

# SET's Safeguarding Children Policy

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## Acronyms and abbreviations

SET	SET Tuition Centre
DBS	Disclosure and barring service
DSL	Designated safeguarding lead
LGBTQ+	Lesbian, gay, bisexual, transgender and queer plus
SCR	Single central record
SEND	Special educational needs and disabilities

## Tables

**Table 1** Important contacts for safeguarding Children

## 1. Introduction

We aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm.

Safeguarding is about more than child protection. Child Protection is specifically about protecting children and young people from suspected abuse and neglect. Safeguarding is much wider than child protection. It includes everything an organization can do to keep children and young people safe, including minimizing the risk of harm and accidents and taking action to tackle safety concerns.

The purpose of this Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each child's welfare. The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child and each family.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive. We aim to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

This Policy complies with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board's website.

The practical application of this policy will be reviewed annually or when the need arises.

Named person: Seyed Tajallifar (Manager)

## 1.1 UN Rights of the Child

This Child Protection Policy adheres to the following concepts from the UN Convention on The Rights of the Child:

- Article 13 - Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law
- Article 19 - Everyone has the right to feel safe
- Article 28 - Every child has the right to an education. Primary education must be free
- Article 31 - Every child has the right to relax, play and take part in a wide range of cultural and artistic activities
- Article 37 - No child should be punished in a way that humiliates or hurts them

## 1.2 Definitions of abuse

There are many different types of abuse. Children can be abused by an adult's direct actions (e.g., beating a child) or because of an adult's inactions (e.g., not feeding or bathing a child), and even by an adult's indirect actions (e.g., domestic violence, addiction, etc).

Children can be abused by adults as well as by other young people or children. The authorities will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm.

Sometimes a single traumatic event constitutes 'significant harm' to a child; and, sometimes, a build-up of concerns or a series of incidents over time also gives rise to 'significant harm'. This includes Neglect, Emotional, Sexual and Physical.

## 2. Aims

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise awareness of staff of the need to safeguard children and their responsibilities in identifying and reporting possible abuse.
- To provide systematic means of monitoring children known to be at risk of harm.
- To emphasise the need for good levels of communication between members of staff and between staff and parents.
- To ensure that all staff who have access to children are suitable to do so and have a valid satisfactory DBS check

### 3. Roles and responsibilities

There are many areas of responsibility in terms of safeguarding children. SET Learning staff and tutors carry a range of responsibilities illustrated under the following headings:

- **Training:** As professionals, we ensure that our knowledge is up to date so that we can recognise indicators of abuse and respond appropriately.
- **Child Protection:** If any professional becomes concerned that a child might be at risk of abuse, it is our legal duty to pass on our concerns to the appropriate authorities who can assess what action, if any, is in the best interest of the child. We will inform parent/guardian when we have done this, except in cases where this could put your child at greater risk.
- **Allegations:** We have a legal duty to contact Ofsted if an allegation of abuse is made against any member of staff, or against anyone employed (whether paid or unpaid). We will inform the Local Authority Designated Officer (L.A.D.O.) when an allegation is made.
- **Good Communication:** We aim to build a good relation with parents and tutors to ensure that we can provide a good continuity of care between the child's home and our care. We also endeavour to work with the family to protect their children.
- **Confidentiality:** We maintain appropriate boundaries with regard to confidential information regarding your child. However, we cannot keep any information to ourselves if we believe that someone maybe at risk of harm - and may need to inform another authority.
- **Registration Requirements:** We have made the setting safe for children, according to the requirement set out in by Ofsted.
- **Accident/Injury Book:** If your child develops any health problem or suffer an injury during the time that s/he is at our centre, we will keep a record of the event and inform you about it upon collection of your child, or immediately by phone, in the event of an emergency. We will both log, sign and date the incident. In an emergency, we have a duty of care to act in loco parentis and will ensure that your child receives necessary emergency police, medical social or emotional care they require.
- **Police Check:** All members of staff, tutors, including frequent visitors, have a recent and clean enhanced Disclosure and Barring Service (DBS) checks - this is required for any professionals who work with children.
- **Photography:** Taking and displaying pictures of children involved in study tasks can be affirming and validating. We will seek your permission prior to photographing or filming children in our care and will state the precise circumstances in which they will be photographed and filmed.
- **Intimate Care:** We will agree the nature and frequency of the intimate care that your child receives in our care prior to your child remaining in our care. Examples of intimate care include going to the toilet. We always aim to encourage children to strive for greater independence.
- **The Designated safeguarding lead (DSL)** is Seyed Tajallifar. In the absence of the DSL, child protection matters will be dealt with by one of the Deputy Neda Heydari.
- **The Office Manager** who is responsible for the Single Central Record is Neda Heydari.

## **4. Supporting Children and Prevention Measures**

### **4.1 Early help**

Early help means providing support as soon as a problem emerges. The DSL will take the lead where early help is appropriate.

### **4.2 Abuse and neglect**

All staff will be aware of the indicators of abuse and neglect and understand that children can be at risk of harm.

All staff will be aware of the appropriate action to take following a student being identified as at potential risk of abuse and, in all cases, will speak to the DSL if they are unsure.

All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues, including online abuse, cyberbullying, and the sharing of indecent images.

### **4.3 Child-on-child abuse**

The centre has a zero-tolerance approach to abuse, including child-on-child abuse.

All staff will be aware that child-on-child abuse can occur between students of any age and gender, both inside and outside of school, as well as online.

All staff will be clear as to the SET's policy and procedures regarding child-on-child abuse and the role they have to play in preventing it and responding where they believe a child may be at risk from it.

### **4.4 Online safety**

The centre will adhere to the Online Safety Policy at all times including online lessons, SET uses the same Policy/system as East Finchley Library, which is controlled/monitored by Barnet Council.

Staff will be aware of the filtering systems in place and will know how to escalate concerns where they are identified.

### **4.5 Students potentially at greater risk of harm**

The centre recognises that some groups of students i.e. SEND and LGBTQ+ can face additional safeguarding challenges, and understands that further barriers may exist when determining abuse and neglect in these groups of students.

### **4.6 Concerns about students**

If a member of staff has any concern about a student's welfare, or a student has reported a safeguarding concern in relation to themselves or a peer, they will act on them immediately by speaking to the DSL or deputy DSLs.

If a student is in immediate danger, a referral will be made to the police immediately. If a student has committed a crime, such as sexual violence, the police will be notified without delay.



## **4.7 Concerns about centre safe guarding practices**

Any concerns regarding the safeguarding practices at the centre will be raised with the DSL.

## **4.8 Communication and confidentiality**

All child protection and safeguarding concerns will be recorded and will be treated in the strictest of confidence in accordance with centre data protection policies.

Where confidentiality or anonymity has been breached, the centre will implement the appropriate disciplinary procedures as necessary and will analyse how damage can be minimised and future breaches be prevented.

## **4.9 Safer recruitment**

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity.

The appropriate suitability checks will be carried out for all staff members (Refer to Section 4.10).

## **4.10 Staff suitability**

All staff members are required to confirm that they are not disqualified from working in a schooling environment under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

## **4.11 Single central record (SCR)**

The centre keeps an SCR which records all staff, who work at the SET. The following information is recorded on the SCR:

- An identity check
- An enhanced DBS check
- A disqualification from working in a school check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK

If any checks have been conducted for volunteers, this will also be recorded on the SCR.

The centre is free to record any other information it deems relevant.

The details of an individual will be removed from the SCR once they no longer work at the SET.

## **4.12 Monitoring and review**

This policy will be updated as needed to ensure it is up to date with safeguarding issues as they emerge and evolve, including any lessons learnt.

## 5. Complaints

Students who believe they have suffered any form of harm, neglect or abuse are entitled to raise the matter by contacting [www.settuitioncentre.com](http://www.settuitioncentre.com).

Every effort will be made to ensure that any person making a complaint will not be victimised.

All complaints of safeguarding will be dealt with promptly and confidentially.

For important contacts for safeguarding children refer to Table 1.

Organisation	Contact Details
<b>Named senior member of SET</b>	Seyed Tajallifar
<b>Ofsted</b>	0300 123 4234 enquiries@ofsted.gov.uk
<b>NSPCC</b>	24 Hour helpline 0808 800 5000 (For confidential advice)
<b>Independent Safeguarding Authority</b>	0300 123 1111 <a href="http://www.isa-gov.org.uk">www.isa-gov.org.uk</a>

**Table 2** Important contacts for safeguarding Children