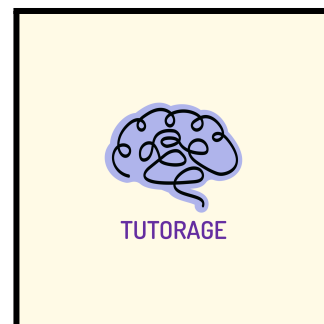


# Safeguarding Policy

Last Updated: March 2026



## Policy Statement

Tutorage C.I.C recognises that the nurturing, protection and safeguarding of all children and young people is the responsibility of all staff and volunteers. This policy covers all children and young people under the age of 18 years.

Tutorage works in line with national and local safeguarding guidance including Working Together to Safeguard Children (2023/24), and follows the safeguarding procedures, referral pathways and escalation processes of the Stoke-on-Trent Safeguarding Children Partnership and the Staffordshire Safeguarding Children Board, including their Local Authority Designated Officer (LADO) and Children's Advice and Duty Service (ChAD)/First Response arrangements.

Tutorage is committed to:

- Selecting, supporting, training and supervising all those who work with children and young people. Providing opportunity and access to complete safeguarding and Protect training for all members working directly with children
- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within Tutorage activities
- Ensuring that all children and young people are aware that they can report any matter that is troubling or a concern to them
- Informing all parents, carers, workers, volunteers of the policy, as well as seeking their practical support in helping Tutorage to be a safe place for children
- Maintaining a system for dealing with disclosures and safeguarding concerns
- Making sure all children and young persons' activities are planned and carried out safely and in line with best practice. Including providing appropriate provision for children with additional needs in consultation with their parents/guardians
- Responding to any concerns about a child or young person in a sensitive and appropriate way and by reporting to the relevant statutory agencies
- Following the Disclosure and Barring Service (DBS) check guidelines regarding record checks and disclosures

- Updating the Child Safeguarding Policy on an annual basis or more often if necessary
- Carrying out risk assessment procedures for activities beyond those normally delivered

### **Recruitment Procedure for Paid Workers**

The recruitment procedure for any paid worker who will have responsibility for working with children and/or young people is as follows:

The person will be asked to complete application and declaration forms which, among other things, will require the names and addresses of two referees, details of any previous experience of working with children and/or young people, and a declaration of all previous criminal convictions and cautions, spent and unspent.

Two referees will be taken up, including one personal reference and also one reference with respect to the candidate's previous work with children and young people. Among other things, both referees will be asked about the candidate's suitability for working with children and young people and whether they know of any reason why the candidate should not work with children and young people.

A DBS disclosure on the successful applicant shall be completed.

- The person will be interviewed and as part of the interview, be asked about their previous experience with children and young people, whether they have any previous convictions and or cautions, details about them if they do, and about their attitudes to working with children, child safeguarding etc.
- After appointment, the worker will have a probationary period, during which time they will receive appropriate and relevant training.
- The worker will have a clear description of their role and responsibilities through a job description and be informed who will be supervising their work.
- The appointment of workers will be reviewed on a regular basis by the Managing Director.
- If a worker feels that the recruitment decisions involving disclosure information were not made sensitively and fairly, a complaint can be made. The policy statement regarding complaints and including the complaints procedure is available from Tutorage.

## **Recruitment Procedure for Volunteers**

The recruitment procedure for any volunteer who will have responsibility for working with children and/or young people is as follows:

- The person will be asked to complete an application and declaration form which, among other things, will require the names and addresses of two referees, details of any previous experience of working with children and/or young people, and a declaration of all previous criminal convictions and cautions, spent and unspent.
- A DBS disclosure on the successful applicant shall be completed and updated every 3 years.
- The person will have an informal interview when there will be the opportunity to discuss past experiences of working with children, what their attitudes are to working with children, and give the opportunity for the person to discuss any previous convictions or cautions.
- The appointment of workers will be reviewed on a regular basis by the designated safeguarding lead.

After appointment, the worker will have a probationary period, during which time they will receive appropriate and relevant training.

## **Designated Safeguarding Lead**

**The Current Designated Safeguarding Lead is Claire Shepherd, 07977 234488**

**The Current Deputy Designated Safeguarding Lead is Rebecca Dudley**

The designated safeguarding lead is the person to whom staff and volunteers can go and discuss issues relating to physical, sexual or emotional abuse. This person's name and details should also be made known to all children in order for them to have someone they can confide in if necessary.

## **Training and Supervision**

Tutorage C.I.C recognises that safeguarding training is essential to ensure all staff and volunteers understand their responsibilities and are able to respond appropriately to safeguarding concerns.

All staff and volunteers who work directly with children and young people will receive safeguarding training appropriate to their role.

### **Induction Training**

All new staff and volunteers will:

- Receive a copy of the Tutorage Safeguarding Policy
- Be made aware of the contact details of the Designated Safeguarding Lead (DSL) and Deputy DSL
- Receive safeguarding induction training before or shortly after beginning their role

### **Safeguarding Training Requirements**

- All staff and volunteers working with children must complete Level 1 Safeguarding Children training as a minimum.
- Safeguarding training will be refreshed at least every 2 years, or sooner if there are significant changes to legislation or organisational practice.
- Staff will also receive regular safeguarding updates and briefings during the year where necessary.

### **Designated Safeguarding Lead (DSL) Training**

The Designated Safeguarding Lead and Deputy DSL must:

- Complete advanced safeguarding training (Level 3 or equivalent)
- Undertake refresher training at least every 2 years.
- Keep their knowledge and skills up to date through safeguarding updates, local safeguarding partnership briefings, and professional development opportunities.

## **Version Control and Review**

<b><u>Date</u></b>	<b><u>Approved by</u></b>	<b><u>Summary of changes</u></b>	<b><u>Review Date</u></b>
January 2019	Claire Shepherd	Initial Safeguarding Created	December 2019
December 2019	Claire Shepherd	Safeguarding updated to include DSL details	December 2020
December 2020	Claire Shepherd	Safeguarding updated to include Covid procedures	December 2021
December 2021	Claire Shepherd	Safeguarding reviewed and signed	December 2022
December 2022	Claire Shepherd	Safeguarding reviewed and signed	December 2023
December 2023	Claire Shepherd	Safeguarding updated to exclude covid procedures	December 2024
February 2024	Claire Shepherd	Safeguarding updated to include amendments by Staffordshire council	February 2025
February 2025	Claire Shepherd	Safeguarding reviewed and updated	February 2026
February 2026	Claire Shepherd	Safeguarding reviewed and updated	March 2027
March 2026	Claire Shepherd	Safeguarding updated to include amendments by Stoke-on-Trent Hub foundation	March 2027

## **Procedures to follow if Abuse is suspected**

Concerns must be reported as soon as possible to the designated safeguarding lead who is also the Child Safeguarding Adviser (CSA) on 07977 234488, who is nominated by the Tutorage board of directors to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the DSL the matter should be brought directly to the attention of the nominated Deputy designated safeguarding leader on 07585 597277.

Suspicions must not be discussed with anyone other than those nominated above.

It is also the right of any individual to make direct referrals to child protection agencies or seek advice from Social Services and the Police.

The Stoke-on-Trent safeguarding service can be contacted on 01782 235100.

The Staffordshire safeguarding service can be contacted on 0300 111 8007

Please refer to: <https://safeguardingchildren.stoke.gov.uk/> for further information in Stoke-on-Trent.

Please refer to: <https://www.staffsscp.org.uk/> for further information in Staffordshire.

- Abuse can take many forms including physical and mental; financial or other exploitation; 'grooming'; criminal or terror related activities. This policy is supported by Staffordshire County Council's Safeguarding information on these and can be accessed through their website and a copy of which the Managing Director has received training in and can support any concerns.

### **Allegations of Physical Injury or Neglect**

If a child has a physical injury or symptom of neglect, the Child Safeguarding Adviser will:

Contact Social Services for advice in cases of deliberate injury or when concerned about the child's safety. The parents/carer should NOT be informed by Tutorage in these circumstances.

- Where emergency medical attention is necessary it will be sought immediately. The DSL will inform the doctor of any suspicions of abuse.
- In other circumstances the DSL will speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
- If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- Where the parent/carer is unwilling to seek help, if appropriate, the DSL will offer to go with them. If they still fail to act, the DSL should, in cases of serious concern, contact Social Services for advice.

## **Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Child Safeguarding Adviser will: Contact the Social Services duty social worker for children and families or Police Child Safeguarding Team directly. The DSL will NOT speak to the parent (or anyone else).

- Under no circumstances will the DSL or any staff member or volunteer attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the DSL is to refer with any details disclosed of the allegation or suspicion providing this information to the Social Services Department, whose task it is to investigate the matter and to the Police Child Protection team.
- Whilst allegations or suspicions of sexual abuse will normally be reported to the DSL, the absence of the DSL or Deputy DSL as Deputy DSL should not delay referral to the Social Services Department and/or Police.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the DSL or Deputy DSL as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- Staff members will support the DSL or Deputy DSL in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- If a worker or volunteer is accused of abuse the Police will be informed and they will be suspended until investigations have taken place. A worker found guilty of such an offence will be 'guilty of serious misconduct' and merit dismissal from the organisation. Similarly, for a worker who has deliberately concealed convictions or cautions relating to violent crime or crimes against a child or children, this will be regarded as 'serious misconduct' and merit dismissal.

## **Abuse of Trust**

Following the principles found within the Abuse of Trust guidance issued by the Home Office, a worker must not enter into a personal relationship, sexual or otherwise, with a participant under 18. This is considered to be an Abuse of Trust. This does not prevent the normal relationship appropriate between a worker and child.

## **Allegations Against Staff or Volunteers**

In the event of an allegation made against any staff member working on behalf of Tutorage will be taken seriously and dealt with in line with local safeguarding procedures.

If an allegation is made against a member of staff or volunteer, it must be reported immediately to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will then contact the Local Authority Designated Officer (LADO) to seek advice and to determine the appropriate next steps.

## **Working with Offenders**

A provision of receiving support from Tutorage is that an individual is not known to have abused children, the safeguarding of all children is paramount and all ex offenders will be risk assessed. Individual boundaries that the person will be expected to keep will be a condition of support. This will include when applicable being prohibited from Tutorage offices and group activities.

## **Procedures Regarding Events Held On and Off Tutorage Premises**

- When Tutorage runs an event or activity on premises other than their own, the workers must follow this policy whilst taking into consideration any policy guidelines of the premises, including Health and Safety.
- When a worker from Tutorage is working on an event run by another organisation, we expect workers to follow this policy whilst making sure they are aware of the other organisation's policy as well.
- If children attend an event or activity run by another organisation

accompanied by Tutorage workers, the children would be covered by that organisation's policy, but workers should always be aware of their own training in Child Safeguarding and should therefore be aware of any behaviour or activity that may cause concern.

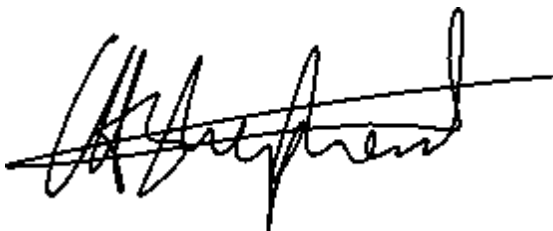
### **Administration and Supervision of this Policy**

Responsibility for the administration and maintenance of this policy rests with the designated safeguarding lead, by virtue of their responsibility for training and supervision in this area.

Signed by:

Claire Shepherd

**Managing Director**

A handwritten signature in black ink, appearing to read 'Claire Shepherd', written over a horizontal line.

## **Appendix**

### **Safeguarding Reporting Procedure**

These are the steps that all staff and volunteers must follow if they have a concern about the safety or wellbeing of a child or young person.

#### **Step-by-Step Reporting Process**

##### **1. Immediate Danger**

If a child or young person is in immediate danger, requires urgent protection, or needs emergency medical assistance:

- Call 999 immediately and request Police or Ambulance support.

##### **2. Report the Concern to the DSL**

As soon as possible, the concern must be reported to the Designated Safeguarding Lead (DSL).

The DSL will decide the appropriate next steps, including whether a referral should be made to children's social care or the police.

##### **3. If the DSL Is Not Available**

If the DSL is unavailable, the concern must be reported to the Deputy Designated Safeguarding Lead (Deputy DSL).

##### **4. Allegations About Staff or Volunteers**

If the safeguarding concern relates to a member of staff or volunteer, the DSL must contact the Local Authority Designated Officer (LADO) for advice and to determine the appropriate next steps.

## **Key Safeguarding Contacts**

### **Stoke-on-Trent Contacts**

- Stoke-on-Trent City Council - Children's Advice and Duty Service (ChAD)  
Telephone: 01782 235100
- Staffordshire County Council - First Response (Children's Social Care):  
Telephone: 0300 111 8007
- Police Emergency: 999 / Non-emergency: 101