



Child Protection

We at Helping Hand Tutoring (HHT) have a primary responsibility for the care, welfare and safety of the children/vulnerable adults we provide our service to and we will carry out this through our pastoral care policy, which aims to provide a caring, supportive and safe learning environment in which all our young people can learn and develop to their full potential.

Every effort is made to ensure that parents/carers feel confident to approach and trust the tutor and that they respect the position and role of them. (Parents/carers are encouraged to share, in confidence with the relevant tutor any changes in their home situation, which may affect their child.)

All our tutors have been subject to appropriate background checks. The tutors have also adopted a Code of Conduct when fulfilling each assignment.

The purpose of the following procedures on Child Protection is to protect our children by ensuring that everyone who works on behalf of HHT has clear guidance on the action which is required where abuse or neglect of a child is suspected.

The problem of child abuse will not be ignored by anyone who works on behalf of HHT.

Abuse may take a number of forms, including:

NEGLECT- the persistent or significant neglect of a child , or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

PHYSICAL- physical injury to a child, whether deliberately inflicted or knowingly not prevented.

SEXUAL -the actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

BULLYING- all tutors are vigilant at all times to the possibility of bullying occurring and will take immediate steps to stop it happening. Any complaint from a child that they are being bullied should be reported to the parent/carer immediately.

PROCEDURES FOR REPORTING SUSPECTED (OR DISCLOSED) CHILD ABUSE

The relationships which tutors have with children and parents/carers are based on trust and confidentiality, underpinning the secure, caring environment for growth and learning which we provide through HHT.

The designated representative for child protection is the director Mr. Simon McKee. In his absence, director Mrs. Claire McKee will assume responsibility for child protection matters.

If a child makes a disclosure to a tutor which gives rise to concerns about possible abuse, or a tutor has concerns about a child/vulnerable adult, **the tutor must act promptly.**

He/she should not investigate- this is a matter for the Social Services- but should report these concerns immediately to the designated representative of HHT, discuss the matter with him/her, and make full notes.

The designated representative will discuss the matter with the tutor and will decide whether, in the best interests of the child/vulnerable adult, the matter

needs to be referred to the Social Services. **If there are concerns that the child may be at risk, HHT is obliged to make a referral.** Unless there are concerns that a parent/carer may be the possible abuser, the parents/carer will be informed immediately.

No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. **The safety of the child/vulnerable adult is our first priority.**

Where there are concerns about possible abuse, the designated representative will inform the Social Services.

If a complaint about possible child abuse is made against a HHT tutor, a Director must be informed immediately. The above procedures will apply (unless the complaint is about the designated representative of HHT). Where the matter is referred to Social Services, the tutor will be removed from duties involving direct contact with children/vulnerable adults, and may be suspended from duty as a precautionary measure pending investigation by Social Services.

If any HHT feels unsure about what to do if he/she has concerns about a child/vulnerable adult, or unsure about being able to recognize the signs or symptoms of possible abuse, he/she should speak to the designated representative.

It should be noted that information given to the HHT representatives about possible child abuse cannot be held 'in confidence'. In the interests of the child/vulnerable adult, HHT tutors may need to share this information with other professionals. However, only those who need to know will be told.