

Ieducate Centre Limited

Safeguarding Policy

Introduction

Ieducate Centre Limited carries out activities which bring our employees and self-employed tutors into regular unsupervised contact with children. This includes providing tutoring and educational services at Ieducate Centre Limited. Ieducate Centre Limited takes its responsibilities to safeguard and protect the interests of all young children very seriously.

This policy is non-contractual but indicates the way in which Ieducate Centre Limited intends to deal with such matters.

Scope of this policy

This policy applies to all self-employed tutors, employees, workers or volunteers whose duties bring them into contact with children.

Aims of this policy

This policy aims to create and maintain the safest possible environment for the children with whom we deal, as well as for our self-employed tutors, employees and workers, and all reasonable steps will be taken to prevent all parties from harm.

Legal considerations

There is a considerable body of legislation designed to ensure that children are protected and it is important to understand that everyone is responsible for their safety. The main acts include:

- the Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006 (VBS)
- Conduct of Employment Agencies and Employment Business Regulations 2003
- Protection of Children Act 1999/Criminal Justice and Court Services Act 2000
- Care Standards Act 2000
- The Police Act 1997
- The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997
- The United Nations Convention on the Rights of the Child
- Health and Safety at Work etc Act 1974 (HASAWA)

Criminal records

No-one will be permitted to undertake a role which involves regular contact with children without a satisfactory Disclosure and Barring Service (DBS) check.

Planning and supervision

All activities or assignments involving children should be planned in advance to ensure they take into account the age range and ability of the participants. Staff, volunteers or freelancers supervising assignments involving children should be competent to do so. Supervision should take account of the age, gender, nature of the activity and any special needs of the individuals. Where appropriate, a risk assessment will be undertaken and documented.

Physical contact

On no account should any self-employed tutor, employee, worker or volunteer have any physical contact with a child unless it is to prevent accident or injury to themselves or anyone else (eg to prevent a fall), or in the case of medical assistance being needed (eg to administer first aid), or to provide nursing or other general care, in which case the prior consent of the affected person should be requested where possible. Where appropriate, consent from parents or those with parental or caring responsibility should be obtained.

If a child is hurt or distressed, the worker should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person's own behaviour.

Communication

When a tutor or any leducate Centre employee is in direct contact with students (for example via email or other electronic communication) it is vital that the parent or guardian is included in all correspondence. Tutors should have no direct contact with students that parents or guardians are not party to.

Communication with children is vital in establishing relationships built on trust. Those working with children should listen to what they are saying and respond appropriately. Children are entitled to the same respect as any self-employed tutors, employees, workers and volunteers. It should also be made clear to them what standards of behaviour and mutual respect are expected from them.

Those working with children should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable. Workers should also note that what may be acceptable language to their friends may not be regarded as such by those of an older generation.

Behaviour and abuse

We should all aim to promote an environment of trust and understanding. Those working with children should not tolerate unsociable behaviour but should try to ensure good working relationships.

All self-employed tutors, employees, workers and volunteers at leducate Centre Limited have a strict duty never to subject any child to any form of harm or abuse.

Suspensions of abuse

Any worker who witnesses or suspects abusive behaviour towards a child should record the details and report it to a leducate Centre Director. It is NOT the individual's responsibility to investigate his/her suspicions - this requires expertise he/she is not expected to have.

Any allegations of abuse made against anyone working for leducate Centre Limited will be thoroughly investigated and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) or termination of any agreement (for self-employed tutors, workers or volunteers).

A Director of leducate will appropriately record an allegation or reported incident. He/she will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary.

Safety

The safety of the people we work with is paramount and we are committed to providing a safe environment within which to work. Those working with children should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment.

If transporting children, the transport should be checked to ensure it is roadworthy and adequate for the purpose. Any equipment used must be safe and only used for the purpose for which it is intended. Users should be adequately trained. Appropriate insurance should be up to date and adequate to cover such assignments.

Confidentiality

All personal information regarding children is highly confidential and should only be shared with appropriate people on a need to know basis. Information will be stored in leducate Centre at 117 Victoria Road, access limited to employees who are required to access it to fulfil their duties and will only be kept for as long as is needed.

Anyone who is likely to have access to confidential material regarding children, or any of the bodies on behalf of whom leducate Centre Limited is working, may be required to sign a non-disclosure agreement. The requirement for confidentiality is emphasised.

Contact outside of work

Contact should not be made with any of the children with whom we are working for any reason unrelated to the particular work. In particular, our self-employed tutors and employees are required to maintain our reputation for integrity and responsibility in dealing with such people, and should not enter into any social or other non-work related arrangements with them.

Gifts and inducements

On no account should anyone from leducate Centre Limited give a child a gift or buy refreshments etc which could be in any way considered as a bribe or inducement to enter into a relationship with the leducate Centre Limited person or give rise to any false allegations of improper conduct against the individual.

Communicating this policy and concerns

All employees, workers and volunteers at Ieducate Centre Limited will be made aware of this policy and a copy will be available via the Ieducate Centre website.

Furthermore, a copy of this policy will be made available to all relevant bodies with whom we work and will be made available to parents and carers of children with whom we plan to work.

Any concerns about the assignment or people involved should be addressed with an Ieducate Centre Director.

Breach of this policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) and termination of any agreement (for self-employed tutors, workers or volunteers).

Implementation, monitoring and review of this policy

Amer Saleem has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to Amer Saleem at 117 Victoria Road, Romford, Essex, RM1 2LX or info@ieducatecentre.com.