

Safeguarding and Child Protection Policy

Topsie Tutoring with Denise

Policy created: 18.09.25 Policy review date: annually

1. Our Commitment

Topsie Tutoring is committed to providing a safe and secure environment for all students. We believe that every child has the right to be protected from harm, neglect, and abuse, and we take our responsibility to safeguard their well-being very seriously. We will act promptly and appropriately in response to any concerns about a child's welfare.

2. Key Principles

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- We will work in partnership with parents and guardians to promote the welfare of their children.
- All staff and volunteers must be aware of and adhere to this policy.

3. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Denise Pipe is the designated safeguarding lead. The DSL is responsible for:
 - Acting as the main point of contact for all safeguarding concerns.
 - Providing advice and support to staff.
 - Liaising with external agencies, such as Social Services and the police.
 - Ensuring the policy is reviewed and updated regularly.
- **Tutor Responsibility:**
 - To be vigilant and look out for signs of harm, neglect, or abuse.
 - To report any concerns immediately to the DSL.
 - To maintain professional boundaries with all students and parents.

4. Indicators of Concern

While tutors are not expected to be experts in child protection, it is important to be aware of the potential signs of abuse or neglect. These can include:

- **Physical Indicators:** Unexplained bruises, cuts, or other injuries.
- **Behavioural Indicators:** Sudden changes in behaviour, becoming withdrawn or aggressive, poor attendance, or difficulty concentrating.
- **Emotional Indicators:** Low self-esteem, anxiety, depression, or an unusually mature understanding of adult topics.
- **Neglect Indicators:** Poor hygiene, being consistently hungry or tired, or wearing inappropriate clothing for the weather.

5. Reporting Procedures

If a student discloses a safeguarding concern or if you observe any indicators that cause concern:

1. **Do not promise confidentiality.** Immediately inform the student that you cannot keep their information a secret and that you must report it to ensure their safety.
2. **Listen carefully and do not interrogate.** Allow the student to speak without interruption. Do not ask leading questions.
3. **Do not investigate.** It is not your role to determine if abuse has occurred. This is the responsibility of trained professionals.
4. **Make a clear and factual record.** Note the date, time, and details of the conversation or observation. Use the student's own words where possible.
5. **Report the concern immediately.** Inform the DSL (Denise Pipe) verbally and then follow up with the written report as soon as possible.
6. **Contact external agencies.** If the DSL believes a child is at immediate risk of harm, they will contact the local authority Children's Services or the police.

6. Code of Conduct and Professional Boundaries

To ensure a safe environment, all tutors will:

- Maintain professional boundaries at all times.

- Avoid physical contact with students.
- Not use social media to communicate with students. All communication should be through parents/guardians via official channels.
- Ensure sessions are conducted in an open, visible, and professional setting.

7. Online Tutoring

- Sessions should always be conducted in a shared family space where a parent can be nearby.
- A parent or guardian should be aware of when the online sessions are taking place.
- Tutors and students should be dressed appropriately.

8. DBS and Vetting

- All tutors at Topsyie Tutoring hold a current and enhanced Disclosure and Barring Service (DBS) check.
- Proof of the DBS check is available for parents to view upon request.
- Denise Pipe will ensure that she is up to date with the latest changes to KCSIIE and any annual policy changes.

9. Review

This policy will be reviewed annually to ensure it remains up-to-date and in line with current legislation and best practice.