

Emerald Maths and Science Tutors: Safeguarding Policy:

Purpose and Scope

The purpose of this Safeguarding Policy is:

- To protect the children and young people who receive tutoring services from Emerald Maths and Science Tutors from harm
- to respond to any allegations and / or any concerns relating to the welfare of a child or young adult for whom I provide tutoring services to;
- to state the ongoing training, I and my 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 Emerald Maths and Science Tutors.

This policy will be reviewed and updated on an annual basis, or before if there is a change in safeguarding protocols.

Responsibilities

- I recognise that I have a responsibility for the safety and wellbeing of my students. This responsibility includes:
- Ensuring I and my tutors remain on the DBS update service (A copy can be provided on request)
- Ensuring that I and my tutors undertake appropriate safeguarding training at least once every two years.
- Endeavouring to keep up-to-date with any new information about safeguarding and child protection, and updating this policy accordingly to include any changes
- Reporting safeguarding concerns correctly, to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures.

Reporting Safeguarding Concerns

If a student discloses that they or another child is being abused Emerald Maths and Science Tutors will:

- show that I/we have heard what they are saying, and that I/we take their allegations seriously.
- encourage the child to talk, without prompting them or asking them leading questions. I/we will not interrupt 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/we cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I/we must take, in a way that is appropriate to the age and understanding of the child;
- record what I/we 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.

- report the matter to the relevant Local Authority. If there is a concern that the child is in immediate danger, I/we will call the police.

It is not the responsibility of Emerald Maths and Science Tutors to attempt to investigate the situation.

If I/we have suspicions of a safeguarding or welfare concern in relation to one of our students, I/we will:

- report the matter to the relevant Local Authority. If there is a concern that the child is in immediate danger, I/we will call the police.

Useful contact details:

The Surrey Children's Single Point of Access (C-SPA): 0300 470 9100

Out of Office Hours (Emergency Social Work Team) 01483 517898

NSPCC: 0800 800 5000 or [here](#)

Immediate danger: Emergency Services 999

Training Completed:

Safeguarding Young People Sept 2023

Prevent Training September 2023

Peer on peer abuse September 2023

Certificates available on request.

Emerald Maths and Science Tutors (Margarita Farrell)

30th December 2023

