

**Safeguarding Policy**

keep up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes;

report safeguarding concerns correctly to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. More information about this can be found at: <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>

.

ensuring we have a DBS check completed each year;

ensuring that we undertake appropriate safeguarding training at

least once every two years;

•

•

•

•

A safeguarding policy is a statement which clearly states the steps that tutors will follow to keep their students safe and how tutors will respond to any safeguarding concerns.

**Purpose and Scope**

At Spellcasters, we take the safety of children very seriously. For the duration of the course, we will strive to:

•

protect the children and young people who receive tuition from us from harm;

respond to any allegations and/

or any concerns relating to the welfare of a child or young adult for whom we provide tuition;

state the ongoing training the team will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

This policy applies to anyone working on behalf of Spellcasters. This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

**Responsibilities**

We recognise that we have a responsibility for the safety and wellbeing of our students.

This responsibility includes:

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

**If I have suspicions of a safeguarding or welfare concern in relation to one**

**of my students I will:**

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

•

•

•

•

•

when a child is recalling significant events and will not make a child repeat their account;

reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;

explain what actions I must take, in a way that is appropriate to the age and understanding of the child;

record what I have been told, as soon as I can, using exact words where possible;

make a note of the date, time, place and people who were present during the disclosure.

•

•

show that I have heard what they are saying, and that I take their allegations seriously;

encourage the child to talk, without prompting them or asking them leading questions. I will not interrupt.

If a student tells me that they or another child is being abused I will:

**Reporting safeguarding concerns**

•

•

•