

Safeguarding Statement

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding includes - protecting children from abuse and maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care and and taking action to enable all children and young people to have the best outcomes.

- We all have Enhanced DBS (Disclosure and Barring Service) and these are updated each year.
- We complete Safeguarding Training every 2 years, usually via the NSPCC Safeguarding Course for Tutors.
- We have Data Protection Registration from ICO, updated annually. Details of which information we keep and how it is stored can be found in our Privacy Policy, downloadable from our [website](#).
- We follow the KCSiE (Keeping Children Safe in Education) guidance.
- Wherever possible, tuition takes place in a room with the door open, so pupil and tutor can be heard and seen.
- Guidelines for parents whose children have online tuition can be downloaded from our [website](#).

Procedures to be followed in case of an allegation:

- If a child makes a disclosure the over-arching principles are to avoid asking leading questions and not to promise confidentiality.
- Listen to what the child says without displaying shock or disbelief and allow the child to talk freely.
- Take what the child says seriously, keep an open mind and accept what is being said.
- Reassure the child but do not make promises which may not be possible to keep.
- Not ask leading questions such as "what did he/she do next?".
- If it is necessary to question, use open-ended questions such as "do you have anything else to tell me?", "And...?"
- Reassure the child - it is not his or her fault - and stress that it is right to tell.
- Make brief notes as soon as possible, recording exact words/phrases used by the child and dates and times.
- If appropriate, draw a diagram to indicate any marks or injuries observed.

Allegations should be referred to the LADO for advice immediately. In borderline cases, these discussions can be held informally and without naming the individual. In case of serious harm, the police should be informed from the outset. The tutor must not investigate before discussing allegations with the LADO. The tutor does not require parental consent before reporting allegations to the LADO.

In general, parents should be informed about any safeguarding concern regarding their child and it is important that we are honest and open in our dealings with parents. However, in a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation or place the child at further risk. In such cases, advice will be sought from the LADO.

Any allegation of misconduct by myself, should also be referred to the LADO.

LADO and Assistant LADOs for Oxfordshire can be contacted via lado.safeguardingchildren@oxfordshire.gov.uk or 01865 810603

LADO and Assistant LADOs for Buckinghamshire can be contacted via secure-LADO@buckinghamshire.gov.uk or 01296 382070

Guidance for Online Sessions and our Privacy Policy (Including GDPR) can be found on our [website](#).