

General Dos and Don'ts

Do

- ✓ Follow AT policies
- ✓ Show respect
- ✓ Make sure you're not alone with a child
- ✓ Avoid physical contact
- ✓ Avoid social networking and monitor your privacy settings (e.g. Facebook)
- ✓ Report any allegations or suspicions
- ✓ Ask if you're not sure

Don't

- ✗ Promise confidentiality
- ✗ Contact pupils through social media or online
- ✗ Share personal contact details with pupils
- ✗ Arrange to meet outside of Action Tutoring sessions
- ✗ Make inappropriate comments
- ✗ Touch pupils inappropriately
- ✗ Show favouritism
- ✗ Attend tutoring under the influence of alcohol or drugs

What to do if you are concerned

If a pupil discloses something to you:

Do not promise confidentiality. Report the disclosure to a teacher or Programme Coordinator as soon as possible. If possible ask for the Programme Coordinator or a teacher to be present before the child makes the disclosure.

You have concerns about your pupil but they have not disclosed anything to you:

Report any concerns to your Programme Coordinator, however big or small and we will let the school know.

Concern about another adult's behaviour:

Report to your Programme Coordinator, where you may be asked for a written report.

Contacts

If you have any concerns or questions about child protection and safeguarding please don't hesitate to get in touch, using one of the following options:

- Contact your Programme Coordinator or link teacher directly.
- Contact one of Action Tutoring's Safeguarding Officers, Susannah Hardyman or Jen Fox:



susannah@actiontutoring.org.uk
jen@actiontutoring.org.uk



02078034980

- Alternatively, email hello@actiontutoring.org.uk and mark your email 'For the attention of the Safeguarding Officer'.
- Action Tutoring also has a link trustee responsible for safeguarding, Fran Beckett. She can be contacted via hello@actiontutoring.org.uk.

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Safeguarding and
Child Protection:
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Why Safeguarding Matters

At Action Tutoring we believe all children have an absolute right to a childhood free from abuse, neglect or exploitation. All adults involved in our activities have a duty of care to safeguard and promote the welfare of the children we work with.

As an adult volunteering for Action Tutoring you are responsible for your own actions and behaviour and should avoid any conduct which would lead a reasonable person to question your motives or intention. This guide explains the key points of our safeguarding and child protection approach.

Crucially, if you have any questions or concerns about safeguarding during your time volunteering with us, please contact your Programme Coordinator or Action Tutoring's safeguarding officer immediately.

Types of Abuse

Abuse is categorised into seven main areas. Disclosures or concerns about any should be reported:

Physical Abuse

Physical injury to a child where there is suspicion that their injury was inflicted or knowingly not prevented. *Signs: bruises, cuts etc.*

Emotional Abuse

Ill treatment of a child which has severe adverse effects on their behaviour and emotional development. *Signs: noticeable or sudden changes in behaviour or attitude.*

Sexual Abuse

The involvement of children and adolescents in sexual activities, for which they are under age (under 16) or if they are over 16, for which they have not given informed consent. *Signs: overtly sexual language or inappropriate behavior.*

Neglect

Persistent or severe neglect of a child resulting in serious impairments of the child's health or development. *Signs: inappropriate food, clothing or bad hygiene.*

Extremism

A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Grooming

When someone builds an emotional connection with a child or a young person to gain their trust for the purposes of sexual abuse or exploitation.

Self-abuse

Any means by which a child or young person seeks to harm themselves. This can take lots of physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders.

DBS Procedures

To volunteer with Action Tutoring you will need to have an enhanced DBS check (Disclosure and Barring Services).

Action Tutoring can arrange to process one for you at no charge, or if you have a check already from another organisation we can accept this, along with photographic ID, as long as it has been issued in the last two years.

If you have a caution or conviction, this does not necessarily preclude you from volunteering with us, but we will need to carry out a risk assessment and share the information with the partner school you wish to volunteer at (with your consent).

It is better to notify us straight away if you know something will come up on your check.



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