



Child Safeguarding Policy

The Right Tuition Company

This policy was adopted on 1/09/2016

The policy is to be reviewed on 1/09/2026

Designated Safeguarding Lead (DCPC) Stephanie Satterley

Deputy DCPC Jinky Heasman

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2013, Statutory Guidance for School and Colleges "Keeping Children Safe in Education" April 2014, Revised Safeguarding Statutory Guidance 2 "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" DCSF March 2009 and Medway's Safeguarding Children Board (MSCB) Safeguarding Children Procedures.

RTC takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. We are also committed to working together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that safeguarding is everyone's responsibility, including temporary staff¹, volunteers. All have a full and active part to play in protecting our pupils from harm, and child welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident, and know how to approach adults if they are in difficulties, and that they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our school, who have substantial access to children, have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and where necessary a barred-list check (according to guidance), and a single central record is kept for audit.

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

Safe School, Safe Staff

We will ensure that:

All members of staff understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy
- the school has procedures for dealing with allegations of abuse against staff
- senior leaders have Designated Safeguarding Lead (DCPC) responsibility
- the DCPC undertakes interagency training and DCPC training updates every 2 years in line with statutory guidance. All other staff have Safeguarding training every 3 years
- any weaknesses in Child Protection arrangements are remedied immediately
- Child Protection policies and procedures are reviewed annually

The school has a trained DCPC.

- The Designated Safeguarding Lead will be a member of the Senior Leadership Team. The DCPCs are Stephanie Satterley and Jinky Heasman. The DCPC has undertaken the compulsory training delivered through the Kent Safeguarding Team, or by an approved external training provider, and will undertake other training as required, at least every 2 years.

All members of school staff and volunteers:

- All members of staff and volunteers are provided with child protection awareness information at induction, included in their arrival pack and the school safeguarding statement so that they know who to discuss a concern with.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.
- All other staff have child protection awareness training, updated by the DCPC or another approved provider every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff and volunteers know how to respond to a pupil who discloses abuse through delivery of training.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it on our website.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- Those who have child protection concerns or allegations against adults working in the school should call 03000 411 111

- Any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

Our procedures will be regularly reviewed and up-dated.

The name of the designated members of staff for Child Protection, the Designated Safeguarding Leads, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

All new members of staff will be given access to a copy of our safeguarding statement, and child protection policy, with the DCPCs' names clearly displayed, as part of their induction into the school.

Parents/carers are made aware of this policy and their entitlement to have a copy sent via email or to read a copy in the office.

Responsibilities

The designated DCPCs are responsible for:

- Referring a child if there are concerns about possible abuse, to the Children's Social Care Team², and acting as a focal point for staff to discuss concerns.
- To discuss any concerns about a child with KCC's Children's Advice and Duty Service. If it is agreed that a referral is the right course of action, the DCPC may follow this up in writing.
- Keeping written records of concerns about a child in a child's safeguarding file, even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records and are stored for 75 years. A copy of the file to be securely passed to the child's next school or college.
- Ensuring that, if the school holds a safeguarding file on a pupil, a marker is placed on the pupil's records to alert staff to the existence of the safeguarding file.
- Liaising with other agencies and professionals.
- Ensuring that either they or the staff member attend child protection conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that if any pupil currently with a child protection plan is absent in the educational setting without explanation, this is reported to the child's social worker in Children's Social Care Team.
- Organising child protection induction and update training every 3 years, for the whole school staff.
- Providing, with the Safeguarding Lead, an annual report, detailing any changes to the policy and procedures; training undertaken by the DCPC, and by all staff and governors; number and type of incidents/cases, and number of children who are subjects of a child protection plan (anonymised)³

Supporting Children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, and not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Services as soon as there is a significant concern.
- Listening to a child's wishes and feelings.

Confidentiality

We recognise that all matters relating to child protection are confidential.

The DCPCs will disclose any information about a child to other members of staff on a need-to-know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets that might compromise the child's safety or wellbeing.

We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Children's Advice and Duty Team at the Children's Social Care Services, on this point.

Supporting Staff

Through the existing school system of performance management, mentoring and staff consultation arrangements we will ensure that staff have routine opportunities to reflect on the well-being of their students and to consider if there are any safeguarding concerns or suspicions.

All volunteers who require supervision when working with or supervising children will be monitored as set out in 'Keeping Children Safe in Education' by staff who are appropriately briefed about supervision responsibilities.

We recognise that staff working in the school, who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing regular sessions to talk through their anxieties with the DCPCs and to seek further support as appropriate, and decisions made in these meetings will be recorded.

Allegations against staff

All Staff should be aware of KCC's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.

Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction⁴

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Safeguarding Lead or Deputy Lead.

The Lead on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)⁵.

If the allegation made to a member of staff concerns the Lead, the person receiving the allegation will immediately inform the Deputy who will consult with the LADO and HR services, without notifying the Lead first.

Any member of staff who believes with reasonable cause that allegations about staff are not being referred to the LADO or handled appropriately may refer the matter directly to the LADO.

The school will follow the Medway procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

Suspension of the member of staff, excluding the Lead, against whom an allegation has been made, needs careful consideration, and the Lead will seek the advice of the LADO and HR services in making this decision.

In the event of an allegation against the Lead, the decision to suspend will be made by the Deputy with advice from the LADO/HR for schools.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

⁴ Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website.

⁵ LADO 01634 331229

Whistle-blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO or the Education safeguarding co-ordinator, following the Whistleblowing Policy.

Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.

Anti-Bullying

RTC does not allow or condone bullying and understands that any reports of bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that some children perceived as being different are more susceptible to being bullied / victims of child abuse.

Racist Incidents

RTC acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a log of racist incidents.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school who they can approach if they are worried or in difficulty.

Health & Safety

School has a duty to ensure the safety of children whilst on the school site and hence a responsibility for making the site secure.

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance.

The school will not accept the behaviour of any parent or individual that threatens the school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in the decision to refuse access onto the school site for that individual.

Our Health & Safety policy, reflects the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to Internet use.

Monitoring and Evaluation

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Senior Leadership Team (SLT)'drop ins' and discussions with children and staff
- Scrutiny of Attendance data
- Logs of bullying/racist/behaviour incidents for SLT to monitor
- Review of parental concerns

This policy also links to our policies on:

Behaviour,

Whistleblowing,

Anti-bullying,

Health & Safety

Allegations against staff,

Parental concerns,

Attendance,

Teaching and Learning

ESafety, including staff use of mobile phones

Risk Assessment

(all found in the RTC handbook)

Confidential
safeguarding
record form



Information sheet

SCHOOL: The Right Tuition Company Tunbridge Wells/Tonbridge

Name of child: _____ date of birth: _____

Any other name by which child is known:

Address:

Telephone numbers:

Family members

Name

Relationship

Address

Other children associated:

Professionals involved:

Name

Agency

Address and telephone number

Confidential
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record form



Chronology

School: _____

Name of child: _____ date of birth: _____

Date	Incident	Reference

[illegible]

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record form



DCPC record of action

School: The Right Tuition Company Tunbridge Wells/Tonbridge

Name of child: _____ date of birth: _____

Date	Action	Signature

[illegible]

Confidential
safeguarding
record form



Record of Concern

School: The Right Tuition Company Tunbridge Wells/Tonbridge

Name of child: _____ date of birth: _____

Name and position of person completing the form (please print):

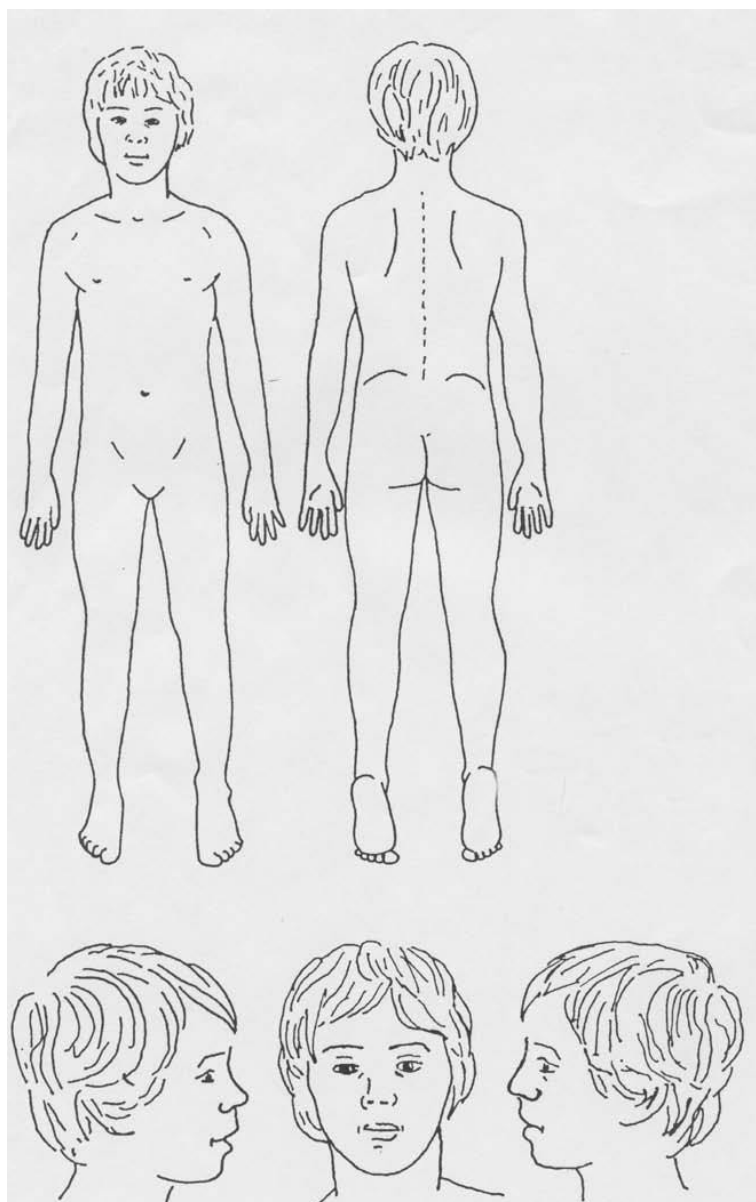
Date and time of incident:	
Incident:	
Name of witnesses and any other information:	Action taken:
Signature	Date (ddmmyy) and time form completed:

Confidential
safeguarding
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School: The Right Tuition Company TunbridgeWells/Tonbridge
Body map (to be used in conjunction with a record of concern form)

Name of child: _____ date of birth _____



Signature

Print name

**Date (dd/mm/y) and time form
completed.**