

Child Safeguarding Policy

Mind The Education writes this safeguarding policy

- For parents to see how Mind The Education keep children safe.
- Mind The Education expects parent support

to provide an intrinsically safe time and space in which to enjoy the tuition service.

This policy is for children at school or up to 18 years old and does not apply to adults. In addition to the staff on-site directing and running the clubs, this policy also applies to Directors and Owners of Mind The Education Ltd.

This policy should be read alongside Mind The Education's terms and conditions.

General

All children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. The policy was developed with reference to NSPCC guidelines, which see child welfare as paramount, as enshrined in The Children Act 1989. Mind The Education delivers stimulating tutoring for children that requires a reasonable degree of calm and an atmosphere within which the majority can concentrate within a group session. The sessions aim to retain the atmosphere for the safety and comfort of all attendees equally and will raise any concerns initially with the child, and if problems persist, with parents or carers.

Children are required to be left in the classroom for the duration. Delaying leaving by more than a couple of minutes or returning before the appointed finish time, is not allowed for the reason of safety for all children - unless by prior arrangement which can be verbally arranged on the day.

Children will be working in an open-plan shared space, and parents can expect no child to be isolated in the normal course of events.

Parents can expect class leaders and assistants ('staff') to be hands-off children, for example when welcoming children to the class or saying goodbye. Occasionally, (for instance on the first occasion), parents may encourage children to shake hands, and this will not be rejected by our staff.

Children are tutored on an individual basis and this one-to-one discussion will be held in the class at a table shared by other children.

We expect a mobile phone number to be able to call the parent at any time during the class session. If for any reason this mobile is not available, a second backup and available number can be registered on our booking system for easy reference to the class leader.

All Mind The Education leaders and any individuals aged 16+ assisting are DBS checked.

Mind The Education leaders are responsible for the safety of children, and any concerns should be reported to them. For many of these occasions, it's hoped that they can be resolved between the parent and class leader. Mind The Education leaders are aware that anything that requires a level of child protection outside the boundaries of normal day-to-day support, may be reported to social services.

Social Media

We frequently celebrate children's art by taking photographs or videos and posting them to the Mind The Education Facebook page. These will only be taken after prior recorded permission is given.

Photos and videos will only be taken/recorded on company phones and laptops, and not on personal devices.

Permission if given, is granted for the use of photos of students on the Mind The Education's social media pages.

Drop off/ pick up

Children at or under Year 6, will be expected to be accompanied by their parent across the threshold of the club and will also be expected to pick up their child from the club promptly.

We will not knowingly allow a child at or under Year 6 to walk out of the club without the parent acknowledging with the staff that the pupil is safely in their care. If the pupil has left, and we have grounds for concern, we will call the parent to confirm.

Elder siblings or grandparents of the pupil can take the child if and only if the parent confirms with the art leader in writing (by email or text) in advance. If these arrangements are sprung on staff without prior arrangement, and the child gives any cause for concern, we will expect the parent to answer the nominated phone number that we have on record.

If after about 30 minutes, that phone is not answered and there is still concern, we may keep the child safe in our care until we can work out what's happening. This may include taking the child to a safe place, not in the class or driving them home.

Physical contact

There may be occasions when physical contact is necessary, such as assisting children with materials from hands, face or clothes, (for instance papier mache or clay), which can be done at the basin available in each session. These are exceptions and pupils will normally clean themselves, or just have to remove those materials after leaving the class.

There may be occasions when children are upset for whatever reason. On these occasions, the staff will supervise each other to give a level of comfort that is within normal bounds. The pupil will not be removed from the open space to give such comfort and will be in clear sight of all members of the staff. Depending on the severity, we may call the parent, or discuss with a parent at pick-up time or in extreme cases, call 999.

Restrictions on our class leaders and assistants.

We do not allow our class leaders nor our assistants to **babysit** for persons connected with the families of the students.

We do not allow class leaders or assistants to become **'friends'** (in the sense of social media) of pupils of the class.

One-to-one interaction

Very occasionally, it may be necessary for the class leader to withdraw a child from the general area or to a quiet corner to discuss plans for projects or for mild disciplinary reasons like being too talkative and distracting the remaining children, to whom the class owes high-quality tuition service. These discussions will be brief and any continuing discipline concerns will be advised to parents on pickup. Typically, these are easily resolved within the class.

Toilet facilities

Pupils visit Mind The Education is a short time and pupils are not expected to need the toilet. Parents can expect a refreshment drink towards the end of the session with about 20 minutes to go- not early on in the session. By these times, we plan for it to be very rare to need the toilet. To minimise these occurrences, we encourage parents to prepare the pupils in advance of each session.

If a visit to the bathroom is required, staff will normally direct or guide pupils, but on no occasion can they assist in any way. It is expected that visits to the toilet will be an exception, but if it becomes regular, (regular being once each on two or three consecutive sessions), we will inform the parent and discuss.

If a child becomes sick as in vomiting, we will call the parent immediately.

Medical conditions

Staff do not administer routine medication as a rule. If this is required, please discuss it with the staff. Even after discussion, if staff have concerns, they have the right to refuse entry and defer discussion for a calmer period, in which case a catch-up session will be offered in line with our terms and conditions. Some children carry EpiPens for allergic reactions. Please make the staff aware and provide all guidance required on the assumption that the class leader knows nothing. Normally, these EpiPens can be accommodated, but the date of medicines and the medicines being full- are the responsibility of the parent.

Each club will carry a basic first aid kit.

If a child is sick or overly distressed on entering the class, the class leader may request the child not attend that day.

Disclosures by children while at Mind The Education

All businesses working with children have a duty of care. On being in receipt of a disclosure, class leaders will first of all tell the child that because they have a duty of care, they have to tell someone else about what was just said.

After the session, the class leader will telephone the local County Council child protection service (either the normal daily service or out-of-hours service) to give details of the child, their parents, and other details the child protection service may require. Important aspects of the report may include but are not limited to:-

- What exactly was disclosed
- Is the child an only child
- Was there any marks or injuries
- What was the emotional behaviour
- Who collected the child
- How was the child when they left
- Is the child due to return to Mind The Education
- Did they say anything else
- Is the person who the child named, living at the child's home

In reporting disclosures, it's recognised that child protection is a higher priority than data protection.

Where the behaviour and disclosure give rise to immediate concern over the child returning home after the session, the class leader will call 999 and request immediate assistance.

It is recognised that class leaders have responsibility for all other members of the class, and in the normal course of running the class, it will not be viable to close the class to make telephone calls.

The class leader may write a summary of the situation using a document on the company's shared drive.

Safeguarding Allegation Policy

This policy sets out a framework for steps required if an allegation of child or adult abuse is made against a member of staff or a volunteer. This policy applies to all employees and contractors and anyone working on behalf of or undertaking work or volunteering for Mind The Education. The purpose of this Policy is to provide a framework for managing cases where allegations are made about staff that indicate

that children, young people or adults at risk are believed to have suffered, or are likely to suffer, *significant* harm. And for managing any concern raised about behaviour which demonstrates unsuitability for working with children, young people or adults at risk.

If it is alleged that a person who works or volunteers at our setting has

- Behaved in a way that has harmed a child, or is likely to have harmed a child /adult.
- Possibly committed a criminal offence against/related to a child/adult.

Failed to work collaboratively with social care agencies when issues about the care of children, young people or adults at risk of harm are being investigated.

Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

Reporting and Managing Allegations

On becoming aware of an issue or an allegation, all staff have a duty to inform their Line Manager. They should:

- Inform the local authority designated officer (LADO) within 24 hours so that he/she can consult police and social care colleagues as appropriate. Some allegations could be so serious as to require immediate referral to children's social care and the police for investigation.
- Inform parents or carers of a child involved about the allegation as soon as possible.
- Discuss immediate issues of investigation and management of the person concerned including what information should be passed to the person who is accused of an allegation.
- Following notification to the LADO, children/adult Social Care and/or the Police if deemed necessary, a strategy planning meeting will take place with appropriate members present to determine how to handle the allegation.

Strategy Planning Meeting

The following will be considered:

- Whether the child/young person/adult at risk of harm or abuse is safe from any further risk of harm or abuse
- The safety of the young child/person/adult at risk.
- Review action undertaken so far to ensure the safety of the victim.
- Decide the internal investigation strategy to be undertaken. The Police and/or Social Care should be consulted when they are involved in any ongoing investigation and/or criminal proceedings are pending.
- Decide how to present the allegations to the relevant staff member concerned and how to manage the investigatory process. Agreement should be reached with children/adult Social Care and the Police about what information should be passed to the staff member concerned. The Line Manager should be asked to provide appropriate support to the individual while the case is ongoing and keep them regularly informed.
- Where police investigations are ongoing, any internal action could be delayed pending police findings. Engagement with the police will be required throughout this period.
- Decide how the person/child/ adult at risk of harm or abuse, or their nominated parent/guardian/nominated carer making the allegation is to be kept informed of what is happening to their allegation, whilst adhering to the requirements of maintaining confidentiality and observing the requirements of the Human Rights Act and the Data Protection Act. The sharing of information must not 'contaminate' any Police or children/adult Social Care investigations that are ongoing

Decide the frequency and format of review meetings which need to be set up to manage the ongoing investigation and the various actions required.

Record Keeping

We will keep a record of any allegations made and details of how the allegation was followed up and resolved and any action taken and decisions reached in a confidential file for 10 years.

Any notifications must be made as soon as possible, but no longer than 14 days after the allegation was made.

A report will also be made to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006.