

Safeguarding and child protection

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

As an Action Tutoring volunteer, 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 our Safeguarding Officer immediately.

You can contact our Designated Safeguarding Officer by email at safeguarding@actiontutoring.org.uk or by phone at 0300 102 0094.

If you have a safeguarding concern

Remember that **no concern is too small to report**. Report any concern to your Programme Coordinator as soon as possible.

If they are not available, please report your concern right away to our Safeguarding Officer at safeguarding@actiontutoring.org.uk.



If a pupil makes a disclosure to you:

- Do not promise confidentiality.
- Allow them to speak without interruption. Be non-judgemental.
- Listen carefully and try to remember what the pupil has said.
- Do not ask leading questions or try to investigate the issue.
- Let them know you have to tell someone if what they share worries you.
- Contact your Programme Coordinator or the Safeguarding Officer immediately. Report the facts as you understand them, including the pupil's name and the account they have given, in their words.

Safeguarding dos and don'ts

Do

In all sessions:

- Follow our safeguarding policies.
- Treat all pupils with respect.
- Avoid being alone with pupils. If this cannot be avoided, make sure the door is open at all times.
- Dress appropriately.
- Keep your phone away and on silent.
- Avoid physical contact with pupils.
- Strongly consider making your social media profiles private.
- Block any requests from pupils to connect with you on social media sites, and tell your Programme Coordinator what happened.
- Pass on any concerns or disclosures to us right away.

Additionally, in online sessions:

- Only conduct tutoring at the designated time and date.
- Make sure your background while on camera is appropriate.
- Keep your webcam on throughout.
- Be aware that sessions are recorded and stored securely for six weeks.

Safeguarding dos and don'ts

Don't

In all sessions:

- Touch pupils, except for a handshake, elbow-bump or high-five.
- Arrange to meet pupils outside of sessions.
- Communicate with pupils online.
- Connect with pupils on social media or look them up online.
- Share your contact details with pupils or ask for theirs.
- Promise confidentiality.
- Attend tutoring sessions under the influence of alcohol or drugs, or be seen smoking including e-cigarettes or any other substance not permitted to under-18s.
- Take photographs of pupils.
- Make comments or remarks that make any pupil feel excluded.
- Show favouritism.

Additionally, in online sessions:

- Allow anyone not approved by us to be present during tutoring.
- Record or take screenshots of sessions.
- Share links to any content not approved by us in advance.
- Use the 'screen share' function.

Recognising different types of abuse

Many of these forms of abuse can take place online as well as in person.

Physical abuse

Injury to a child where there is knowledge or reasonable suspicion that their injury was inflicted or knowingly not prevented.

Neglect

Persistent or severe neglect of a child resulting in serious impairments of the child's physical and mental health or development.

Emotional abuse

Ill treatment of a child which has severe, adverse effects on their behaviour and emotional development. This includes serious bullying and cyberbullying.

Mental health concerns

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Grooming

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

Child sexual and criminal exploitation

An individual or group uses an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity.

Self-abuse

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

Peer-on-peer abuse

Abuse of a child by another child. Examples include bullying, physical abuse, sexual violence or harassment, upskirting, sexting and initiation or hazing violence and rituals.

Sexual abuse

The involvement of children and adolescents in sexual activities. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Female Genital Mutilation

This comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Serious violence

These may lead to increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Domestic abuse

This can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional.

Radicalisation

This can present as extremism which includes active opposition to fundamental values such as democracy, rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.