



Child Protection and Safeguarding Handbook

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Paul Jones Education's Pledge

Paul Jones Education believes that it is our responsibility to ensure that children are protected from any type of abuse, and that their welfare and wellbeing are the primary concerns when dealing with safeguarding issues.

This document sets out Paul Jones Education's policies for safeguarding to protect children and young people. It is intended to ensure that tutoring is always conducted in a positive, secure, accepting, and nurturing environment.

Paul Jones Education is committed to reviewing policies and good practice annually. This document was last updated on 23rd August 2023.

The purpose and scope of this policy

The work of Paul Jones Education includes the following activities:

- Online group tutorial calls.
- One-to-one online support calls.
- Support via email.

The purpose of this policy is:

- To protect children and young people who use Paul Jones Education's services.
- To provide parents with the overarching principles that guide Paul Jones Education's approach to child protection.

This policy statement applies to anyone, such as guest speakers, who may contribute to Paul Jones Education.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from:

- <https://learning.nspcc.org.uk/child-protection-system/england/>
- learning.nspcc.org.uk/child-protection-system

Paul Jones Education believes 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.

Paul Jones Education recognises that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are especially 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.

Paul Jones Education will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Developing child protection and safeguarding policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers 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.
- Developing and implementing an effective acceptable use policy and related procedures.
- Sharing information about child protection and safeguarding best practice with children, their families, and any individuals who contribute to Paul Jones Education.
- Whilst there is currently no wider staff body at Paul Jones Education, all necessary checks will be made for any individuals who in the future volunteer, contribute to or are otherwise employed by Paul Jones Education.
- Where appropriate, provisions for supervision, support, training and quality assurance will be implemented for those who contribute to Paul Jones Education.
- Implementing a code of conduct for staff and volunteers.

- Using our procedures to manage any allegations against staff and volunteers appropriately ensuring that we have effective complaints and whistleblowing measures in place.
- Recording and storing information professionally and securely.

Related policies and procedures

This policy statement should be read alongside the organisational policies and procedures outlined below, including:

- Anti-bullying.
- Acceptable use.
- Health and safety.
- Privacy and data protection.

Legal background

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and have been developed to complement Strategic Partnership Board policy and procedures.

They take into consideration:

- Human Rights Act of 1998.
- Children Act 1989.
- Sexual Offences Act of 2003.
- Children Act 2004.
- Serious Crime Act 2015.
- Working Together to Safeguard Children 2018.
- Keeping Children Safe in Education 2018.
- Data Protection Act of 2018.

Definitions

- *Child* — In England, Northern Ireland and Wales a child is someone under the age of eighteen whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).
- *Safeguarding and promoting the welfare of children* — Protecting children from maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care, and taking action to enable children to have the best outcomes.
- *Abuse* — 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. 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. They may be abused by an adult or adults or by another child or children.
- *Poor practice* — When an adult's or another young person's behaviour is inappropriate and may be causing distress to a child or young person, or any behaviour which contravenes the principles of this document. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Unacceptable examples include:
 - Use of excessive, physical or humiliating sanctions.
 - Failure to act when you witness possible abuse or bullying
 - Spending excessive amounts of time alone with young people away from others
 - Whilst not engaged in tutoring inviting or allowing a young people into your home where they will be alone with you.
 - Allowing young people to use inappropriate language unchallenged.
 - Making sexually suggestive comments even in fun.
 - Reducing a person to tears as a form of control.

- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
 - Doing things of a personal nature for young people that they can do for themselves.
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- *Safeguarding concern* — Any situation when there is information that a child or an adult at risk has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.
 - *Safeguarding allegation* — If the information identifies the involvement of an employee or self-employed tutor this will be known as a 'safeguarding allegation'. This will apply where a person in connection the tutor has:
 - Behaved in a way that has harmed a child, may have harmed a child, or behaved in a way that might lead to a child being harmed.
 - Possibly committed or is planning to commit a criminal offence against a child or related to a child.
 - Behaved towards a child in a way that indicates they are, or would be, unsuitable to work with children.

Code of conduct

Those who contribute to Paul Jones Education must remain vigilant to keep those children who may be at risk of abuse safe from harm. They must recognise if a child is being harmed or is in danger of being harmed or neglected. They must respond in an appropriate way to what they observe or are told and report any concerns to the local safeguarding hub, police and/or NSPCC.

Purpose

This behaviour code outlines the conduct expected from all those who contribute to the work of Paul Jones Education, whether they are engaged in either paid or voluntary services. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people. This includes checking equipment is used safely and for its intended purpose.
- Having a good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following all of our principles, policies and procedures.
- 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 the local authorities.
- Reporting all allegations/suspicions of abuse following our reporting procedures.

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 between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation.
- Challenge discrimination and prejudice.

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Use special 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 this isn't possible, ensure that you are within sight or hearing of other adults and ensure that your online sessions are being recorded.

Respect

You should:

- Listen to and respect children at all times.
- Value and take children's contributions seriously.
- Respect a young person's right to privacy as far as possible.
 - In some cases, it may be necessary to break confidentiality in order to follow child protection procedures. If this is the case, 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. *This includes having any form of sexual contact with a child or young person.*
- Let children and young people have your personal contact details (mobile number, personal email or 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.

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. We may also make a referral 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. If necessary, you should follow the whistle-blowing procedure and child protection/safeguarding procedures.

Responding to concerns

Purpose

The aim of these procedures is to detail how we should respond if:

- We suspect that a child is suffering abuse.
- A child makes a disclosure or reports that they, or someone else, has been abused.
- The behaviour of an adult or child towards a child gives them cause for concern.
- We identify a breach of the Safeguarding Code of Conduct.

These procedures apply to all individuals who contribute in any way to Paul Jones Education.

All individuals who contribute to Paul Jones Education must be sent a copy of this policy and signify they have received it and are conversant with the content.

Actions

- We will seek to keep children and young people safe by:
- Making sure that all those involved with Paul Jones Education are made aware of their safeguarding duty and their responsibility to report children who might be at risk.
- Responding immediately to any concerns that arise by putting in place an early help/intervention policy (giving support as soon as a problem emerges, at any stage in the child or young person's life).
- Remaining aware of the different types of disclosure through which a child may reveal abuse (direct verbal statements, indirect ambiguous statements, behavioural signals that something is wrong, non-verbal communication such as writing letters or drawing).
- Noticing signs of something wrong, and if so, asking the child if they are OK rather than waiting for them to disclose directly.
- Ensuring that if a child wishes to disclose information, they are reassured but made aware immediately that this may not be kept confidential if it is of a sensitive nature but will be told to as few people as possible, and only those who need to know.
- Ensuring that all individuals associated with Paul Jones Education know that it is not their responsibility to investigate the concern, merely to report it so that it can be dealt with appropriately.
- Reporting a concern within 24 hours after the disclosure has been made, by putting the concern in writing on a Safeguarding Concern Form and sending it to the safeguarding officer (Paul Jones) or contacting the local authority safeguarding designated officer.
- Securely maintaining accurate records of safeguarding concerns.

Photography, Recording and Image Sharing

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- Online abuse — learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Child protection — learning.nspcc.org.uk/child-protection-system

Policy statement

Paul Jones Education believes that:

- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

Paul Jones Education recognises that:

- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online More information about this is available from:
 - learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance

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

- Always asking for written consent from a child and their parents or carers before taking and using a child's image.
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).
- Never publishing personal information about individual children.
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- Reducing the risk of images being copied and used inappropriately by:
 - Developing an acceptable use policy.
 - Avoiding unnecessary use of images.
 - Where necessary, only using images that positively reflect young people's involvement in online tuition.

- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Data Management

Those with concerns should be proactive in sharing information as early as possible to help the Designated Safeguarding Lead (or the Deputy) and other professionals identify, assess and respond to risks or concerns about the safety and welfare of children.

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, which must always be the paramount concern. The Data Protection Act (2018)¹ and/or the General Protection Regulations (2018) do not prevent you from sharing information in relation to safeguarding.¹

You should not assume that someone else will pass on information that you think may be critical to keeping a child safe.

You should gain consent to share information but should be mindful of situations where to do so would place a child at increased risk of harm.

Information may be shared without consent if a practitioner has reason to believe that there is a good reason to do so and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why.

The Designated Safeguarding Lead/Company Director (Paul Jones) must always be contacted before the information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The Designated Safeguarding Lead will manage the process of sharing information with the police, local authority services and/or any third-party organisation.

Information should be kept confidential and should only be shared with staff members and those working on their behalf who need to know the information. If there is any doubt about whether to share information or whom to share it with, the Designated Safeguarding Lead should be contacted for advice before disclosing any information.

NSPCC

- NSPCC Helpline — [nspcc.org.uk](https://www.nspcc.org.uk), 0808 800 5000

¹ The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent if it is not possible to gain consent. It also cannot be reasonably expected that a practitioner gains consent if doing so places a child at risk.

Safeguarding Report Form

You must report any safeguarding concern to the Designated Safeguarding Lead (Paul Jones) by telephone as soon as possible and certainly within 24 hours. Complete as much detail as possible. For advice completing this form, please contact the DSL.

If a child or adult is at immediate risk of harm or needs medical attention contact the emergency services on 999.

Part 1. Details of the child/ren

| | |
|---------------------------------|----------------|
| Name: | |
| Age: | Date of birth: |
| Home telephone: | Email: |
| Home address: | |
| Any other relevant information: | |

Part 2. Where relevant details of the tutor about whom the allegation has been made, or concern has been raised about.

| | |
|-----------------|----------------|
| Name: | |
| Age: | Date of birth: |
| Home telephone: | Email: |
| Home address: | |
| Role/position: | |

Part 3. Your details (the person making the report)

| | |
|--|----------------|
| Name: | |
| Age: | Date of birth: |
| Home telephone: | Email: |
| Home address: | |
| Role/position: | |
| Date and time you are making the report: | |
| Date and time when you first received information or identified a concern: | |

Part 4. Safeguarding Report

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| Are you reporting your own concerns or responding to concerns raised by someone else? |
| If responding to concerns raised by someone else, please provide their name, role and contact details (if known): |
| Please add any other relevant information known about the family/child/adult at risk circumstances: |
| Referral Background: When was the referral made, by whom, in what form? |
| Concern Raised/Allegation: What is the allegation, or the nature of the concern raised? Include as much detail as possible. |
| Has the child or adult at risk given an account of what happened (e.g. of any incident, injury, disclosure, behaviour)? |
| Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child or adult at risk etc.): |
| Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child or adult at risk etc.): |
| Please provide details (name, role contact details if known) of any witnesses to the incident/concerns: |

Part 5. Actions taken

| | |
|--|---|
| State any risk of immediate danger: | |
| Identify any action taken already e.g. contact with police, manager, children's or adult social care services etc. | Referred to: Police <input type="checkbox"/> Social Services <input type="checkbox"/> Designated Safeguarding Lead <input type="checkbox"/> Other <input type="checkbox"/> Please specify: |
| Is the child/children/adult at risk or family/carer or accused person aware that a report has been made: | Child/ren or adult at risk <input type="checkbox"/> Family or carer <input type="checkbox"/> Accused person <input type="checkbox"/> |
| Any known previous history of concerns or abuse or allegations: | |
| Any further information or comments: | |

Thank you for your report. Please submit this form to the Designated Safeguarding Lead.