

## **Cardiff & Vale Tutors Child Protection Guidance in partnership with The Tutors' Association (TTA)**

**Policy status: Live**

### **1. INTRODUCTION**

Every Cardiff & Vale Tutor will ensure that their pupils are given tuition in a congenial and safe environment. Each member has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008). Each Cardiff & Vale Tutor is self-employed and responsible for maintaining these professional standards.

### **2. POLICY STATEMENT**

Cardiff & vale Tutors is committed to ensuring that:

1. a) the welfare of the child is paramount;
2. b) all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity are able to receive the benefit of tutoring in a safe environment;
3. c) all reasonable steps are taken to protect children from harm, discrimination and
4. d) demeaning treatment and to respect their rights, wishes and feelings;
5. e) all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
6. f) All members who work with children should seek guidance and/or training in good practice and child protection procedures; they work in partnership with parents and children – which is essential for the protection of children.
7. g) They provide a caring, positive, safe and stimulating environment in which students can learn and which promotes the wellbeing of the children being taught.

### **3. TTA ROLE**

TTA offers guidelines and will give advice on how to deal with a Child Protection incident or concern, but members of TTA do not act as a DCPO or LADO. Any tutor working for an agency/company who requires help and support on a Child Protection issue should in the first instance report the incident to their agency/company, which in turn should refer the case to the LADO or DCPO. A self-employed tutor who is not attached to any agency/company should always refer any Child Protection concerns directly to the LADO in their local council.

### **4. MONITOR AND REVIEW THE POLICY AND PROCEDURES**

This policy shall be reviewed every year or whenever there is a major change in the organisation or when there is relevant legislation

### **5. SAFER RECRUITMENT**

1. a) Cardiff & Vale Tutors adheres to Safer Recruitment guidelines as published by the government, to ensure that all tutors are qualified and suitable as far as can be reasonably ascertained.

2. b) Appropriate checks (enhanced DBS Disclosures) are carried out on all Cardiff & Vale Tutors.
3. c) Cardiff & Vale Tutors has a Child Protection Policy and every Cardiff & Vale Tutors is sent a copy to use with disclosures/allegations.

## **6. TTA APPLICANT VETTING**

As a TTA registered tutor, all Cardiff & vale Tutors are required to have a DBS less than three years old.

## **7. SAFEGUARDING COMPLIANCE**

1. a) Tutors will provide Photo ID when requested.
2. b) Cardiff & Vale Tutors MD, Helen Glynn stores information on all tutors on a Single Central Record (SCR).

This includes address and contact details, Photo ID, enhanced DBS check, and details of degree certificates/other qualifications. TTA currently holds up-to-date Data Protection cover and references sought.

3. c) All tutors hold an up-to-date Enhanced DBS Disclosure. A Disclosure is only valid for two years, after which a tutor is re-checked,

d) Dates of issue and numbers for DBS Disclosures are kept on the SCR.

4e) Tutors have read Cardiff & Vale Tutors & TTA Child Protection Guidance document, and sign up to and adhere to their policy.

5. f) Cardiff & Vale Tutors have a Code of Conduct which includes a clause on cyber-bullying.
6. g) If a parent is not able to be present, then there should always be another adult in the home when a child is being tutored, for the "protection" of the tutor as well as the child.

## **9. ALLEGATIONS**

Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests he or she is unsuitable to work with children, should be reported immediately to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) in the local authority where the incident is alleged to have taken place.

Advice on how to deal with an allegation can be sought from the Council Education Welfare Service or Child Protection Unit.

## **10. CHILD PROTECTION INCIDENTS**

A Child Protection incident usually includes some of the following scenarios, but this list is not intended to be a formal and all-inclusive definition. A typical CP incident is when:

1. a) a tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.
2. b) a tutor observes a situation (e.g. risk in a child's environment which could potentially cause serious physical or psychological harm).
3. c) a company/agency and/or parent receives information about a tutor either from the child directly or from another source, that could potentially cause serious harm to the child, either physically or psychologically.

## 11. RECORDING A CHILD PROTECTION INCIDENT

All Child Protection incidents will be recorded. Cardiff & Vale Tutors MD will:

- a. Speak individually with all parties concerned
- b. Write a record of all conversations
- c. Write up all telephone conversations with a written report to send to LADO/ Child Protection Unit (at the local authority where the incident took place) who will deal with the allegation.

All allegations should be dealt with expeditiously, thoroughly, fairly and with common sense and professional judgement. Any investigation should be carried out as quickly as possible and a decision reached as to whether the allegation is borne out or not supported. Dependent on this the outcome of the investigation could have one of three outcomes:

1. a) unsubstantiated,
2. b) Substantiated in part or in whole but can be dealt with by disciplinary procedures.
3. c) Substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)

## 12. DOCUMENT TRACKER

Date created	Author	Next revision due
26th May 2020	H. Glynn	May 2021