

01

SAFEGUARDING

Safeguarding and Child Protection Policy



How every concern about a child is recognised, recorded and acted on – in the centre and online.

POLICY OWNER

Designated Safeguarding Lead

APPLIES TO

All staff, specialists (employed and self-employed), volunteers, office staff

THE ONE RULE TO REMEMBER

Any concern about a child goes to the DSL the same day. Never promise a child secrecy.

1. Purpose and standard adopted

We teach children from Year 3 to A-Level, in person at the Edgbaston centre and live on Zoom. We are a private out-of-school provider, so the statutory duties placed on schools do not apply to us. We nonetheless adopt the standards of *Keeping Children Safe in Education* voluntarily, and we follow the Department for Education's non-statutory guidance *Keeping children safe in out-of-school settings*. Every adult who works with our students has a duty to keep them safe.

2. Key people

Role	What they do
Designated Safeguarding Lead (DSL)	Receives every concern; decides on referral; keeps safeguarding records separately and securely; trains staff.
Deputy DSL	Covers all DSL duties when the DSL is absent or the concern involves the DSL.
Director	Handles allegations against staff and specialists; leads safer recruitment.
Independent Safeguarding Adviser	External. Receives any concern about the Director.

3. Recognising a concern

Staff watch for changes in behaviour or appearance, unexplained injuries, a child seeming frightened of going home or of being collected, signs of neglect (hunger, poor hygiene, tiredness), inappropriate knowledge or language, and anything a child tells us directly. Online, staff also watch what is visible in a child's background, who else is in the room, and any messages a child sends privately.

We stay alert to specific forms of harm as well as general welfare, including:

Harm from adults

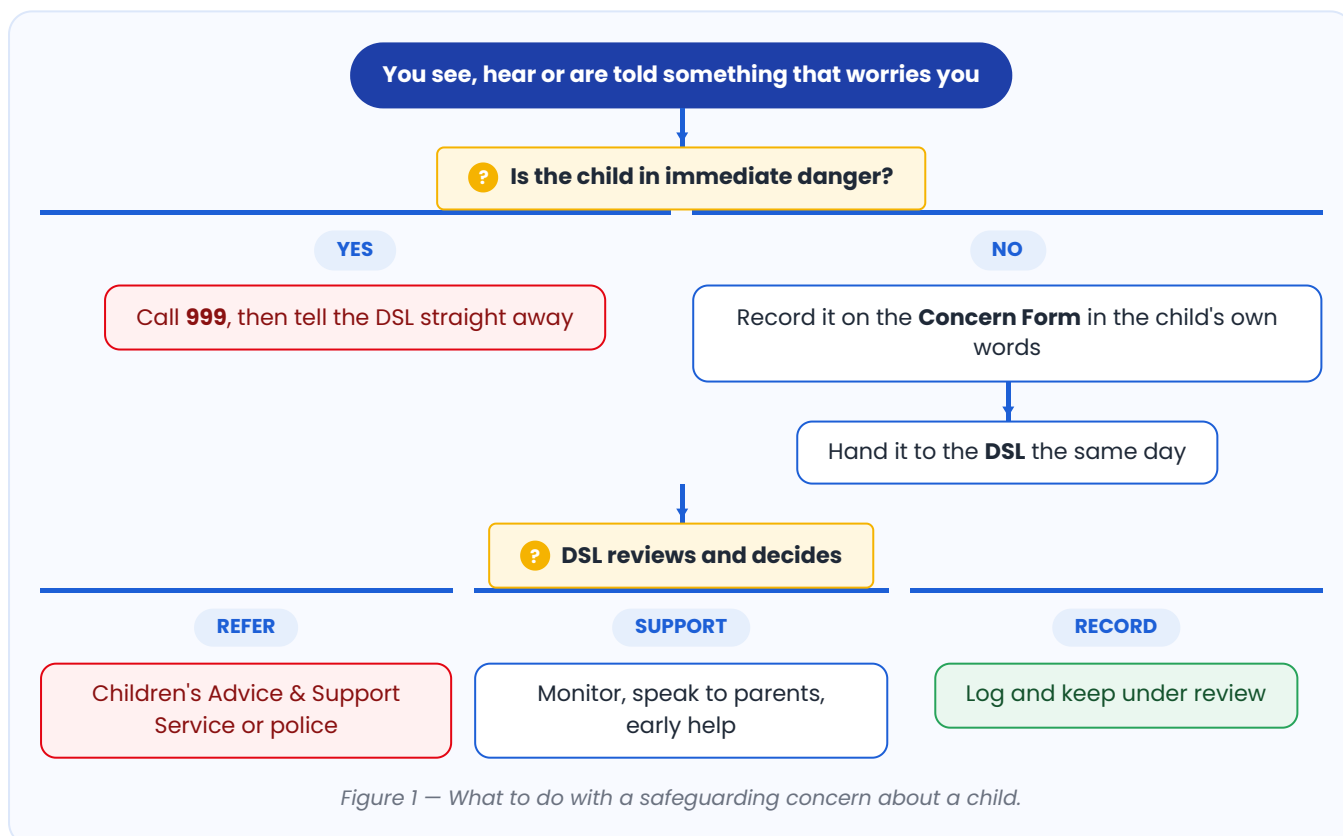
- Physical, emotional or sexual abuse, and neglect
- Domestic abuse witnessed or experienced at home
- Grooming, online or in person
- Exploitation, including criminal exploitation and county lines
- Radicalisation and extremism
- So-called honour-based abuse, forced marriage and female genital mutilation

Harm between children

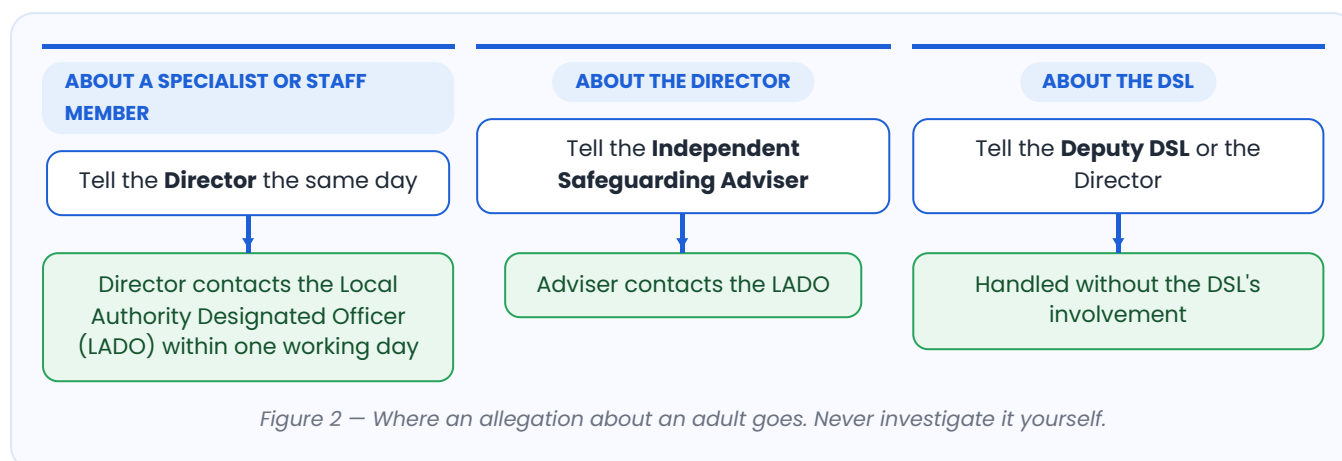
- Bullying, including online bullying (Policy 6)
- Physical abuse such as hitting, kicking or restraining
- Sexual harassment, sexualised language and unwanted touching
- Sharing nude or semi-nude images
- Initiation or hazing, and humiliation
- We never dismiss child-on-child abuse as banter or part of growing up

4. If a child tells you something

- Stay calm, listen, and let the child talk. Don't ask leading questions.
- Tell them you will need to share it with the person whose job is to help keep them safe. Never promise to keep it secret.
- Write down what was said in the child's own words, with the date, time and your signature, on the Safeguarding Concern Form.
- Pass it to the DSL the same day. If the child is in immediate danger, call 999 first.



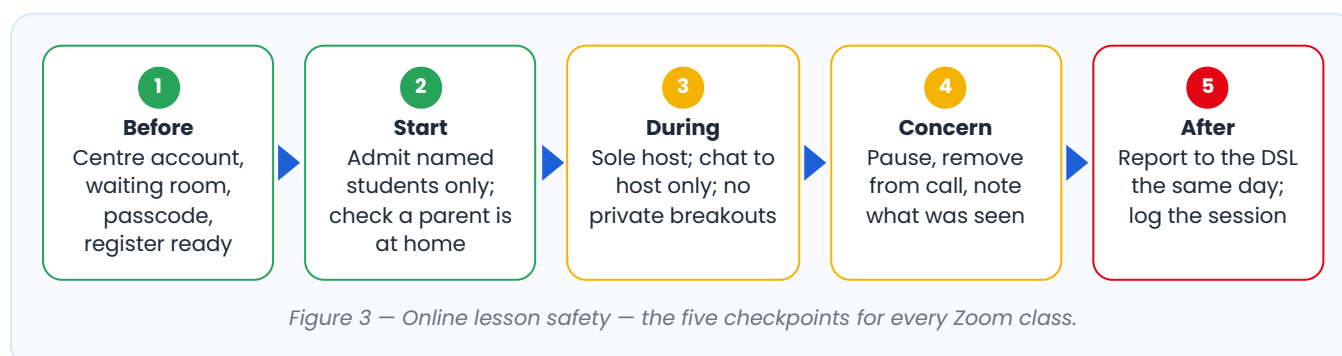
5. Concerns about an adult



Not every worry about an adult meets that threshold. Concerns that fall below it – a specialist whose manner with a child feels wrong, a rule bent, something that simply does not sit right – are still reported, to the DSL, and are handled under Policy 20.

6. Online lessons – protecting students and specialists

Online and in-person classes run at the same time. Online safeguarding protects the child from harm, and protects the specialist (the tutor teaching the class) from risk, misunderstanding and false allegation.



7. When online and in-person classes run at the same time

- Each class has its own named specialist; one person never supervises both a room and a Zoom call unsupervised.
- Where a lesson is streamed from the classroom, the camera faces the board, not the in-room students, unless photo consent is on file.
- The DSL or Deputy DSL is reachable by phone throughout every session, in person or online.
- Registers for both groups are completed within the first 10 minutes.

8. Safer recruitment

Everyone in regular contact with students holds an enhanced DBS with barred-list check before starting. For self-employed specialists the centre applies for the check on their behalf. References, identity and right-to-work are checked, and a single central record is kept by the Director. Conduct expected of everyone who works with our students is set out in Policy 20.

9. Contacts

Service	Contact
Birmingham Children's Advice & Support Service (CASS)	0121 303 1888 (Mon–Thu 8.45am–5.15pm, Fri 8.45am–4.15pm) CASS@birminghamchildrenstrust.co.uk
Out of hours – Emergency Duty Team	0121 675 4806
Birmingham LADO (allegations against adults)	Through Birmingham Children's Trust, within one working day
Police – emergency / non-emergency	999 / 101
NSPCC helpline for adults	0808 800 5000