

Oak Tutoring Partners Safeguarding Statement



Our contact details:

Name: Oak Tutoring Partners

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Date of Safeguarding Policy: 1st September 2023

This safeguarding statement details the procedures that Oak Tutoring Partners will follow to keep all students safe and how we will respond to any safeguarding concerns.

Purpose and Scope:

The purpose of our safeguarding policy is:

- to protect the student/children who receive tutoring services from Oak Tutoring Partners from any harm; both physically and mentally.
- to respond to any allegations and/or any concerns relating to the welfare of students who access our tutoring service.
- to make clear the ongoing training tutors at Oak Tutoring Partners will undertake to ensure that safeguarding protocols are up to date and understood by all.

This policy will be reviewed and updated on an annual basis; or before if there is a major change in safeguarding protocols.

Our Responsibilities:

At Oak Tutoring Partners, we have a responsibility for the safety and wellbeing of our students whilst they are in our care.

These responsibilities include:

- Ensuring our tutors have a current enhanced Disclosure and Baring Service (DBS) certificate.
- Ensuring that our tutors undertake appropriate safeguarding training at least once every year.
- Endeavouring to keep up to date with any new information regarding safeguarding and child protection and updating this policy accordingly to include any relevant changes.
- To report safeguarding concerns correctly and follow the correct procedures when contacting relevant bodies such as Nottingham City Council's MASH (children's) Team, the NSPCC or the Police.

Recording and Reporting safeguarding concerns:

If a student discloses that they are being abused or tells us matters that are of a concerning nature, the Tutor at Oak Tutoring Partners will:

- Provide the student with verbal confirmation that they have heard what the student is saying and that we will take their disclosure seriously.
- Allow the student to talk, without prompting them or asking leading questions, and minimise interruptions to the student.
- Reassure the student that they can speak freely about anything that is worrying them.
- Make it clear to the student that we cannot promise to keep anything they confidential because some information may need to be passed to other agencies in order to keep the student safe.
- Explain the actions we must take in a way that is appropriate to the age and understanding of the child.
- Make an objective written record of the conversation and use as many of the student's exact words as possible.
- Record the date, time, place and people who were present during the disclosure.
- Speak to the child's parents/ carers, if it is appropriate to do so without causing risk or harm to the child.
- Where necessary, ensure we will contact the local Safeguarding Lead (LADO) at Nottingham City Council, as soon as possible.
- If we are concerned that the child is in immediate danger, we will also contact the police.

Note: It will not be the responsibility of Oak Tutoring Partners to investigate the situation after we have passed on information to the relevant authorities.

Useful Contact Details:

Nottingham City Council MASH

[Multi Agency Safeguarding Children Hub \(MASH\) - Nottingham City Council](#)

Nottingham City Council LADO (Local Authority Designated Officer)

[Local Authority Designated Officer - Nottingham City Council](#)

NSPCC (for advice and guidance)

[NSPCC Helpline | NSPCC](#)

Police:

Call 999 or 101