Positive Progress Tuition

(‘Study Centre’)

# Child Protection Policy

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## Definitions

Child:

A young human being below the age of puberty or below the legal age of majority.

[Source: http://oxforddictionaries.com/definition/english/child ]

Adult:

A person, who by virtue of attaining a certain age, generally eighteen, is regarded in the eyes of the law as being able to manage his or her own affairs.

[Source: http://legal-dictionary.thefreedictionary.com/adult ]

Parents, guardians, carers:

* all natural parents, whether they are married or not;
* any person who, although not a natural parent, has parental responsibility for a child or young person;
* any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law). [Source:

http://www.education.gov.uk/schools/pupilsupport/parents/a0014568/parentalresponsibility ]

Safeguarding:

Safeguarding legislation and government guidance says that safeguarding means:

* protecting children from maltreatment preventing impairment of children's health or development;
* ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

[Source:

http://www.safenetwork.org.uk/getting started/Pages/Why does safeguarding matter.

aspx ]

Duty of care:

The fundamental obligation that anyone working with children, whatever the type of service and whatever their role, is to keep children safe.

[Source: http://www.rch.org.au/empIibrarv/ecconnections/CCH V019 Nol March2006.pdf]

## Definitions of Abuse

Child abuse, sometimes called child maltreatment, comprises of four different types: physical abuse, sexual abuse, and neglect. In many cases, children are the victims of more than one type of abuse. The abusers can be parents or other family members, caregivers such as teachers or



babysitters, acquaintances (including other children), and (in rare instances) strangers.

Physical abuse

Physical abuse is the non-accidental infliction of physical injury to a child. The injuries can be inflicted by punching, kicking, biting, burning, beating, or use of a weapon. Physical abuse can result in bruises, burns, poisoning, broken bones, and internal haemorrhages.

Sexual abuse

Sexual abuse is any activity with a child occurring before the age of legal consent that is for the sexual gratification of an adult or a significantly older or dominant child.

Neglect

Neglect may occur because the parent/guardian experiences strong negative feelings toward the child or because the parent/guardian lacks the ability or strength to adequately provide for the child's needs.

Neglected children often do not receive adequate nourishment or psychological and mental stimulation. As a result, their physical, social, psychological, and mental development is hindered. They may, for instance, be underweight, develop language skills less quickly than other children, and seem psychologically needy

## Policy Statement

A brief description of your business

1. Positive Progress Tuition offer English and maths and Science to children of all ages and abilities; instilling life-long study skills and boosting children's confidence.
2. Positive Progress Tuition acknowledges its responsibility of duty of care and for the safety of children undertaking Positive Progress Tuition classes. It also recognises that good safeguarding and child protection policies and procedures are fundamental. Positive Progress Tuition is fully committed to practices that ensure the protection of children from harm.
3. For the purpose of this Policy, Positive Progress Tuition has included Positive Progress Tuition students, staff members and the general public.

Positive Progress Tuition Staff members' (i.e. Assistants) responsibilities

* + All staff (i.e. Positive Progress Tuition Assistants) are required to recognise and accept their responsibilities.
  + To have an awareness of the issues which can subject children to harm.

 To be aware of the importance of undergoing CRB checks.

* + To report anything that may be regarded as suspicious.

Positive Progress Tuition will endeavour to safeguard children by:

 Adopting safeguarding and child protection procedures

* + Adopting code of practice for all who work on behalf of the Positive Progress Tuition.
  + Reporting concerns to the authorities;
  + Uphold the duty of care (ensure that the children who come to the study centre are safe from harm). If a child is accompanied to the centre with a parent, then it Is Positive Progress Tuition’s legal responsibility over that child does not end until the child is handed back to the parent.
  + Registering with SafeClC
  + Following carefully procedures for recruitment and selection of staff and volunteers

It is Positive Progress Tuition policy that:

1. All staff members at Positive Progress Tuition accept to have responsibilities for the welfare of children who come in connection with its task and functions, and that they will report any concerns about a child or somebody else's.
2. There is a designated First Aider present at all times, a First Aid box is also available and staff are aware of the location of the First Aid Box.
3. There is a Designated Safeguarding Person, Margaret Rude, within Positive Progress Tuition who will take actions following any expression of concern, and the line responsibilities in respect of child protection are defined.
4. Positive Progress Tuition know how to make appropriate referrals to statutory child protection agencies.
5. It is part of Positive Progress Tuition acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Positive Progress Tuition will be supported when they report their concerns in good faith.
6. Positive Progress Tuition policy on duty of care to children will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
7. Positive Progress Tuition is following the legal requirements in regards to data protection, Positive Progress Tuition is currently registered with the Information Commissioners Office (ICO) and upholds the 8 principles of the Data Protection Act 1998.

## Code of practice

Positive Progress Tuition expects all staff paid and unpaid to be aware of the code of practice and ensure that they adhere to its principles in their approach to all Positive Progress students.

1. It is important not to have physical contact with children and this should be avoided where possible.
2. Do not make suggestive or inappropriate remarks to or about a child, even as a joke, as this could be misinterpreted.
3. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
4. Good practice includes valuing and respecting children as individuals, and having adults modelling appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

## Designated Safeguarding Person

Positive Progress Tuition Designated Safeguarding Person is Margaret M Rude, and is responsible for dealing with any concerns about the protection of children. This person is the Positive Progress Tuition Instructor; telephone number 0151 226 2749, contact can also be made via email:

enquries@positive-progress.co.uk

The responsibilities of the DSP are to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Positive Progress Tuition (SAFE-CIC, Social services and/or the Police).

2. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.

3. Liaise with the local children's social care services, or SAFE-CIC, and/or other agencies as appropriate.

4. Keep relevant people within Positive Progress Tuition (centre director and HR Manager) informed about any action taken and any further action required; for example material complaints.

5. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.

 6. Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Safeguarding & Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

## Procedure For Reporting Concerns

Positive Progress Tuition encourages staff members to express any suspicions and concerns. Positive Progress Tuition has informed all staff on how to raise concerns regarding the following:

1. The conduct of a member of staff

If a member of staff has such concerns they should be reported to the DSP

Margaret M Rude using the form and using the process flow chart for guidance

 The report form for child protection concerns is to report any concerns

The process flow chart informs staff of the right steps to take

1. A child disclosing abuse

 Concerns about a specific child should be reported immediately by telephone to the DSP Margaret M Rude and confirmed in writing within 24 hours using the form

1. Bruising or evidence of physical hurt

Concerns should be expressed to the DSP Margaret M Rude immediately

This should be recorded using the form

 The process flow chart should be used for guidance

1. Unusual behaviour by a child

 Concerns should be expressed to the DSP (Margaret M Rude) immediately

This should be recorded using the form

The process flow chart should be used for guidance

If the concerns relate to the conduct of a member of staff these should be reported by phone to the DSP immediately. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

Concerns in relation to a member of staff may indicate unsuitability to continue working with children in their present position, or in any capacity. Consideration will need to be given to whether:

* + Someone has behaved in a way that has harmed a child, or may have harmed a child

 Someone has possibly committed a criminal offence against or related to a child; or

* + Someone has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

There may be up to three procedures in the consideration of an allegation against a member of West Derby workforce:

* + A police investigation of a possible criminal offence; and/or
  + Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and/or
  + Consideration by an employer of disciplinary action in respect of the individual.

Report Form for Child Protection Concerns

PRIVATE AND CONFIDENTIAL

(Before speaking to any other parties please contact the DSP or SAFE CIC, or other appropriate body; please inform us if you have disclosed any information).

Positive Progress Tuition Centre

Date of class

Name of child

Age if known

What prompts your concerns?

Please be specific and include the dates and times of any incidents

Have you had communication with the child involved? If so, exactly what was said?

Has anybody been alleged to be the abuser? If so, give details.

Please give your name and contact details.

Signature Date