



Safeguarding Policy

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Approved By: Brad James

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Safeguarding

As a person within a position of trust all tutors, employees and volunteers have a core duty to safeguard all students, adults, vulnerable people, and people who are potentially vulnerable. Safeguarding is an essential aspect of the duty of any employee of Mr James Maths Tuition no matter what the job role. It is vital that all employees have a duty of care to their students and therefore, it is necessary for all employees, self-employed personnel, volunteers and sub-contractors of Mr James Maths Tuition to have completed a Level 2 Qualification in Safeguarding. They will also be expected to have completed PREVENT Training which will be provided online by the UK Government. Safeguarding is a requirement of law and is defined and regulated by the *Safeguarding Vulnerable Groups Act 2006* and the *Care Act 2014*. The *Children Act 1989* should also be considered.

There is a duty placed upon us to ensure that all adults who work with or on behalf of our young people or vulnerable people in our society are absolutely competent, confident and safe to do so:

- Adults working or volunteering for Mr James Maths Tuition 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 person who is involved in any activities must follow the Mr James Maths Tuition code of conduct. These codes of conduct can be found on the home page of the Mr James Maths Tuition website.
- They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse. For any further information on this, please email: Safeguarding@mrjamesmathstuition.co.uk for additional guidance.

Mr James Maths Tuition is dedicated to ensuring that the training of all staff and volunteers in aspect to safeguarding is kept up to date. It is therefore a requirement of all staff and volunteers of Mr James Maths Tuition to complete the Level 2 Safeguarding training every two years, to ensure that all knowledge and skills are kept up to date.

DSO: Designated Safeguarding Officer

Mr James Maths Tuition have a Designated Safeguarding Officer whos core responsibilities are outlined below:

- Offer support and training to all staff and volunteers involved in the day to day operations of Mr James Maths Tuition's business.
- To ensure that all Mr James Maths Tuition staff and volunteers are sufficiently vetted, this will be done in the form of an Enhanced DBS (Disclosure Barring Service Check). This will be carried out before a staff member is employed and will be reviewed on a three yearly basis.
- To act as the main point of contact in the event of any allegation or disclosure.
- To act as the as the main point of contact between Mr James Maths Tuition and any other organization which is affiliated or associated with Mr James Maths Tuition.

The designated safeguarding officer can be contacted using the details below:

Mr Brad James

Email: Brad.James@mrjamesmathstuition.co.uk

Telephone: 07497277696

In the unlikely event that the DSO is not available, or is unable to be contacted, please email: Safeguarding@mrjamesmathstuition.co.uk

There are six main elements to safeguarding according to the *Care Act 2014*. They are explained below. This is not an exhaustive list.

Empowerment

A vulnerable person must be supported and encouraged to make their own decisions.

You must ensure that any vulnerable person (all children are considered vulnerable) is encouraged to make their own decisions, and are supported in the decisions that they make. Under the *Mental Capacity Act 2005* children are any persons aged under eighteen, therefore, the issue of capacity falls to the child's parent. This **does not** mean that you should ignore what a child wants to gain out of their education. This is particularly true for children who are taking their GCSEs.

Prevention

You must know what constitutes abuse and be able to recognise the signs of abuse. There are six types of abuse that you could encounter, they are:

1. Physical Abuse
 - a. A non-accidental act or omission that causes physical injury or trauma to an individual.
2. Psychological and Emotional Abuse
 - a. Behaviour that has, or is likely, to cause a negative emotional response such as anxiety, depression, or PTSD.
3. Discriminatory Abuse
 - a. An act or omission which excludes or prevents an individual from participation based on reasons of race, sex, religion, age, disability, or sexual orientation.
4. Neglect Abuse
 - a. An act or omission which deprives an individual, who is dependent on care from another individual, from their basic rights and needs.
5. Sexual Abuse
 - a. Any sexual act made towards an individual who has not consented, or who is not old enough to consent, or does not have the capacity to consent.
6. Financial Abuse
 - a. Any attempt to control the financial well-being of an individual who has not consented to such action.

You should try to take action before abuse occurs. If in doubt, report it.

You should ensure that you have adequate knowledge of the signs of the above listed types of abuse.

Proportionality

You must intervene in a potential safeguarding issue in the **least** intrusive way possible.

If you suspect that there is a safeguarding issue, you must contact the appropriate local authorities. In a situation which is time critical, this will be the police. Otherwise, consider taking advice from organisations including:

- NSPCC
- Voice UK
- MenCap
- Respond
- CQC

Protection

All vulnerable people must be protected. If you suspect abuse of any individual, even if they are not your student, you **must** report it.

Partnership

Working in partnership with other staff and organisations is important to ensure safety of individuals through detection and prevention of abuse.

Accountability

You must be accountable for your role when safeguarding, and you must be transparent about your actions.

Consent

You **must** always gain consent to submit a safeguarding referral from the person whom you wish to safeguard. You must explain to them why you are making the safeguard and gain positive consent.

If the individual does not have capacity, then you must try to gain consent from their next of kin or primary caregiver. Children aged 16 and over can still give consent, and you

should always try to seek consent from these individuals.

There are exemptions to gaining consent:

1. You may make a referral without consent if you believe that the knowledge of a safeguarding referral would put the affected individual at greater risk of harm.
2. You make a referral without consent if the individual does not have capacity to consent and you suspect the perpetrator of harm is the individual's next of kin/primary caregiver.

Procedures

In all cases related to child protection and safeguarding, the main procedure is to treat the allegation seriously, in strict confidence and immediately contact the MR James Maths Tuition dedicated Safeguarding Officer, who's contact information can be found above in this policy, and/or allocated school child protection and safeguarding lead/s.

In the event that Mr James Maths Tuition's Designated Safeguarding Officer is contacted the following protocol will be followed:

- The information will immediately be passed on to the child's school's child protection and safeguarding lead/s, if the student is an adult learner who attends collect, this information will be shared with their Safeguarding lead. In the event that the student does not attend any educational establishments, this will be passed onto the local authority safeguarding team.
- The school/college shall follow their own safeguarding procedures for contacting the local Police, Child Protection Unit or the Social Services Department of the relevant Local Authority (the Authorities). Mr James Maths Tuition will fully support the school/college with any action that they deem appropriate and shall undertake reasonable endeavours to provide the school with any assistance or supporting evidence and documentation which is required for an investigation to take place.
- Mr James Maths Tuition shall not, under any circumstances, undertake any independent investigation or questioning (as this may jeopardise any enquiry) unless or until Mr James Maths Tuition is given authorisation by the school/college or the Authorities. Following authorisation, Mr James Maths Tuition may independently follow up on the allegation.
- All allegations or suspicions shall be referred to the school/college 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.

In the event that a child, or adult discloses abuse to an employee or volunteer of Mr James Maths Tuition, this will be reported to the DSP and the following steps will be followed:

1. Allow the young person to speak without interruption, encouraging them to tell you only what they feel comfortable telling you, and be accepting and be non-judgmental about what is said. The employee will not ask investigative or leading questions of any kind.
2. At the beginning of the disclosure, the employee will inform the young person that they will offer support and guidance to the student, however, the information must be passed on, and that the student needs to be aware, that what they tell you will not be able to be kept confidential, this will allow the student the decision to carry on with the conversation, if they so wish.
3. 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. If they would rather speak to the DSO regarding this, then please provide the student with the following email address to do so:
Brad.James@mrjamesmathstuition.co.uk
4. Ensure that the young person is not immediately at risk of any further abuse. If this is the case, the DSO will need to be informed as a matter of urgency so the relevant procedures can be followed.
5. Immediately after a disclosure, contact the Designated Safeguarding Officer at Mr James Maths Tuition and provide as much information as possible as to what has occurred and the information which has been passed on, along with any supporting evidence if necessary.
6. Report the facts as you know them/ 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 your feel is relevant.
7. Provide this detailed information to the Designated Safeguarding Officer as soon as possible.
8. Mr James Maths Tuition will retain a copy of all such notifications in accordance with GDPR guidelines.

If you deal with the personal data of young people (including names, assessment data, and school) Employees and volunteers will follow the steps identified below:

1. Handle all information with sensitivity and confidentiality and in accordance with GDPR guidelines.
2. The information should be kept securely and not be made available to others without the authority of Mr James Maths Tuition.
3. All data and information should be stored in the employees OneDrive account, or Teams account and should not under any circumstances be downloaded from these systems onto private storage mediums, or on personal computers or devices. Failure to comply with these instructions could result in legal action being taken.