

ACE Tuition Harpenden

Safeguarding Policy Statement

October 2023

The purpose and scope of this policy statement

The purpose of this policy statement is as follows:

- to protect from harm the children and young people (and adults) who receive the services of ACE Tuition Harpenden;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of ACE Tuition Harpenden.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

Supporting documents

This policy statement should be read alongside our other related policies and documents:

- terms and conditions of service
- privacy policy
- health and safety

We believe that

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that

- the welfare of children is paramount in all the work we do and in all the decisions we take;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- extra safeguards may be needed to keep children who are additionally vulnerable

safe from abuse.

We will seek to keep children and young people safe by

- valuing, listening to and respecting them;
- adopting child protection and safeguarding best practice through our policies and procedures;
- developing and implementing an effective online safety policy and related procedures;
- providing effective management for any staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting any staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations];
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions;
- making sure that children, young people and their families know where to go for help if they have a concern;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against any staff and volunteers

appropriately;

- creating and maintaining an anti-bullying environment and ensuring, if any staff or volunteers are employed/enlisted, that we have a policy and procedures to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place, if any staff or volunteers are employed/enlisted;
- ensuring that we provide a safe physical environment for our children, young people and any staff and/or volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where any staff and/or volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Lead for child protection & safeguarding: Amy Salem, ACE Tuition Harpenden

Phone: 07748 200 356

Email: amy@acetuitionharpندن.co.uk

NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 25.10.23

Digitally signed: Amy Salem

Date: 25.10.23