



SAFEGUARDING CHILD PROTECTION POLICY & GUIDANCE

Sophia Technologies Ltd.



Updated: September 2019

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Registered Company (11541298)

Sophia

CHILD PROTECTION STATEMENT and GUIDANCE

1. Introduction

Registered Sophia Tutors will ensure that their pupils are given tuition in a congenial and safe environment. Each tutor has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008).

The Designated Safeguarding Officers for Sophia are: David McCarthy / Melissa McBride

2. Policy Statement

Sophia Tutors are committed to ensuring that:

- a) the welfare of the child is paramount;
- b) all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity are able to receive the benefit of tutoring in a safe environment;
- c) all reasonable steps are taken to protect children from harm, discrimination and
- d) demeaning treatment and to respect their rights, wishes and feelings;
- e) all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately;
- f) all Sophia Tutors who work with children should seek guidance and/or training in good practice and child protection procedures; they work in partnership with parents and children – which is essential for the protection of children.
- g) they provide a caring, positive, safe and stimulating environment in which students can learn and which promotes the wellbeing of the children being taught.

3. Sophia's Role

Sophia offers guidelines to our tutors and will give advice on how to deal with a Child Protection incident or concern, but Sophia or its tutors do not act as a DCPO or LADO.

Any tutor working for Sophia who requires help and support on a Child Protection issue should in the first instance report the incident to our Designated Safeguarding Officer David McCarthy at David.mccarthy@sophia.app or call us during office hours. Sophia will in turn refer the case to the LADO or DCPO as is deemed necessary.

Any tutor who has a safeguarding concern may also refer any Child Protection concerns directly to the LADO in their local council. Safeguarding emergencies should be immediately referred to the local LADO or police.

4. Monitor and review the policy and procedures

This policy shall be reviewed every 3 years or whenever there is a major change in the organisation or when there is relevant legislation. Each review will be dated for reference.

5. SAFER RECRUITMENT POLICY

a) Sophia adheres to our recruitment policy written in accordance with the Safer Recruitment guidelines as published by the government, to ensure that all tutors are qualified and suitable as far as can be reasonably ascertained.

b) Appropriate checks (enhanced DBS Disclosures) must be carried out or requested on all potential tutors and office staff working for Sophia, and references taken up and verified by the Sophia education team.

c) When invited for interview, tutors will be asked to account for any gaps in employment history.

d) Sophia has our own Child Protection Policy and has appointed a Designated Child Protection Officer who holds a Level 3 “Leading on Child Protection Course” in order to deal with disclosures/allegations.

e) Sophia recommends that all Tutors complete an online Child Protection Course. These can be completed online via www.childprotectioncompany.com

6. APPLICANT VETTING

Sophia requires all registered tutors to have a DBS less than one year old. Sophia offer a service whereby the tutor can apply for a disclosure through Security Watchdog (Capita).

Initially, Sophia will cross reference ID and proof of address documents which accompany applications. Tutors must ensure that all original documents are provided during the On Boarding process. Copies of these documents must have been certified by the Post Office. Sophia then submits the documents to Capita who complete the DBS application through the Disclosure & Barring Service itself.

7. SAFEGUARDING COMPLIANCE

- a) Tutors must provide original or certified copies of Photo Id when interviewed. A photocopy will be taken and retained and stored safely.
- b) All information on tutors will be stored on a Single Central Record (SCR). This should include address and contact details, Photo ID, DBS check, and details of references sought and sight of degree certificates/other qualifications. Sophia currently holds up-to-date Data Protection cover.
- c) All Sophia tutors must hold an up-to-date Enhanced DBS Disclosure. A Disclosure is only valid for three years, after which a tutor will be re-checked, unless they have bought into the DBS Up-Date scheme.
- d) Dates of issue and numbers for DBS Disclosures will also be kept on the SCR.
- e) Sophia Tutors are required to read the Sophia Child Protection Guidance document, sign up to and adhere to our policy on Safeguarding and Child Protection.
- f) All Sophia office staff who come into contact with children are also DBS checked.
- h) If a parent is not able to be present, then there should always be another adult in the home when a child is being tutored, for the “protection” of the tutor as well as the child.
- g) It is illegal for a teacher/tutor to enter into a sexual relationship with a student, even if the student is over the age of consent (i.e. over 16). Tutors, like school teachers, are operating in a similar position of trust and thus must also abide by this law.

8. ALLEGATIONS

- a) Allegations against a tutor who may have behaved in a way that has or may have harmed a child, or committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests he or she is unsuitable to work with children, will be reported immediately to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer) in the local authority where the incident is alleged to have taken place.
- b) Advice on how to deal with an allegation can be sought from the LA Education Welfare Service or Child Protection Unit.

9. CHILD PROTECTION INCIDENTS

9.1 A Child Protection incident usually includes some of the following scenarios but this list is not intended to be a formal and all inclusive definition. A typical CP incident is when:-

9.1.1 a tutor receives some information about a child or young person either from the child directly or from another source, which could potentially cause serious harm to the child, either physically or psychologically.

9.1.2 a tutor observes a situation (e.g. risk in a child's environment which could potentially cause serious physical or psychological harm).

9.1.3 a company/agency and/or parent receives information about a tutor either from the child directly or from another source, that could potentially cause serious harm to the child, either physically or psychologically.

10. RECORDING A CHILD PROTECTION INCIDENT

10.1 All Child Protection incidents must be recorded. Sophia will keep a record of all Safeguarding and Child Protection concerns and pass on information to the relevant authorities where required by Safeguarding laws and regulations.

Where a Safeguarding concern has been raised to Sophia, it is essential that we:

10.1.1 Speak individually with all parties concerned

10.1.2 Write a record of all conversations

10.1.3 Write up all telephone conversations with a written report to send to LADO/ Child Protection Unit (at the local authority where the incident took place) who will deal with the allegation.

10.2 All allegations should be dealt with expeditiously, thoroughly, fairly and with common sense and professional judgement. Any investigation should be carried out as quickly as possible and a decision reached as to whether the allegation is borne out or not supported.

Dependent on this the outcome of the investigation could have one of three outcomes: a) unsubstantiated, b) substantiated in part or in whole but can be dealt with by disciplinary procedures. C) substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or DCPO (Designated Child Protection Officer.)

Name:

Date:

Signed: