**1. SAFEGUARDING CHILDREN POLICY:**

Adventure Tuition LTD believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice, which protects them.

**We recognise that:**

* the welfare of the child/young person is paramount
* all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
* working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

**The purpose of the policy:**

* to provide protection for the children and young people who receive the services provided by Adventure Tuition.
* To provide guidance for teachers who use the services of Adventure Tuition LTd in order to provide tuition services to children.
* to provide guidance on procedures for self employed teachers and staff in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

**This policy applies to all staff or anyone working on behalf of or using the service of Adventure Tuition LTD.**

We will seek to safeguard children and young people by:

* valuing them, listening to and respecting them
* adopting child protection guidelines through procedures and a code of conduct for staff
* ensuring all staff are DBS checked and that all teachers who work on a self employed basishad a current enhanced DBS check either through their current workplace on the update service or through the company. Updates are performed onan annual basis where checks have not been undertaken through Adventure Tuition Ltd and their umbrella service – Civil and corporate.
* sharing information about child protection and good practice with children, parents and staff
* sharing information about concerns with agencies who need to know, and involving parents and children appropriately

**2. CHILD PROTECTION POLICY**

**This policy applies to all staff and anyone working on behalf of, or using the services of Adventure Tuition Ltd.**

The purpose of this policy:

* to protect children and young people who receive the services of teachers using Adventure Tuition Ltd.
* to provide staff, self employed teachers and volunteers with the overarching principles that guide our approach to child protection;

Adventure tuition Ltd. believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

**Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

* Children Act 1989
* United Convention of the Rights of the Child 1991
* Data Protection Act 1998
* Sexual Offences Act 2003
* Children Act 2004
* Protection of Freedoms Act 2012
* Relevant government guidance on safeguarding children

We recognise that:

* the welfare of the child is paramount, as enshrined in the Children Act 1989
* all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal 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 them, listening to and respecting them
* adopting child protection practices through procedures and a code of conduct for staff and volunteers
* developing and implementing an effective e-safety policy and related procedures
* providing effective management for staff and volunteers through supervision, support and training
* sharing information about child protection and good practice with children, parents, staff and volunteers
* sharing concerns with agencies who need to know, and involving parents and children appropriately.

**3. E-SAFETY POLICY**

This policy and the procedures that it underpins apply to all staff and anyone working on behalf of Adventure Tuition Ltd or to teachers who are self employed using our services for the purpose of providing online sessions.

* To protect children and young people who receive Adventure Tuition services and who make use of information technology (such as mobile phones, Tablets and the Internet) as part of their involvement with us;
* To provide staff with the overarching principles that guides our approach to e-safety;
* To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

**We recognise that:**

The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies.

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare and in helping young people to be responsible in their approach to e-safety;

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly

and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

**We will seek to promote e-safety by:**

Developing a range of procedures that provide clear and specific directions to staff on the appropriate use of ICT;

Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others;

Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles;

Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);

Informing parents and carers of incidents of concern as appropriate;

Reviewing and updating the security of our information systems regularly;

Providing adequate physical security for ICT equipment;

Ensuring that user names, logins and passwords are used effectively;

Using only official email accounts provided via the organisation, and monitoring these as necessary;

Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;

Any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them;

Providing effective management for staff and volunteers on ICT issues, through supervision, support and training;

Examining and risk assessing any emerging new technologies before they are used within the organisation.

We are committed to reviewing our Safeguarding, Child Protection and e-safety policies and associated good practice annually.

Face to face tuition:

**Planning:**

All activities or assignments involving children should be planned in advance to ensure they take into account the age range and ability of the participants.

**Physical Contact:**

On no account should any tutor have any physical contact with a child unless it is to prevent accident or injury to themselves or anyone else (e.g. to prevent a fall), or in the case of medical assistance being needed (e.g. to administer first aid), or to provide nursing or other general care, in which case the prior consent of the affected person should be requested where possible. Where appropriate, consent from parents or those with parental or caring responsibility should be obtained.

If a child is hurt or distressed, the tutor should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person’s own behaviour. The tutor should inform the parent or guardian at the earliest possible time.

**Adult presence:**

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.

 **Communication:**

Communication with children is vital in establishing relationships built on trust. Those working with children should listen to what they are saying and respond appropriately. Children are entitled to the same respect as any adult. It should also be made clear to them what standards of behaviour and mutual respect are expected from them.

Those working with children should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable.

**Technology:**

If tutoring online, tutors must make it clear to the Client how their online tutoring is delivered, and the nature of the technology used. Videos should be switched on so that both Client and tutor can be seen during the lesson. Both Clients and Tutors are not permitted to record lessons (apart from some software which automatically records the whiteboard lesson for the tutor, but it does not record the child image).

**Behaviour and Abuse:**

We should all aim to promote an environment of trust and understanding. Those working with children should not tolerate unsociable behaviour but should try to ensure good working relationships.

The tutors of Adventure Tuition Ltd have a strict duty never to subject any child to any form of harm or abuse. This means that it is unacceptable, for example, to treat a child in any of the following ways:

* to cause distress by shouting or calling them derogatory names
* to slap
* to hold them in such a way that it causes pain, or to shake them
* to physically restrain them except to protect them from harming themselves or others
* to take part in horseplay or rough games
* to allow or engage in inappropriate touching of any kind
* to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present)
* to allow or engage in sexually suggestive behaviour within a person’s sight or hearing, or make suggestive remarks to or within earshot
* to give or show anything which could be construed as pornographic
* to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.
* to engage with them online in an unacceptable manner.

It is illegal for a teacher/tutor to enter into a sexual relationship with a student, even if the student is over the age of consent (i.e. over 16). Tutors, like school teachers, are operating in a similar position of trust and thus must also abide by this law.

**Suspicions of abuse:**

Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal office 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.

**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: –

* 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.
* a tutor observes a situation (e.g. risk in a child’s environment which could potentially cause serious physical or psychological harm).
* 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.

**Recording a Child Protection Incident:**

All Child Protection incidents must be recorded. It is essential to:

* Speak individually with all parties concerned
* Write a record of all conversations
* 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: a) unsubstantiated, b) substantiated in part or in whole but can be dealt with by disciplinary procedures. c) substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)

**Safety**

The safety of the people we work with is paramount and we are committed to providing a safe environment within which to work. Those working with children should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment.

Any equipment used must be safe and only used for the purpose for which it is intended. Users should be adequately trained. Appropriate insurance should be up-to-date and adequate to cover such assignments.

**Confidentiality**

All personal information regarding children is highly confidential and should only be shared with appropriate people on a need to know basis. Information is stored in the Directors’ homes or via a secure online file hosting service.

Anyone who is likely to have access to confidential material regarding children, or any of the bodies on behalf of whom Adventure Tuition Ltd is working, may be required to sign a non-disclosure agreement. The requirement for confidentiality is emphasised.

**Contact outside of work**

Contact should not be made with any of the children with whom we are working for any reason unrelated to the particular work.

**Gifts and inducements**

On no account should anyone from Adventure Tuition Ltd give a child a gift or buy refreshments etc which could be in any way considered as a bribe or inducement to enter into a relationship with the Adventure Tuition Ltd person or give rise to any false allegations of improper conduct against the individual.

**Communicating this policy and concerns**

Those working with by Adventure Tuition Ltd will be made aware of this policy.

Furthermore, a copy of this policy will be made available to all relevant bodies with whom we work and will be made available to parents and carers of children with whom we plan to work.

**Breach of this policy**

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly.