

Safeguarding Policy

The National Tutoring Academy Limited

Purpose and Scope of This Policy Statement

The National Tutoring Academy Limited is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and our employees are paramount.

The purpose of this policy statement is:

- To protect children and young people who receive The National Tutoring Academy Limited's services from harm. This includes the children of adults who use our services.
- To provide employees, contractors, sub-contractors, volunteers, work experience students as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

Note: In this policy, the term "employee" is intended to cover all persons occupying the positions listed above.

Legal Framework

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children in England. A summary of the key legislation is available from [NSPCC](#).

Supporting Procedures and Guidance

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents, including:

Dealing with Disclosures and Concerns About a Child or Young Person

If employees have a reasonable suspicion that a child has been, or is being, abused or neglected, they must notify Dominic Saju who acts as The National Tutoring Academy Limited's designated Child Protection and Safeguarding Lead as soon as possible. If you cannot notify in writing due to time restraints, notify verbally and follow up later in writing. The staff member and Child Protection Safeguarding Officer should then:

- Notify the relevant Local Authority child protection team and/or Child Exploitation and Online Protection Centre (CEOP).
- Notify NSPCC as soon as practicable.

Please remember, if a child is in immediate danger, call the police on 999 straight away.

How to Report to NSPCC:

- Call 0808 800 5000.
- Report online.
- Email help@nspcc.org.uk

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person, and their family.

Managing Allegations Against Staff and Volunteers

In addition to making a report to the NSPCC line, employees must also report to Dominic Saju, Director and Child Protection and Safeguarding Lead, if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee. The Safeguarding Lead will then engage with the LADO.

How to Report to the Local Authority Designated Officer (LADO): [Local Authority Designated Officer \(LADO\) Procedures](#)

In response to any report to management concerning a member of this organisation, management may determine to take disciplinary action by following the Disciplinary Procedure found in the shared drive. Other protective actions may also be introduced to ensure the safety of children and young people within our organisation. We are dedicated to our duty of care, and all reports will be followed up with a thorough investigation.

The report form for allegations against a staff member can be found [here](#). The report form for safeguarding concerns can be found [here](#).

Code of Conduct for Staff and for Children and Young People

All members are made aware of, and must abide by, our code of conduct found on our website and internal shared drive.

Safer Recruitment

The National Tutoring Academy Limited takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees. We interview and conduct referee checks on all employees as well as a DBS check for people working with children.

We have a dedicated policy for our recruitment practices: 'Recruitment and Selection Policy'. A copy can be provided upon request.

Online Safety

Tutoring sessions are delivered both face-to-face and online. Where sessions are conducted online, we request the same level of supervision from the parent/guardian as we would face-to-face, and that is to be physically present for the duration of the tutoring session.

Online sessions will be conducted using Zoom with allocated session times. Each meeting will be allocated a Meeting ID and password. A waiting room feature is used where all meeting participants are placed into a meeting room until the host admits them. All meeting rooms will be locked by the host once the meeting has started.

The online chat function will be enabled allowing communication between the host and participant in case of loss of sound, however, the settings will not allow the chat functions to be used between participants. For data protection purposes, we do not record the tutoring sessions.

Anti-Bullying

The National Tutoring Academy Limited opposes all forms of harassment, discrimination, and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against, or bullied to raise this issue with Dominic Saju

immediately. Should a report ever need to be made against Dominic Saju, then please liaise with Teresa Mavelil, Data Protection Officer for The National Tutoring Academy Limited via email teresajoshy2014@gmail.com.



Communication

The National Tutoring Academy Limited will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. We also ask employees and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them and cooperate with others.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to, and respecting them.

- Appointing a nominated child protection and safeguarding lead for children and young people.
- Adopting child protection and safeguarding best practices through our policies, procedures, and code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations].
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work, and one-to-one discussions.
- Making sure that children, young people, and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.

- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

Contact Details

Designated	Safeguarding	Lead
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Name: Dominic Saju

Email: dominicsaju.ds@gmail.com

Deputy	Designated	Safeguarding	Lead
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Name:	Teresa	Mavelil
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Email: teresajoshy2014@gmail.com

Phone: 07979182787

NSPCC Helpline: 0808 800 5000

This policy statement came into force on [Date].

We are committed to reviewing our policy and good practice annually.

Behaviour Conduct for Children and Young People

Purpose

This code of behaviour was written in consultation with children and young people. It aims to make sure everyone who participates in The National Tutoring Academy Limited's services knows what is expected of them and feels safe, respected, and valued.

The National Tutoring Academy Limited must make sure that everyone taking part in our services has seen, understood, and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Basic Principles

You should:

- Cooperate with others
- Be friendly
- Listen to others
- Be helpful
- Have good manners
- Treat everyone with respect
- Take responsibility for your own behaviour
- Talk to your tutor or Dominic Saju about anything that worries or concerns you
- Follow this code of behaviour and other rules (including the law)
- Join in and have fun!

Behaviour Conduct for Children and Young People



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You shouldn't:

- Be disrespectful to anyone else
- Bully other people (online or offline)
- Behave in a way that could be intimidating
- Be abusive towards anyone

What Happens if I Decide Not to Follow the Code of Behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

Minor or First-time Incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal Warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your session or activity. They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.



Final Warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we'll inform your parents or carers as appropriate. At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child Protection Procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures. This may involve making a referral to the Local Authority. If child protection procedures are necessary, we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The Role of Parents and Carers

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Behaviour Conduct: Adults

The National Tutoring Academy Limited

Purpose

This behaviour code outlines the conduct The National Tutoring Academy Limited expects from all our staff and volunteers. This includes contractors, interns, students on work placement, and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

The National Tutoring Academy Limited is responsible for making sure everyone taking part in our services has seen, understood, and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The Role of Staff and Volunteers

In your role at The National Tutoring Academy Limited, you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
 - Ensuring equipment is used safely and for its intended purpose
 - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies, and procedures
 - Including our policies and procedures for child protection/safeguarding, whistleblowing, and online safety

- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Dominic Saju, Director of The National Tutoring Academy Limited
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - This includes behaviour being displayed by an adult or child and directed at anybody of any age

Rights

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust, and respect
- Avoid favouritism
- Be patient with others

- Exercise caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people
 - If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults
 - If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- Only provide personal care in an emergency and make sure there is more than one adult present if possible
 - Unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

Respect

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible
 - If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity

Unacceptable Behaviour



When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol, or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive
 - Including having any form of sexual contact with a child or young person
- Let children and young people have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people

Decorum

The following are practices that we will work to:

- Dressing appropriately within the workplace and when representing the organisation
- Behaving professionally when travelling on behalf of the organisation
- Being punctual to meetings and events
- Treating everyone with care and respect
- Responding positively to reasonable requests/instructions by senior staff
- Not being under the influence of drugs or alcohol at work
- Modelling integrity and fairness when there is a conflict of interest, especially when this relates to the use of power in the context of personal relationships

- Reporting any wrongdoing to Dominic Saju



Upholding This Code of Behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave The National Tutoring Academy Limited. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Dominic Saju, Director.