

Safeguarding and Child Protection Guidelines

Do

- Follow Action Tutoring policies
- Show respect
- Make sure you are not alone with the child
- Avoid physical contact
- Avoid social networking and monitor your privacy settings on social networks
- Report any allegations or suspicions
- Ask if you are not sure
- Have fun

Don't

- Promise confidentiality
- Contact pupils 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
- Don't take any photographs of pupils or sessions

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.

What to do if you are concerned

If a pupil discloses something to you, do not promise confidentiality. Report the disclosure to the Programme Coordinator or teacher as soon as possible.

If you have concerns about your pupil but they have not disclosed anything to you, report any concerns however big or small to your Programme Coordinator.

If you have concerns about another adult's behaviour then please report this to your Programme Coordinator. You may be asked for a written report.

Online Tutoring Guidelines

- All tutoring sessions are recorded and stored safely for up to one term after you finish volunteering with us.
- Tutoring should only take place at the designated times agreed with the school.
- All backgrounds should be visible on your screen when tutoring and attire should be professional and appropriate.
- Do not record or take screenshots of tutoring sessions.
- There should be no other adults in the background of your sessions.



Contact Us

If you have any concerns or questions about child protection and safeguarding:

- Contact your Programme Coordinator or Link Teacher directly
- Contact Action Tutoring's Safeguarding Officer, Susannah Hardyman:

safeguarding@actiontutoring.org.uk

0203 8725894

Alternatively, email hello@actiontutoring.org.uk and mark your email 'For the attention of the safeguarding officer'.

Different types of abuse

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

Physical Abuse: Physical injury to a child where there is suspicion that their injury was inflicted or knowingly not prevented.

Emotional Abuse: Ill treatment of a child which has severe, adverse effects on their behaviour and emotional development.

Sexual Abuse: The involvement of children and adolescents in sexual activity for which they are under age.

Neglect: Persistent or severe neglect of a child resulting in serious impairments of the child's health or development.

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

Self Abuse: Any means by which a child seeks to harm themselves. This takes physical forms such as: cutting, bruising, scratching, poisoning, eating disorders and overdosing.

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.

