

Toranj Tuition Safeguarding Policy



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Introduction

Toranj Tuition is a non-profit community organisation based in Kingston upon Hull. We place our main focus on providing educational activities which address educational underachievement and unemployment which is fundamentally linked with poverty.

Since our establishment, we have built a reputation as a credible and safe provider of educational services to local schools. We have forged partnerships with over 30 schools and colleges across Hull and the East Riding and North East and North Lincolnshire. We have the capacity to provide our services online nationwide. Toranj Tuition believes that all children and young people have the right to learn in a safe and caring environment. This includes the right to protection from all types of abuse. Directors, Toranj Tuition officers, tutors and those in a position of director who represent Toranj Tuition, have to do everything possible to foster these rights. To do this, certain protections need to be in place to safeguard children, as well as those who work with them. Toranj Tuition takes seriously its responsibility towards safeguarding all children who engage with the company, with the focus being on their safety and welfare.

This policy is guided and referenced against the DfE's publication *'Keeping Children Safe in Education 2023'* and the *'NSPCC Website August 2023'*.

The majority of our beneficiaries are children (everyone under the age of 18) and as such is legally required to have a Safeguarding Policy.

Who does Toranj Tuition Safeguarding Policy apply to?

Safeguarding and promoting the welfare of children applies to Directors and everyone who is employed by or delivering Toranj Tuition services. These include Directors, employees (full time and part time), tutors, volunteers, interns and contractors. Toranj Tuition services can be delivered in-person or remotely online.

Toranj Tuition Safeguarding Policy is available to all who represent Toranj Tuition who will be required to familiarise themselves with it.

In addition, when Toranj Tuition enters into a partnership with another organisation relating to work with children, the partner will be required to observe Toranj Tuition's Safeguarding Policy and any relevant guidance, and in turn, Toranj Tuition will receive a copy of the partner's policies.

Legal framework and related policies and procedures

This policy is complementary to several existing organisational policies and practices mentioned below. In general, where any reference is made to the physical world in these documents, this will apply in the same way in the online world, or as near to it as is reasonably foreseeable and possible.

- *Keeping Children Safe in Education 2023 Part 1 (as a minimum)*
- *Toranj Tuition Safer Recruitment Policy*
- *Toranj Tuition Complaints Policy*
- *Toranj Tuition Whistleblowing Policy*
- *Toranj Tuition Guidance on Conduct and Behaviour for Tutors*

The following legislation informs and guides this Safeguarding policy, and the related organisational policies listed above:

- Keeping Children Safe in Education 2023
- Working together to safeguard children, 2018
- The Human Rights Act 1989
- The Children Act 1989 & 2004
- The Children and Social Work Act 2017
- Data Protection Act 2018
- The Mental Capacity Act 2005
- Guidance for Safer Working Practice for those working with children and youngpeople in education settings (GSWP), May 2019 and the annexe issued in 2020
- The Domestic Abuse Act 2021
- Safeguarding Vulnerable Groups Act 2006
- Mandatory reporting of female genital mutilation (FGM) (Home office 2016)
- What to do if you're worried a child is being abuse: advice for practitioners. (DfE,2015)
- Equality Act 2010
- Mental Health and behaviour in schools (DfE) 2018

Scope and Purpose of the Policy

General principles

Toranj Tuition acknowledges it has a responsibility for the safety of children receiving our services. It also recognises that good safeguarding policies and procedures are of benefit to everyone involved with our work, including staff, as they can help protect them from erroneous or malicious allegations.

All individuals who represent Toranj Tuition at all levels, must read and understand the following documents:

- *Keeping Children Safe in Education 2023 Part 1 (as a minimum)*
- *Toranj Tuition Safer Recruitment Policy*
- *Toranj Tuition Whistleblowing Policy*
- *Toranj Tuition Guidance on Conduct and Behaviour for Tutors*

The purpose of Toranj Tuition Safeguarding Policy is to establish an environment in which the children with whom Toranj Tuition personnel come into direct or indirect contact are protected

from abuse, are safe and are treated with dignity, and to create an atmosphere in which children feel able to discuss openly any concerns they may have or any circumstances which may constitute abuse.

The Safeguarding Policy seeks to achieve this by setting out a series of behavioural guidelines and a management structure to implement the policy.

Toranj Tuition is committed to providing a safe environment for children:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in '*Keeping Children Safe in Education 2023*', anyone under the age of 18 years is considered to be a child.

Toranj Tuition is committed to practices which promote the welfare of children and protect children from harm. Toranj Tuition acknowledges that representatives of the organisation deliver tuition to some of the most vulnerable children in society such as Looked after Children. Toranj Tuition provides additional training and support to tutors, when delivering tuition to children under these circumstances.

All staff who have supervised or unsupervised access to or contact with children are required to:

- Recognise and accept their responsibilities.
- Develop awareness of the issues which can cause children harm, such as the impact of Mental Health issues, as documented in '*Keeping Children Safe in Education 2023*'.
- Report concerns following the procedures laid out within this policy.

Toranj Tuition will endeavour to safeguard children by:

- Reporting concerns to the appropriate authorities.
- Ensuring that safeguarding and child protection is promoted throughout the organisation. This is supported by placing safeguarding as a fixed item on the agenda of important meetings such as every Directors Meeting, Finance and Risk Committee meeting, QA meeting, Recruitment meetings and every School Operations meeting.
- Carefully following procedures for recruitment and selection of staff, tutors and Directors.
- Providing effective management for staff, tutors and Directors through support and regular training.

Toranj Tuition is also committed to reviewing its Safeguarding Policy and associated guidance policies and procedures at regular intervals.

It is Toranj Tuition's policy that:

- Everybody representing Toranj Tuition accepts their responsibility to promote the welfare of children who come into contact with Toranj Tuition in connection with its tasks and functions, and that they will report any concerns about a child or

somebody else's behaviour, using the procedures laid down.

- There is a Designated Safeguarding Lead (DSL), a Director responsible for safeguarding and two Deputy DSL's (to act in the absence of the DSL) within Toranj Tuition, who will take action following any expression of concern. The lines of responsibility in respect of child protection are clear.
- The DSL, Director and their deputies know how to make appropriate referrals to statutory child protection agencies.
- All those who represent Toranj Tuition should read as a minimum '*Keeping Children Safe in Education 2023 Part 1*', '*Toranj Tuition Guidance on Conduct and Behaviour - For Tutors*' or '*Toranj Tuition Guidance on Conduct and Behaviour - For Staff*' and '*Toranj Tuition Remote Tuition Safeguarding Guidance*'
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the timescales for passing it on.
- The Children Act 2004 states that "everyone has a duty to co-operate to improve the well-being of the children". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm.
- Toranj Tuition's Safeguarding Policy will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
- A culture of mutual respect between children and those who represent Toranj Tuition in all its activities will be encouraged, with adults modelling good practice in this context.
- All staff, Directors and anyone in paid or unpaid work on behalf of Toranj Tuition with supervised and unsupervised access to children will be vetted appropriately as part of Safer Recruitment.
- It is part of Toranj Tuition's acceptance of its responsibility of duty of care towards children, that anybody who encounters child protection concerns in the context of their work on behalf of Toranj Tuition will be supported when they report their concerns in good faith.

Conduct and Behaviour (Code of Conduct)

For further guidance on in-person and online conduct and behaviour please read '*Toranj Tuition Guidance on Conduct and Behaviour for Tutors*'.

Guidance has been taken from *Keeping Children Safe in Education 2023*. A copy of all relevant documents are available on the tutor platform 'Tutorcruncher' and shared with every Tutor during their training. Copies are also available to staff and volunteers on Toranj Tuition shared drive.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Toranj Tuition has appointed a Designated Safeguarding Lead (DSL) who is responsible for dealing with any concerns about the protection of children. At Toranj Tuition this person is the Chief Operating Officer. Toranj Tuition provides '*additional time*' to enable the DSL to

'take a lead and responsibility to ensure they respond to children's needs', this is outlined within the job description. The DSL is Safeguarding Level 3 trained (renewed every two years) and has completed Prevent Training.

Deputy Designated Safeguarding Leads

There are two Deputy DSL's who will become responsible in their absence and will be trained to the same level as the DSL. One of Toranj Tuition's DSL's oversees work involving extremely vulnerable children Unaccompanied Asylum Seek Children(UASC). He has also received DSL training and has a wealth of experience in this field. The Deputy DSL's are Safeguarding Level 3 trained (renewed every two years) and have completed Prevent Training.

The role of the DSL is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Toranj Tuition.
2. Provide, promote, inform and advise on safeguarding and child protection within Toranj Tuition and provide regular updates.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Ensure that the appropriate legislative body such as Police, LADO, Social Services or Barring list is notified of a referral in a timely manner.
5. Ensure that any confidential data is stored safely and securely, in line with all Data Protection policies and procedures.
6. Keep relevant people within Toranj Tuition, such as the Director responsible for safeguarding, informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
7. Advise all Toranj Tuition stakeholders of safeguarding and child protection training needs.
8. Review the operation of the Safeguarding Policy alongside the Director responsible for safeguarding regularly to review procedures and introduce best practice.
9. The DSL, deputy DSL's and Directors must be appropriately trained and must advise relevant stakeholders within the organisation of any significant legislation changes, that may affect Toranj Tuition's activities.
10. Ensure the staff behaviour policy specifically covers acceptable use of technologies, including the use of mobile devices, tutor/staff/pupil relationships and communications, including the use of social media.
11. The DSL must have an understanding of filtering and monitoring systems.
12. In the DSL's absence, the deputies will carry out DSL duties by following all outlined procedures.

Reporting and Referral Process

Staff, Directors or tutors could have their suspicion or concern raised in a number of ways, the most likely but not exhaustive of which are:

1. The conduct of a member of Toranj Tuition's staff or tutor.

2. A child “disclosing” abuse.
3. Bruising or evidence of physical hurt.
4. Unusual behaviour by a child.
5. Overhearing a child’s conversation with another child.

Where a tutor who is working on behalf of Toranj Tuition has a concern whilst providing tuition in a school, online, care home or any other place for tuition that has been arranged by Toranj Tuition, the tutor must contact in the first instance the Designated Safeguarding Lead (or equivalent) at the relevant location. The information for who to inform is supplied before tuition begins, at the Introductory Meeting, which involves both the school (or equivalent) and a Toranj Tuition representative. Tutors will be guided by the setting’s Safeguarding/Child Protection policies. The Tutor must then inform Toranj Tuition's DSL in the following way:

- Concerns about a specific child should be reported immediately in person or by telephone to Toranj Tuition’s DSL and confirmed in writing. Delay could prejudice the welfare of a child.
 - Responding to low-level concerns - the information collected by the DSL will help them to categorise the type of behaviour and determine what further action may need to be taken.
 - All safeguarding concerns (and outcomes) are logged and recorded on a central, encrypted safeguarding log.
- If the concerns relate to the conduct of a member of staff or tutor these should be reported in person or by phone to Toranj Tuition’s DSL immediately. If the concern is about the DSL, then report to one of the Deputy DSL’s. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered. Toranj Tuition DSL will contact the Director responsible for safeguarding and both will consider the report and either refer this immediately to the authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but keep a full record of the concerns.
 - Please refer to the enclosed flowchart on how to report.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in Toranj Tuition’s safeguarding regime and know that such concerns will be taken seriously by the senior leadership team. *Toranj Tuition Complaints Policy* and *Toranj Tuition Whistleblowing Policy* are in place and can be found on Toranj Tuition website, to provide guidance for such concerns to be raised with the senior leadership team.

Where a staff member feels unable to raise an issue with Toranj Tuition or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them: Staff or tutors can call the NSPCC on 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) and email them at help@nspcc.org.uk. Toranj Tuition’s Whistleblowing Policy will also be able to guide a staff member’s response.

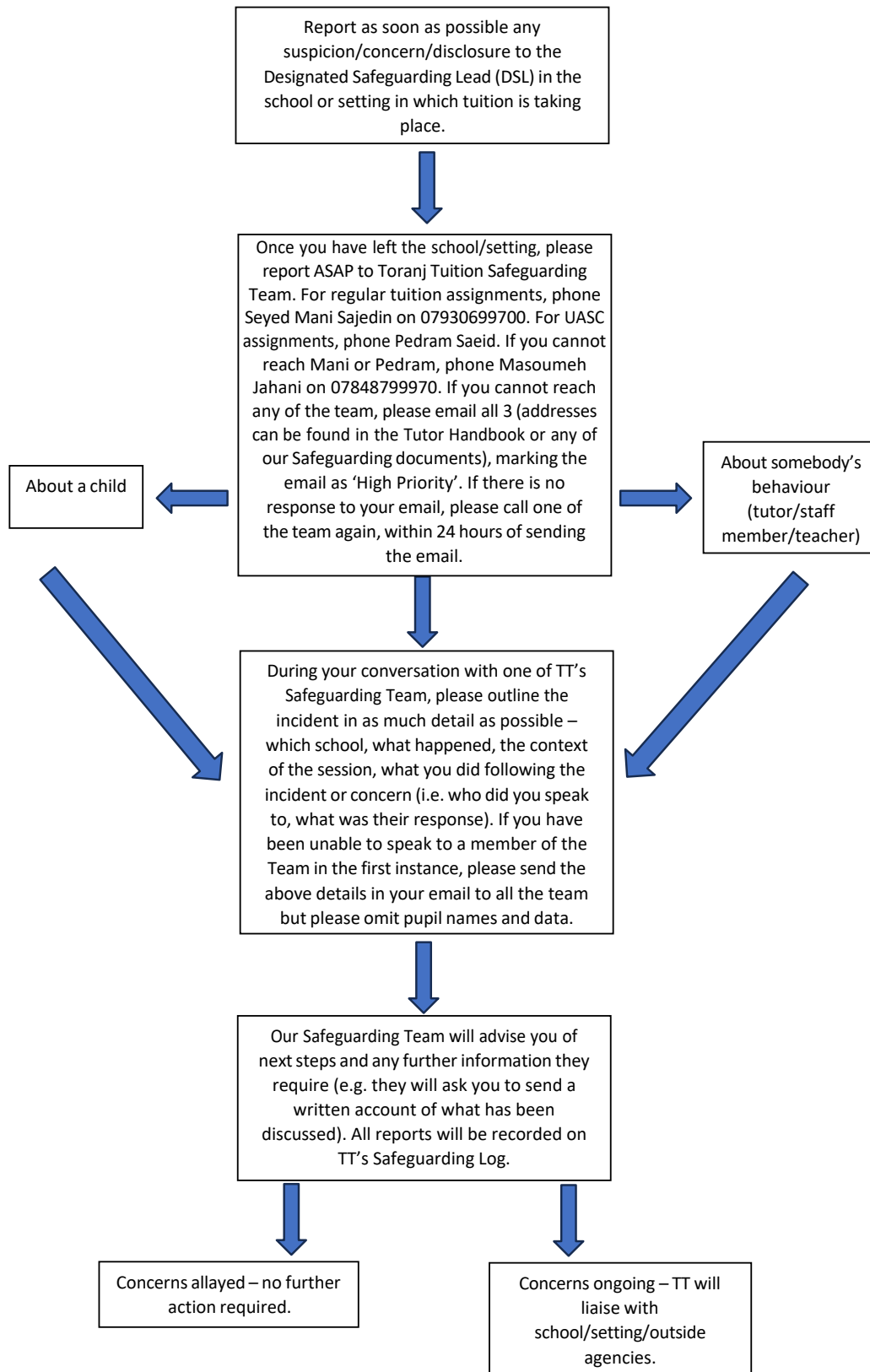
Any tutor under investigation for safeguarding concerns will have their current assignment ended, and further work will not be provided until the allegation has been resolved. This is to ensure the safeguarding of both tutors and tutees.

Referrals are made to the DBS when Toranj Tuition has concerns that a person has caused harm, or poses a future risk of harm to children. The DBS will consider cases that concern safeguarding matters (i.e. harm or the risk of harm to a child), barring individuals from working with children where appropriate.

The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a legal duty to refer any person to the Disclosure and Barring Service (DBS) who has:

- Harmed or poses a risk of harm to a child or vulnerable adult
- Satisfied the harm test (i.e. no action or inaction occurred but the present risk that it could be significant) or;
- Received a caution or conviction for a relevant offence

This flowchart demonstrates the process by which child protection concerns will be addressed by Toranj Tuition.



Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next, and with whom the information will be shared.
8. Record in writing what was said, using the child's own words, as soon as possible - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
9. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Lead within the organisation.
10. Report to the setting's Designated Safeguarding Lead (or equivalent) as soon as is practically possible.
11. Report concern to Toranj Tuition's DSL as soon as is practically possible, who will complete **Appendix A**.

Safeguarding Training

Directors

Toranj Tuition will ensure that all Directors receive appropriate safeguarding and child protection (including online) training at induction. The training will equip them with the knowledge to provide strategic challenge, to test and assure themselves that the safeguarding policies and procedures in place at Toranj Tuition are effective and support the delivery of a robust, whole organisation, approach to safeguarding. The training will be regularly updated.

Staff

Toranj Tuition ensures that all new staff undergo safeguarding and child protection training at induction. Training is updated regularly. In addition, all staff receive regular safeguarding and child protection updates (for example, via email, every staff/Director meeting) as required, and at least annually, Toranj Tuition provides them with relevant skills and knowledge to safeguard children effectively. Toranj Tuition uses the expertise of staff by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunities are provided for staff to contribute to and shape child protection arrangements and the

Safeguarding policy. All staff who represent Toranj Tuition must read '*Keeping Children Safe in Education 2023 Part 1*', '*Toranj Tuition Guidance on Conduct and Behaviour for Tutor*'.

All staff involved in the recruitment and placement process for roles involving children must be given dedicated and relevant safeguarding training, to include:

- What is safeguarding
- How to identify a potential safeguarding matter
- Their responsibilities
- Reporting process
- High risk & escalation process

Tutors

Toranj Tuition ensures that tutors have undertaken and completed the relevant training prior to placement in their role. This must cover as a minimum:

- Safeguarding and Child Protection - tutors complete training supplied by NSPCC, which also covers radicalisation, extremism and Prevent Duty.
- Prevent Duty - This must be completed in addition to the requirements set out in the Safer recruitment policies within Keeping Children Safe in Education mandatory guidance, as set out further in this document.
- Annual refresher training is compulsory for all returning tutors, the training incorporates all relevant changes to KCSIE for that academic year.

Safeguarding definitions

The definition of the term 'safeguarding' as derived in this policy is taken from statutory guidance.

Safeguarding children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Definitions of the four categories of abuse:

1. Physical abuse - a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
2. Sexual child abuse - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. Activities may involve physical contact or non-penetrative acts. Can take place

online and technology can be used to facilitate abuse. Sexual abuse of children by other children and women is possible, it is not solely perpetrated by adult males (Rape, molestation, child pornography production and possession, masturbation, kissing, rubbing, grooming, encouraging children to behave in sexually inappropriate ways).

3. Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (Physical neglect, educational neglect, and emotional neglect).

4. Emotional abuse - the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone (verbal, mental, or psychological abuse).

The signs of child abuse aren't always obvious, and a child may not be ready or able to disclose abuse (they may feel embarrassed or humiliated or are being threatened). Sometimes, children don't even realise that what's happening to them is abuse. That should not prevent staff or tutors from speaking to the DSL if they have concerns.

Some common indicators that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious or depressed
- becoming uncharacteristically aggressive
- physical marks/injuries (burns, scars, fractures)
- lacks social skills and has few friends if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body
- malnutrition or unexplained weight loss

These signs don't necessarily mean that a child is being abused, (there could be other things happening in their life which are affecting their behaviour) but they should be monitored and any concerns reported. There may also be some concerning behaviour from adults who have children in their care, which raises concerns for the child/children's safety and wellbeing.

Two areas of abuse given greater emphasis in *recent KCSiE updates* are Domestic abuse (and the Domestic Abuse Act 2021) and Child on Child abuse:

Domestic Abuse (excerpt take from 'Keeping Children Safe in Education 2023')

The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, sexual, emotional and economic abuse and coercive and controlling behaviour. It may be a single incident or a pattern of incidents.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

All children can be victims of domestic abuse - they may witness, and be adversely affected by, domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children and their health, development and ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'

Child on Child Abuse (excerpt take from 'Keeping Children Safe in Education 2023')

Children can abuse other children (often referred to as child-on-child abuse) and it can take many forms. It can happen both inside and outside of school and online. It is important that all staff and tutors recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports. This can include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse'); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse); sexual violence and sexual harassment; consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery); causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; upskirting (which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm) and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

Serious Violence and Child Criminal Exploitation (CCE) (excerpt take from 'Keeping Children Safe in Education 2023')

Tutors should be aware of the indicators which may signal children are at risk from, or are involved with, serious violent crime; increased absence from school or college, a change in

friendships or relationships with older individuals or groups, a significant decline in educational performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs (including county lines) and may be at risk of criminal exploitation. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation - where this is the case, it is important that the child perpetrator is also recognised as a victim.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including any type of schools (including special schools), further and higher educational institutions, pupil referral units, children’s homes and care homes. Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

So-called ‘honour’-based abuse (including Female Genital Mutilation and Forced Marriage) (excerpt take from 'Keeping Children Safe in Education 2023')

So-called ‘honour’-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving ‘honour’ often involves a wider network of family or community pressure and can include multiple perpetrators.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage.

Definitions of the ten categories of abuse, including signs and symptoms relevant to children and adults as per statutory guidance:

1. Physical abuse
2. Domestic violence or abuse
3. Sexual abuse
4. Psychological or emotional abuse

5. Financial or material abuse
6. Modern slavery
7. Discriminatory abuse
8. Organisational or institutional abuse
9. Neglect or acts of omission
10. Self-neglect

The terms ‘victim’ and ‘perpetrator’ are widely recognised and understood but it is important to recognise that not everyone who has been subjected to abuse considers themselves a victim or would want to be described in this way. Ultimately, Toranj Tuition staff and tutors should be conscious of this when managing any incident and be prepared to use any term with which the individual child is most comfortable. In some instances, the abusive behaviour will have been harmful to the perpetrator as well so it is important to think about terminology, particularly when speaking in front of children.

Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect. As part of meeting a child’s needs, it is important for Toranj Tuition to recognise the importance of information sharing between practitioners and local agencies. Toranj Tuition is proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children’s social care.

Toranj Tuition is aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

**Further details regarding Information Sharing and Data Protection are held within Toranj Tuition Data Protection Policy and Privacy Notices. They are available to staff, tutors and Directors at all times.*

Safer Recruitment

This procedure sets out Toranj Tuition’s requirements in respect of carrying out criminal records (DBS Disclosure) checks, checks against the DBS Children’s Barred Lists, and a breakdown of the administrative arrangements made to ensure that these checks are carried out in accordance with relevant legislation and the DBS Code of Practice for Registered Bodies:

- All employees, volunteers and Directors who have potential contact, face to face or online, with children must have an up-to-date enhanced DBS check, which is processed by an authorised company and needs to be renewed annually. (Please refer to Toranj Tuition DBS Policy).

- Single Central Record - Toranj Tuition keeps a single central record of checks in line with instructions contained in the DfE guidance. A Single Central Record is kept to meet the requirements of the DBS and Safeguarding Policies, detailing all staff with contracts, volunteers, tutors and Directors who have contact with children.
- Storage & Access - Toranj Tuition does not permit the retention of Disclosure information on applicant's personnel files. It is accepted that under no circumstances will Toranj Tuition be sent or take a copy of any disclosure information. DBS information is viewed directly by the Designated Safeguarding Lead (DSL) and other authorised staff members only.
- Handling - This information will be dealt with in strict confidentiality and conveyed to no other person. It is recognised that it is a criminal offence to convey information of this nature to any other person not entitled to receive it.
- Usage - DBS information is only to be used for the purpose of assessing an applicant's suitability for a role at Toranj Tuition.

Toranj Tuition's onboarding, recruitment, compliance and safeguarding processes must align to Safer Recruitment policies, as outlined in '*Keeping Children Safe in Education 2023*' guidance, including the following checks:

- During the shortlisting process, Toranj Tuition may carry out an online search as part of due diligence on the shortlisted candidates, and candidates will be informed of this possibility - this may help to identify incidents or issues that have happened, and are publicly available online, which can be explored at interview.
- All staff, Directors and tutors are interviewed by a minimum of two Toranj Tuition staff (trained in Safer Recruitment) with a full working history confirmed accounting for any gaps in employment.
- When applying for a role, standalone CV's are not accepted - all candidates must fill in a full application form, to provide adequate information.
- Identity checks completed including eligibility to work, photo ID, and proof of residence and RTW in the UK.
- A medical self - assessment questionnaire is completed with the candidate to ensure they are fit to work.
- Qualification & QTS status checked and confirmed.
- UK Prohibition/interim probation checks and Section 128 (where applicable) completed before placement and re-checked annually for restrictions.
- Barred list check completed as part of enhanced DBS check. Update service check validated to include barred list. These checks are completed annually.
- DBS update service or a new DBS issued within the last 12 months ensuring DBS Safeguarding guidelines are met. Re-checked after any 3 month break in service.
- In addition to the requirements above and below, candidates who have worked or lived in another country for a recent substantial period must provide a police check or certificate of good conduct where possible.
- All candidates are stringently reference checked with a minimum of two recent references covering a substantial period, one of which is required to be the candidate's most recent or current employer.
- Where a candidate is not currently working with children a reference is also gained from the employer where the candidate was working with children.
- All tutors must have read Part One of *Keeping Children Safe in Education 2023* and *The Prevent Duty* guidance, and complete all relevant safeguarding training

Toranj Tuition has adopted appropriate recruitment and selection procedures for staff, tutors, Directors and volunteers in the context of safeguarding and child protection and these include the following:

1. A clear definition of any role including Safeguarding responsibilities, so that the most suitable appointee can be identified.
2. A clear statement in the application form (or accompanying information) that it is an offence to apply if the applicant is barred from engaging in regulated activity relevant to children.
3. Identification of key selection criteria.
4. A wide circulation of information about vacancies to ensure equal opportunities.
5. Confirmation of the identity of the applicant.
6. Requirement to declare previous convictions and obtain an Enhanced with Barred List DBS check, for those candidates whose work will bring them into contact with children, or who will have a management responsibility in relation to those whose work does bring them into such contact.
7. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.
8. Documentary evidence of qualifications.
9. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
10. At least two representatives from Toranj Tuition meeting personally with every applicant, and an exploration of their attitudes towards working with children.
11. Written references collected, not testimonials.
12. All Toranj Tuition recruitment or interview panels to have completed the SaferRecruitment NSPCC on-line training.

Online Delivery

When tuition is delivered online, the following policies (linked to this Safeguarding policy) from Toranj Tuition should be read and adhered to:

- *‘Toranj Tuition Remote Tuition Safeguarding Guidance’*
- *Toranj Tuition Guidance on Conduct and Behaviour for Tutors*

All documents are available on Toranj Tuition website and through the tutor training portal at Tutorcruncher.

Additional processes to safeguard pupils in an online delivery setting, include:

- An appropriate parent or guardian must be present for the duration of the online session.
- Clear guidance must be provided to the parent or guardian of the expectation of them, their child, and the tutor.
- Confirmation by the Tutor at the outset and end of the session that an appropriate parent or guardian is present.
- Contact details for Toranj Tuition will be provided to the parent or guardian, including contact details for Toranj Tuition’s Designated Safeguarding Lead, to support the reporting of any safeguarding concerns at any point during the provision of online support.

- All online sessions are recorded on the Prezi platform. All sessions are saved securely by Toranj Tuition.
- A safeguarding spot check audit is undertaken on a minimum of 1 session per Tutor per term by Toranj Tuition and recorded, detailing any safeguarding concerns raised in line with the Safeguarding reporting process as appropriate.
- In individual cases where a child cannot be recorded (i.e. they are a looked after child), other measures will be put in place to ensure sessions are monitored. This could be through Toranj Tuition drop-ins or having a teacher or teaching assistant supervise the session by also joining the session online. The parent or guardian will also be told they will need to be extra vigilant as the session is not recorded.
- Where tutors are working in-person, within the school environment but using computers or tablets as part of the tuition session, they will comply with the school's filtering and monitoring procedures.

Change of Employee/Tutor Circumstances and Personal Information

It is important that our records are correct, as inaccurate or out of date information may affect your salary or wage or cause difficulties in situations where contact is required for emergencies. Tutors, Staff and volunteers **must** notify Toranj Tuition (as appropriate) immediately of all changes in the following personal information. Staff must inform the DSL of any changes immediately. Both are a requirement of the signed Self-Declaration and Disclosure Form held on file for each Toranj Tuition employee, Tutor or Volunteer:

- Name
- Home address
- Telephone number
- Bank account details
- Examinations passed/qualifications gained
- Emergency contact
- Driving licence penalties (if you are required to drive on Company business)
- Criminal charge, arrest, caution or conviction
- Conflict, or potential conflict of interest

Personal data on Tutors, Staff and volunteers is held in accordance with the provisions of the Company's Data Protection Policy which will be made available for inspection by you if required.

Appendix A - Reporting Child Protection Concerns Form

CONFIDENTIAL

Where a referral is made, this form will be sent to the appropriate services as a written confirmation of the referral with a copy retained by the DSL.

Name of child

Age if known

Date

School/address

What prompts your concerns? Please be specific and include the dates and times of any incidents

Were there any physical or behavioural signs? Any other causes for concern? Have

you spoken to the child? If so, what was said?

Have you spoken to the child's parents/carers? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Please give your name and contact details.

Signature

Today's date

This form must be completed and given, or sent in a sealed envelope marked "Private & Confidential", to Toranj Tuition's Designated Safeguarding Lead

Appendix B - Self-Declaration and Disclosure Form

Self-Declaration and Disclosure Form

Private and Confidential

For roles involving contact with children (under 18-year-olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018 (GDPR).

Part One

Full name:	
Preferred name:	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	
Preferred pronouns (e.g, she/her, he/him, they/them):	

Part Two

NOTE: The role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES NO <i>(If yes, provide information below):</i>

<p>Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</p>	<p>YES NO <i>(If yes, provide information below):</i></p>
<p>Have you ever had any criminal convictions or cautions in or outside the UK?</p>	<p>YES NO <i>(if yes, provide information below):</i></p>
<p>Do you know of any reason why you may be prohibited from teaching?</p>	<p>YES NO <i>(If yes, provide information below):</i></p>
<p>Have you spent longer than 6 months in any country overseas?</p>	<p>YES NO <i>(If yes, please provide details of the country and the dates that you were there below):</i></p>
<p>Can you confirm that we have the authority to check that you have put your DBS on the Update Service? Please note that this will be after you have completed your DBS check</p>	<p>YES NO <i>(If no, provide information below):</i></p>

Please complete this form and return to recruitment@toranjtuition.org. If you are unable to sign and scan the form, we will consider the emailed returned form as an e-signature.

Confirmation of Declaration	
<i>By signing this form or returning this form electronically you are confirming the following statements:</i>	
X	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer may be withdrawn, or disciplinary action may be taken, if information is not disclosed by me and subsequently come to the organisation's attention.
X	In accordance with the organisation's procedures, I agree to provide/apply for a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
X	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
X	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

OFFICE STAFF

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

For completion by the organisation: _____

DBS Identification 1 (With picture)	
DBS Identification 2	
Proof of Address	
Signature of authorised Officer:	
Print name:	
Date:	

This policy was prepared by Pedram Saeid - R and D Manager and Designated Safeguarding Lead.

This policy was reviewed by Seyed Mani Sajedin - Director

This policy was adopted by the Board of Directors on 10/11/2023

Date for review - 12 months from date of adoption by Board