Child Protection Policy & Safeguarding
Statutory Requirements

Child Protection Policy
Education Management Limited fully recognises its responsibilities for the protection of the students who attend the tuition centre under our management. Our policy applies to all staff, directors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with students in our supervisor.
- Raising awareness of child protection issues and equipping students with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which students can learn and develop.

We recognise that because of the contact with under age students, centre staff are well placed to observe the outward signs of abuse. The centre will therefore:

- Establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to.
- Ensure students know that there are adults in the centre whom they can approach if they are worried.
- Include opportunities during the time they are present at the centre to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee or Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has appropriate training and awareness to undertake duties to fulfil child protection roles.
- Ensure we the Director of Studies is nominated as the person responsible for child protection.
- Ensure every member of staff (including temporary and volunteers) and directors know the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
In the name of the Almighty

Ensure that parents have an understanding of the responsibility placed on the centre and staff for child protection by setting out its obligations in the centre prospectus.

Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.

Keep written records of concerns about students, even where there is no need to refer the matter immediately.

Ensure all records are kept securely; separate from the main pupil file, and in locked locations.

Develop and then follow procedures where an allegation is made against a member of staff or volunteer.

Ensure safe recruitment practices are always followed.

We recognise that students attending the centre for tuitions who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The centre may be the only stable, secure and predictable element in the lives of students at risk. When at the centre their behaviour may be challenging and defiant or they may be withdrawn. The centre will endeavour to support the pupil through:

- The content of the curriculum.
- The centre ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The centre behaviour policy (consisting of the Anti-Bullying Policy) which is aimed at supporting vulnerable pupils at the centre. The centre will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the any new tuition centre (if there is continuity in after school learning by the student at the centre) immediately and that the student’s social worker is informed.

Safeguarding (Child Protection) Statutory Requirements

Education Management Limited and the management are clear about their responsibilities in relation to safeguarding and promoting the welfare of children.

Reviewed 26th August 2016