety once they have left the study centre.

\*The instructor will speak to you directly if this is the case.

|  |  |
| --- | --- |
| Parent/guardian signature: |  |
| (Please print name): |  |
| Date: |  |