Safeguarding Policy for Primary Tutoring with Catherine

Purpose

The purpose of this safeguarding policy is:

- to protect the children who receive tutoring services from myself (Catherine Pidduck), from harm;
- to respond to any allegations and / or any concerns relating to the welfare of a child that I tutor;
- to state the ongoing training I will undertake to ensure that safeguarding protocols are up-to-date and understood by myself.

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

Responsibilities

I recognise that I have a responsibility for the safety and wellbeing of my pupils. This responsibility includes:

- ensuring that I hold a valid enhanced DBS certificate. I have an enhanced DBS check registered on the annual update service and am happy to show my current enhanced DBS certificate to parents at any time;
- ensuring that I undertake appropriate safeguarding training annually;
- endeavouring to keep up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes;
- reporting safeguarding concerns correctly to the relevant bodies, following the local safeguarding procedures.

Reporting Safeguarding Concerns

If a child tells me that they are being abused or I suspect that there are safeguarding or welfare concerns in relation to a child that I tutor I will contact the Surrey Safeguarding Children Partnership. If I am concerned that the child is in immediate danger, I will call the police.

If a pupil tells me that they or another child is being abused I will:

- show that I have heard what they are saying, and that I take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
- record what I have been told, as soon as I can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

Key Contact Details

Surrey Safeguarding Children Partnership team (Surrey Children's Single Point of Access (C-SPA)):

phone 0300 4709100 (9am-5pm Monday to Friday) or email cspa@surreycc.gov.uk
Evenings, weekends and bank holidays (Emergency Duty Team) phone 01483 517898

NSPCC helpline:

phone 0808 8005000 (10am-4pm Monday to Friday) or email help@NSPCC.org.uk

Police:

Online contact form surrey.police.uk Non emergency phone number for police 101.
If I think that a child is in immediate danger I will call 999.

Training

I undertake training regarding safeguarding and child protection training every year. My most recent training was with the NSPCC: 'Child Protection for Tutors' 18/2/26. My safeguarding certificate can be viewed by parents on request.