

**ASTRAL TUITION SERVICES' SAFEGUARDING, CHILD PROTECTION AND SAFER  
RECRUITMENT POLICY**

<b><u>Contents</u></b>	<b><u>Page No</u></b>
1) Statement of intent	2
2) Building Children's Resilience	2
3) Scope	2
4) Definitions	2
5) Responsibilities of Designated Safeguarding Lead (DSL) and Staff	2
6) Virtual Learning	3
7) Responding to Reports and Concerns about Child Abuse	4
• General Response	4
• Reports of concern about staff and professionals	4
• Reports of concern about peer abuse	5
• Discussing concerns with parents	5
• Records	5
• Confidentiality and Information Sharing	5
8) Types of Abuse and Specific Safeguarding Situations	6
• Physical Abuse	6
• Sexual Abuse	7
• Emotional Abuse	7
• Neglect	8
• Child Sexual Exploitation	8
• Honour-Based Violence: FGM; Forced Marriage; Breast Ironing	9
• Child Criminal Exploitation	11
9) SEND Children	11
10) Looked After Children, Child Protection and Children in Need	11
11) Private Fostering	11
12) Preventing Radicalisation	12
13) Children and Young People's Mental Health	13
14) Safer Recruitment	14
15) Vulnerable Adults	15
16) Contacts and Resources	15
Appendices	
i: Legislation and Statutory Guidance	17
ii: The Prevent Duty – further information	18

## 1) Statement of intent

This document details Astral Tuition Services' safeguarding policy. It is compliant with relevant legislation and statutory guidance, a full list of which is found in Appendix i. Astral Tuition Services will safeguard children in our care even if concerns extend beyond our services. We are committed to ensuring the physical and emotional well-being of all children and young people who come into contact with our service. **We are clear that our obligation is to child protection and we understand that confidentiality cannot be a barrier to safeguarding.**

## 2) Building children's resilience

The underpinning ethos of our work with children is their wellbeing and safety and equipping them with the knowledge and skills to live a life that is fulfilled and contributes to society. Building resilience is crucial to this.

Therefore Astral Tuition Services will -

- Provide a safe environment for debating controversial issues.
- Promote fundamental British values, alongside pupils' spiritual, moral, social and cultural development.
- Allow pupils time to explore sensitive and controversial issues.
- Provide pupils with the knowledge and skills to understand and manage potentially difficult situations, recognise risk, make safe choices and recognise where pressure from others threatens their personal safety and wellbeing.
- Equip pupils to explore political and social issues critically, weigh evidence, debate, and make reasoned arguments.
- Teach pupils about how democracy, government and law making/enforcement occurs.
- Teach pupils about mutual respect and understanding for the diverse national, regional, religious and ethnic identities of the UK.

## 3) Scope

This policy relates to all children and young people who use our service. It also applies to any staff employed directly by Astral Tuition Services and to agency staff whilst they are working for Astral Tuition Services and to volunteers.

## 4) Definitions

- The Children Act 1989 defines a child as any person under the age of 18 years.
- Statutory agencies may refer to the Local Authority Social Services, the police or the child's school
- Astral Tuition Services defines safeguarding as the protection and promotion of the welfare of children. This comprises -

- 1) Promptly referring reports of concern to statutory agencies
- 2) Encouraging the growth of children's health and development
- 3) Endeavouring to ensure children are treated effectively and safely
- 4) Endeavouring to ensure children have the best outcomes.

## 5) Responsibilities of Designated Safeguarding Lead and Staff

The Designated Safeguarding Lead for Astral Tuition Services is **Rosealine Allen**. The DSL Lead must:

- Refer all cases of suspected abuse to children's social care, or the police if necessary.
- Be alert to the specific requirements of children in need and children who have Child Protection Plans, or who are Looked After.

- Be alert to the high vulnerability of children with special educational needs and/or disabilities and young carers
- Ensure that statutory agencies receive child protection or safeguarding concerns in a speedy fashion, noting the date that referrals were made to statutory services and recording confirmation of receipt of that referral
- Ensure that the DSL and staff are up-to-date with DBS checks
- Ensure that all staff access Astral Tuition Services' safeguarding training and that their induction fully discusses this
- Refer safeguarding concerns about staff to the appropriate Designated Officer, police and professional bodies as appropriate.
- Ensure that Astral Tuition Services' Safeguarding Policy is annually reviewed and updated as appropriate
- Act as a source of support, advice and expertise to staff members on matters of safeguarding.
- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how Local Authorities conduct a child protection case conference and a child protection review conference, in order to be able to attend and contribute to these effectively when required to do so.
- Obtain access to resources and attend relevant training events.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Link with the Local Safeguarding Board to ensure that staff members are aware of training opportunities and up-to-date safeguarding policies.
- Ensure that child protection concerns are shared with other education providers, as relevant.

**All Staff Members** must:

- Adhere to Astral Tuition Services' Safeguarding Policy
- Safeguard children's wellbeing and maintain public trust in Astral Tuition Services as part of their professional duties.
- Provide a safe environment in which children can learn.
- Report any safeguarding or child protection concerns to the DSL as soon as possible and certainly within one hour of the end of the lesson, making their written record as soon as possible and forwarding that to the DSL
- Call the police or social services in the event of a child being at immediate risk of harm to life or limb
- Discuss with the DSL concerns or indications that a child may be at risk of significant harm, even if no specific child protection event is presenting
- Keep an accurate written record of any concerns and pass that record to the DSL
- Identify children who may be in need of extra learning help
- Support statutory services when making decisions about individual children, as required and in collaboration with the DSL
- Report any concerns about extremism from anyone using Astral Tuition Services to the DSL
- Follow the Astral Tuition Services' procedure for and approach to preventing radicalisation as detailed in this policy and in Appendix ii.

## **6) Virtual Learning**

Astral Tuition Services recognises that the ongoing pandemic may necessitate the need for virtual learning and that notwithstanding the pandemic, virtual learning is more practical for some pupils. Virtual learning may take place using the Zoom or Teams platform, in addition to WhatsApp messaging.

Astral Tuition Services will require parents/carers who hold Parental Responsibility (PR) to give written signed consent for their child to be tutored virtually and for Astral Tuition Services to hold email addresses and/or phone numbers as part of a child's records. A parent or carer must be present at the start of the online tutoring session. The computer or electronic device used for the virtual learning must be used in a room in the child's house that has public access and the door must be left open.

Any safeguarding concerns observed during a virtual lesson will be treated and reported in the usual way as detailed in Astral Tuition Services' Safeguarding Policy.

Astral Tuition Services staff members who are providing tutoring virtually must *not* use a computer or electronic device sited in a bedroom or otherwise private space in their home, *unless* they use a background filter/screen. The tutor will only hold tutoring sessions at the agreed times. The tutor will only access online sources relevant to the tutoring session and learning needs. The tutor will be dressed appropriately, as for tutoring in person. Adults in the tutor's home should not have sight of the screen during tutoring sessions.

### **7) Responding to reports and concerns about child abuse**

It is important to remember that confidentiality cannot be promised when receiving a report about a safeguarding matter. Children need to be reassured that their concerns are taken seriously and will be shared with a person, perhaps a Social Worker, or a Police Officer, who can help to think about the best way to keep the child safe, but that their information will not be given to anyone unnecessarily.

In the first instance, Astral Tuition Services' staff should discuss any concerns about child abuse with the Designated Safeguarding Lead. The DSL should take advice from the Local Authority Children's Duty Line during office hours, or from the relevant Out of hours/Emergency Duty Team (EDT) at any other time. In some situations, it may be appropriate for the DSL to initially discuss the concerns with the child's school, or there may be an ongoing dialogue with the school about managing the concerns. It is important for staff members to avoid interrogating the child or parents, beyond seeking clarity of the concern if necessary.

However, should Astral Tuition Services' staff have a report or indication that there may be an immediate risk to life or limb, they should call the police in the way they would for any emergency situation and update the DSL as soon as practicably possible.

Should staff receive a direct report of a girl having been a victim of FGM, the staff member concerned must report that directly to the police and update the DSL as soon as practicably possible afterwards (see p9 for statutory guidance).

As a matter of routine, staff members should inform the DSL if a child is missing lessons without a reasonable and plausible explanation by the parents/carers, as this can be an indicator of concern. The DSL will inform the school/referrer and statutory agencies as appropriate. Staff members should inform the DSL in the event of a parent cancelling lessons on the basis of having decided to home-school.

As a matter of routine, staff members should inform the DSL if they become aware that there are Care Proceedings pertaining to a child, or if there are criminal proceedings in the child's family. The DSL will discuss with the school/referrer and take advice as appropriate.

### **Responding to reports about abuse by staff and other professionals**

Should Astral Tuition Services' staff receive a report or concern that a professional may have abused a child, or behaved in a way that may cause harm to a child, or committed a criminal

offence against a child, they should report to the DSL, who should report to the appropriate Designated Officer within one working day if possible. NB: the appropriate Designated Officer will be the Officer covering the area where the professional is employed.

Should Astral Tuition Services' staff receive a report that the DSL may have abused a child, or behaved in a way that may cause harm to the child, or committed a criminal offence against a child, the staff member should seek advice directly from the Local Authority Children's Duty Line, or they may report directly to the Designated Officer within one working day if possible.

Should the DSL receive a report that an Astral Tuition Services' staff member may have abused a child, or behaved in a way that may cause harm to a child, or committed a criminal offence against a child, the DSL should follow the company's own internal protocols, as well as informing the relevant Designated Officer.

### **Responding to reports about peer abuse**

Should Astral Tuition Services' staff receive a report from a child or young person that they are being abused (physically, sexually, or emotionally) or controlled and/or coerced into unwanted behaviour by a peer, this should be treated as a safeguarding issue and referred to the DSL in the usual way and properly recorded. The DSL should ensure that the involved schools/referrers are updated and report to the police and Local Authority as appropriate. Should the children concerned be sharing tutoring sessions, or if there is a possibility that they may have contact with each other via being tutored by Astral Tuition Services, the Astral Tuition Services' staff member should update the DSL as a matter of urgency and take advice about the future management of lessons whilst the DSL liaises with statutory agencies and referrers. All observations, concerns, decisions and actions should be properly recorded as for any other safeguarding concern.

### **Discussing Concerns with Parents**

Astral Tuition Services' staff members should resist an urge to discuss safeguarding concerns with parents, but should instead take advice from the DSL, who will make a decision about whether to discuss concerns with parents prior to approaching statutory agencies. Should the DSL choose to approach parents, the reasoning for that decision must be comprehensively recorded.

### **Records**

It is important to make a written, accurate, record of concerns as soon as possible after the relevant event or observation of concern. Remember to separate fact from opinion. If recording a conversation, or a specific comment, try to quote the exact words, making it clear that it is a direct quotation; otherwise, summarise the conversation as accurately as possible. When making a record of any mark or bruise observed on an exposed part of a child's body, be clear about the location and colour of the mark and approximate size. Sign the report and record the names of any witnesses and pass the report to the DSL, who will be responsible for keeping the record secure for the length of time required by data protection regulations. Please refer to Astral Tuition Services' GDPR policy for further information.

It is important to remember that safeguarding records might be requested by statutory agencies, or Court, and that information contained therein may at a later date be required to help a child navigate a difficult and confusing time in their life; accurate, factual and timely recording is therefore crucial.

### **Confidentiality and Information Sharing**

Astral Tuition Services will keep all children and staff details confidential, unless there are safeguarding concerns, in which case information will be shared with appropriate statutory agencies. Astral Tuition Services recognises and adheres to the seven principles of information-sharing -

- Remember that the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 you may still share information without consent if, in your judgment, there is good reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
- Consider safety and wellbeing: Base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see Caldicott principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. (*Govt Information Sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018*)

## 8) Types of abuse and specific safeguarding situations

### Physical Abuse

*A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Working Together 2018).*

Astral Tuition Services will refer to statutory agencies in the event of a child reporting deliberate physical abuse as defined above; in the event of a child reporting physical chastisement that has resulted in bruising or a long-lasting mark (for example, a hand-print); in the event of a child reporting having been chastised with an implement, with or without a consequent mark and in the event of noticing other signs or indications that physical abuse has or may be consistently taking place, for example –

- unexplainable marks on an exposed part of the child's body
- a child wincing or otherwise indicating pain that cannot be explained or has an unreasonable explanation
- a child who has physical injuries for which no appropriate medical care has been sought
- a child whose parent has a pattern of remarking about the child being unwell/making medical appointments, despite no evidence of illness, or evidence to the contrary
- a child – particularly an infant – who has been shaken

At no stage should Astral Tuition Services' staff ask or seek to examine an unexposed part of a child's body when concerned about physical abuse, unless the injury is serious and an immediate threat to life or limb and the staff member is a qualified First Aider – in this case, the staff member

should call emergency services in the usual way and conduct First Aid seeking the usual permissions in line with their training.

### **Sexual Abuse**

*Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. (Working Together, 2018)*

Astral Tuition Services will refer to statutory agencies in the event of a child reporting concern about sexual abuse, or our staff witnessing or hearing indications that a child is being sexually abused, for example –

- reports of bruising in unusual areas, i.e. lower stomach, inner thigh, groin
- unresolved and persistent stomach pain,
- a reluctance to engage with certain individuals,
- age-inappropriate awareness of sexual matters,
- pregnancy
- being in receipt of expensive and inappropriate gifts
- absconding
- self-harm
- sexual abuse of other children

### **Emotional Abuse**

*The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. (Working Together 2018)*

**NB: a child witnessing Domestic Violence constitutes significant harm.**

Astral Tuition Services will refer to statutory agencies in the event of a child reporting emotional abuse, or in the event of our staff witnessing a child being treated in an emotionally abusive manner, for example:

- being called derogatory names by adults/other family member
- being denigrated, e.g. “She’s a stupid child”, “He’s ugly”
- expecting the child to attain educational standards beyond their capability/developmental capacity
- preventing them from appropriate peer-interactions (socialising)
- witnessing or hearing Domestic Violence – ‘seeing or hearing the ill-treatment of another’ – see above).

- Noting that the child lacks confidence/is anxious

### **Neglect**

*The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:*

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);*
- Protect a child from physical and emotional harm or danger;*
- Ensure adequate supervision (including the use of inadequate care-givers);*
- Ensure access to appropriate medical care or treatment.*

*It may also include neglect of, or unresponsiveness to, a child's basic emotional needs (Working Together, 2018)*

Astral Tuition Services will refer to statutory agencies in the event of a child reporting being treated in a way that would constitute neglect, or in the event of our staff witnessing a child being treated in an neglectful manner, for example –

- observing that a child is consistently smelly or dirty
- observing that a child is inappropriately dressed (for example clothing that isn't warm enough)
- observing that a child's home environment is unsafe or filthy
- noting that a child lacks adequate and age-appropriate supervision
- being aware that a child is not being taken for appropriate medical treatment

### **Child Sexual Exploitation (CSE)**

*Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology (Working Together, 2018) .*

Astral Tuition Services will refer to statutory agencies in the event of a report from a child that they are or may be sexually exploited. If the concern is such that the child may be in immediate danger, Astral Tuition Services will report directly to the police. Astral Tuition Services' staff will also refer to statutory agencies any observations that may indicate that a child is being sexually exploited, for example –

- sexting, i.e. sexual text messages or inappropriate photos/videos on phones or electronic devices
- unknown adults or older children waiting to meet the child after school or tuition
- indication of gang involvement
- attendance at parties with older individuals
- expensive and inappropriate gifts
- pregnancy
- isolation
- absconding
- travelling to different parts of the country (being trafficked)



## Honour-Based Violence

*There is no specific offence of 'honour'-based violence. However, the Crown Prosecution Service describes 'honour'-based violence' as an incident or crime "which has, or may have, been committed to protect or defend the 'honour' of the family and or the community." 'Honour' can be the motivation, excuse or justification behind a range of violent acts against women and girls.*

*You may recognise 'honour' as **Izzat, Ghairat, Namus or Sharam.** (Refuge.org.uk)*

**Honour-based violence includes, but is not limited to, FGM and Forced Marriage:**

### Female Genital Mutilation (FGM)

*Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done.*

*It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.*

*FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts.*

*It's illegal in the UK and is child abuse.*

*It's very painful and can seriously harm the health of women and girls.*

*It can also cause long-term problems with sex, childbirth and mental health.(NHS website, overview of FGM)*

Astral Tuition Services will report **directly to the police** any report or indication from a girl that she has been subjected to Female Genital Mutilation. Statutory guidance:

**The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:**

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. Reports under the duty should be made as soon as possible after a case is discovered, and best practice is for reports to be made by the close of the next working day. In order to allow for exceptional cases, a maximum time frame of one month from when the discovery is made is allowed (statutory guidance, July 2020).

Astral Tuition Services will report to statutory agencies any **suspicion** that FGM is planned or may be conducted.

Risk factors:

- girls belonging to a community that practices FGM
- trips planned abroad during long school holidays, particularly to countries known to practice FGM
- girls talking about a 'festival', or ceremony at which they will become a woman
- older female relatives visiting from overseas. NB: FGM takes place in the UK
- girls suddenly being withdrawn from Personal, Social and Health care lessons

## Indicators

- bladder/menstrual problems
- incontinence
- long periods of time spent in the toilet
- pain upon sitting down or moving
- girl indicating that she wants to confide in a teacher but unable to articulate the issue due to embarrassment or fear
- absences from school
- reluctance to take part in sports/PE

## Forced marriage

*Forced Marriage is a crime and is child abuse.*

*“A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.” (The Right to Choose, Multi-Agency Guidance for dealing with Forced Marriage).*

*NB: Forced Marriage is different from an arranged marriage*

Astral Tuition Services will refer to statutory agencies in the event of a child reporting plans for their forced marriage, or observing or being made aware of factors that may indicate forced marriage is planned

## Risk factors/indicators:

- withdrawal from education
- request for extended leave from education by those who hold PR
- surveillance by other family members
- failure to return from visits to country of origin
- decline in school behaviour, performance or engagement
- withdrawal from extra-curricular activity
- family history of forced marriage
- running away

## Breast Ironing

*Breast flattening, or breast ironing is the process during which pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely. (National FGM Centre website).*

*Breast ironing is physical abuse.*

Astral Tuition Services will refer to statutory agencies any report from a girl that she has been forced to undergo breast ironing or flattening, or in the event of being made aware or observing factors that indicate breast ironing may be taking place, for example –

- other females in the family have been victim to breast ironing
- a girl is withdrawn from PE/sports
- a girl is withdrawn from Physical, Social and Health classes
- a girl and her family have limited integration into UK culture
- a girl indicating that her chest is painful
- noticing that a girl's chest is bound

## **Child Criminal Exploitation**

*Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes... Organised criminal gangs groom children and young people because they're less suspicious and are given lighter sentences than adults. (NSPCC website).*

Astral Tuition Services will refer to statutory agencies any report from a child that they are being criminally exploited, or any indications that may indicate criminal exploitation, for example –

- having more money than usual, buying expensive goods
- becoming aggressive/withdrawn
- lengthy/frequent periods of missing from home
- missing school/absconding
- travelling to different parts of the country (being trafficked/country lines)
- sustaining unexplained injuries and refusing medical help
- carrying weapons
- exhibiting gang affiliation, for example specific types of tattoo/vocabulary
- using drugs/alcohol
- being arrested/cautioned/charged

## **9) SEND Children**

Children with SEND are three times more likely to be abused; these children can have a vast range of complex needs, from physical difficulties and sensory impairments to communication and interaction difficulties and difficulties with cognition and learning. Additional barriers may exist when recognising abuse and neglect in this group. Astral Tuition Services recognises:

- Assumptions can be made that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further explorations;
- Children with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers may prevent them from disclosing abuse (see link to guidance p 15).

In the event of a child who has additional needs making a report of concern, or indicating abuse, Astral Tuition Services will offer to support the investigation process as necessary, in recognition that the child may need the consistency and familiarity provided by the tutor's presence. Any staff working with children with additional needs will receive additional safeguarding training.

## **10) Looked After Children, Child Protection and Children in Need**

Astral Tuition Services will work in partnership with the Local Authority and schools to ensure that tutoring services support Care Plans, Child Protection Plans and Child in Need plans. All Astral Tuition Services' staff will, if required to do so, aid and abet children's and statutory services, including attendance at meetings.

## **11) Private Fostering**

Astral Tuition Services will inform the Local Authority's Children's Social Dept if staff are made aware or become aware of arrangements for a child under 16yrs, or a disabled child under 18yrs, to be privately fostered, that is to say to be cared for by someone other than a parent or close relative i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent who is not be a private foster carer (see link to guidance p15).

## 12) Preventing radicalisation

As a provider of education to children, protecting children from the risk of radicalisation is part of Astral Tuition Services' wider safeguarding duties. *Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It includes calls for the death of members of the British armed forces (HM Government, 2011).(NSPCC website)*

### Risk/Vulnerability Factors

- being easily influenced or impressionable
- unsupervised time online
- having low self-esteem or being isolated
- feeling that rejection, discrimination or injustice is taking place in society
- experiencing community tension amongst different groups
- being disrespectful or angry towards family and peers
- having a strong need for acceptance or belonging
- experiencing grief such as loss of a loved one.

### Indicators of radicalisation

- spend increasing amounts of time talking to people with extreme views (this includes online and offline communication)
- change their style of dress or personal appearance
- lose interest in friends and activities that are not associated with the extremist ideology, group or cause
- have material or symbols associated with an extreme cause
- try to recruit others to join the cause

{{(Home Office, 2015) – indicators and risk factors taken from NSPCC website}}

In the event of Astral Tuition Services' staff observing that a child may be vulnerable to radicalisation, or noticing factors indicating that radicalisation may be happening, they should make the DSL aware as soon as possible. The DSL will discuss these concerns with statutory agencies, this may include contacting the police anti-terrorism hotline, using the DfE helpline for schools who have non-emergency concerns about extremism, or referring the child to the Channel programme. In the event of believing there may be an immediate risk, Astral Tuition Services' staff should contact the emergency services.

### Prevent Training

The Designated Safeguarding Lead will undertake Prevent awareness training and will provide advice and support to other staff about protecting children from radicalisation. All members of staff will undertake Prevent Training to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation.

## ICT

Astral Tuition Services will ensure that all children are monitored while using ICT and will ensure suitable filtering systems are in place to prevent children accessing terrorist and extremist material.

## Extremist speakers

Speakers who may promote extremist views, will be prevented from using Astral Tuition Services' premises.

Please see Appendix ii for further information about the Prevent Strategy.

## 13) Children and Young People's Mental Health

Astral Tuition Services understands and recognises that some children and young people need support in maintaining good mental health and that children and young people may struggle to articulate their feelings, thoughts and experiences. Astral Tuition Services recognise that any child or young person may struggle with their mental health, but that certain experiences and/or situations may increase the risk of poor mental health. For example –

- abuse
- neglect
- bullying
- discrimination (e.g. racism, homophobia, transphobia)
- decreased mobility
- bereavement

In the event of Astral Tuition Services' staff noticing behaviour that is concerning or different and/or unusual for a particular child, for example –

- self-harming
- reporting a change in sleep pattern
- an observably physical change, e.g. weight loss or weight gain
- lack of self-care, e.g. not washing
- aggression
- decline in academic performance
- a change in social patterns, e.g. stopping socialising

They should inform the DSL and discuss their concerns. The DSL will take advice as appropriate.

Astral Tuition Services also recognises that some children and young people may question their sexual orientation and/or gender identify and will take advice from appropriate services as necessary about supporting children in this situation.

## 14) Safer recruitment

Staff who work for Astral Tuition Services who have lone and regular contact with children under 18yrs old (regulated activity) will be subject to Safer Recruitment. This entails the following pre-employment processes –

- obtaining an unblemished enhanced DBS with barred list check
- verification of identity using photographic ID and proof of address
- verification of right to work in the UK
- checking that teachers/tutors are not subject to a prohibition order
- verifying professional qualifications and experience by having sight of certificates and taking up two employer references
- exploring during interview any gaps in a CV work history and seeking to clarify any contradictory information
- Astral Tuition Services may choose to view a candidate's public social media platforms to explore their ability to remain impartial about topics relevant to their employment with Astral Tuition Services
- Astral Tuition Services may request a criminal records check from the country of origin for overseas candidates and for British citizens who lived abroad if a UK DBS check is not available
- All staff working in a domestic setting will be required to sign a declaration to confirm that they are not disqualified from working in a school environment *and* that they do not live with someone who has been disqualified (disqualification by association). Evidence of falsely signing may result in employment rights being waived, or in disciplinary measures.
- Volunteers with Astral Tuition Services will be subject to an enhanced DBS check if volunteering in the equivalent of regulated activity, e.g. regularly spending time alone with children under 18yrs of age for a certain number of hours per week. Volunteers not in regulated activity may be subject to a basic DBS check.

Ongoing safer working practices

- Employees' DBS status will be checked yearly on the DBS update service. Astral Tuition Services will reimburse permanent staff for the cost of maintaining their presence on the update service.
- Should an employee change roles within the organisation, for example a volunteer moves into regulated activity, a new DBS check at the appropriate level will be required.
- Astral Tuition Services will confirm that contractors carrying out work for Astral Tuition Services were safer recruited to the appropriate level; in the event of contractors not having been safer recruited, they will never be left unsupervised with children, ***either in person or online.***
- Astral Tuition Services will request photo ID from agencies prior to contractors starting placement; upon arrival, contractors will be required to confirm their identity via the same agency-issued photo ID.
- Allegations of staff misconduct towards children will be referred to the appropriate Designated Officer, other statutory agencies as relevant and the professional registering body, as appropriate
- Astral Tuition Services' staff will be required to complete refresher safeguarding training every two years.
- Astral Tuition Services' DSL will attend safeguarding refresher and/or other relevant training on a yearly basis

## Administration and records

Astral Tuition Services will set up and maintain a single central record showing whether or not the following checks have been carried out on, or certificates obtained from, members of the governing body, staff members, volunteers and other individuals working with children at Astral Tuition Services, as appropriate:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

DBS certificates will be securely destroyed as soon as practicable, but not retained for longer than six months from receipt, as outlined in the Data Protection Act 1998.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

## 15) Vulnerable Adults

Astral Tuition Services recognises that vulnerable adults sometimes need to be safeguarded. We will report to statutory agencies any observations or reports of vulnerable adults who may be at risk.

We are committed to the welfare and wellbeing of our staff and will support and assist any staff who have safeguarding needs or concerns.

## 16) Contacts and Resources

Police/ambulance/fire emergency	999
Police non-emergency	101
Anti-terror hotline	0800 789 321
Schools non-emergency radicalisation helpline	0207 340 7264

NSPCC: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
<tel:08088005000>  
 020 7825 2505 – General Enquiries

Childline: 0207 650 3200

### Safeguarding disabled children guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOMEN.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOMEN.pdf)

### Private fostering guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/274414/Children\\_Act\\_1989\\_private\\_fostering.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/274414/Children_Act_1989_private_fostering.pdf)

National Domestic Violence Helpline: 0808 2000 247

### Essex County Council

LADO

03330 139 797

To report a concern about a child: 0345 603 7627 (working hours)  
0345 606 1212 (Out of hours)

To report a concern about an adult: 0345 603 7630 (working hours)  
0345 606 1212

Children and families hub weblink: <https://www.essexeffectivesupport.org.uk/request-support>

#### Thurrock Council

LADO 01375 652921 or 01375 652535

To report a concern about a child: 01375 652 802 (working hours)  
01375 372 468 (out of hours)

To report a concern about an adult: 01375 511 000 (working hours)

Thurrock MASH email address: [thurrockmash@thurrock.gov.uk](mailto:thurrockmash@thurrock.gov.uk)

Safeguarding Adults email address: [safeguardingadults@thurrock.gov.uk](mailto:safeguardingadults@thurrock.gov.uk)

#### Southend Council

LADO 01702 534539

To report a concern about a child: 01702 215007 (working hours)  
0345 606 1212 (out of hours)

To report a concern about an adult: 01702 534706 (working hours)  
0345 606 1212 (out of hours)

Southend MASH email address: [MASH@southend.gov.uk](mailto:MASH@southend.gov.uk)

#### London Borough Tower Hamlets

LADO 020 7364 0677 [lado@towerhamlets.gov.uk](mailto:lado@towerhamlets.gov.uk)

To report a concern about a child: 0207 364 5006 (working hours)  
0207 364 4079 (out of hours)

To report a concern about an adult: 0207 364 50005 (working hours)  
0207 364 4079 (out of hours)

To email a concern about an adult -  
[adultcare@towerhamlets.gov.uk](mailto:adultcare@towerhamlets.gov.uk)

#### London Borough Barking and Dagenham

LADO 0208 227 3934

To report a concern about a child: 020 8227 3811 (working hours)  
(please call to discuss before emailing) 020 8594 8356 (out of hours)

To report a concern about an adult: 020 8227 2915 (working hours)  
0300 555 1249 (Emergency Duty Team)




## **Appendix i**

### **Legislation**

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Education (Pupil Referral Units) (Application of Enactments) (England) (Amendment) Regulations 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

### **Statutory Guidance**

- DfE (2018) 'Working Together to Safeguard Children
  - DfE (2015) 'Keeping Children Safe in Education
  - DfE (2015) 'What to do if you're worried a child is being abused'
  - DfE (2015) 'Information sharing advice for safeguarding practitioners'
  - DfE (2015) 'Disqualification under the Childcare Act' 2006
  - DfE (2015) 'The Prevent duty: Departmental advice for schools and childcare providers'
  - HM Govt (July 2020) Multi-agency Statutory Guidance on Female Genital Mutilation
  - HM Govt (June 2014) The Right to Choose. Multi-agency Statutory Guidance for dealing with Forced Marriage
  - <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>
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## Appendix ii

### The Prevent Duty

More Risk indicators

Indicators of an identity crisis:

- Distancing themselves from their cultural/religious heritage
- Uncomfortable with their place in society

More Indicators of a personal crisis:

- Family tensions
- A sense of isolation
- Low self-esteem
- Disassociation from existing friendship groups
- Searching for answers to questions about identify, faith and belonging

Indicators of vulnerability through personal circumstances:

- Migration
- Local community tensions
- Events affecting their country or region of origin
- Alienation from UK values
- A sense of grievance triggered by personal experience of racism or discrimination

Indicators of vulnerability through unmet aspirations:

- Perceptions of injustice
- Feelings of failure
- Rejection of civic life

Indicators of vulnerability through criminality:

- Experiences of dealing with the police
- Involvement with criminal groups

Making a judgement

When making a judgement, staff will ask themselves the following questions:

- Does the child have access to extremist influences?
- Does the child access the internet for the purposes of extremist activities (e.g. using closed network groups, accessing or distributing extremist material, contacting covertly using Skype, etc.)? - Is there a reason to believe that the child has been, or is likely to be, involved with extremist organisations?
- Is the child known to have possessed or is actively seeking extremist literature/other media likely to incite racial or religious hatred?
- Does the child sympathise with or support illegal/illicit groups?
- Does the child support groups with links to extremist activity?
- Has the child encountered peer, social, family or faith group rejection?
- Is there evidence of extremist ideological, political or religious influence on the child?
- Have international events in areas of conflict and civil unrest had a noticeable impact on the child? - Has there been a significant shift in the child's outward appearance that suggests a new social, political or religious influence?
- Has the child come into conflict with family over religious beliefs, lifestyle or dress choices?
- Does the child vocally support terrorist attacks; either verbally or in their written work?
- Has the child witnessed or been the victim of racial or religious hate crime?
- Is there a pattern of regular or extended travel within the UK?
- Has the child travelled for extended periods of time to international locations?
- Has the child employed any methods to disguise their identity?

- Does the child have experience of poverty, disadvantage, discrimination or social exclusion?
- Does the child display a lack of affinity or understanding for others?
- Is the child the victim of social isolation?
- Does the child demonstrate a simplistic or flawed understanding of religion or politics?
- Is the child a foreign national, refugee or awaiting a decision on their/their family's immigration status?
- Does the child have insecure, conflicted or absent family relationships?
- Has the child experienced any trauma in their lives, particularly trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other person in the child's life has extremist views or sympathies?

Critical indicators include where the child is:

- In contact with extremist recruiters.
- Articulating support for extremist causes or leaders.
- Accessing extremist websites.
- Possessing extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Making significant changes to their appearance and/or behaviour.

Any member of staff who identifies such concerns, as a result of observed behaviour or reports of conversations, must report these to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will consider whether a situation may be so serious that an emergency response is required. In this situation, a 999 call will be made. However, concerns are most likely to require a police investigation as part the Channel Panel, in the first instance.

### Channel Panel

Safeguarding children is a key role for both Astral Tuition Services and the LA, which is implemented through the use of a Channel Panel. This service shall be used where a vulnerable child is at risk of being involved in terrorist activities.

In cases where Astral Tuition Services believes a pupil is potentially at a serious risk of being radicalised, the Safeguarding Lead must contact the LA's Channel Panel.

The Channel Panel ensures that vulnerable children and adults of any faith, ethnicity or background, receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist-related activity. The panel identifies individuals at risk, assesses the extent of that risk, and develops the most appropriate support plan for the individuals concerned, with multi-agency cooperation and support from the Trust

The delivery of the Channel may often overlap with the implementation of the LA's or school's wider safeguarding duty, especially where vulnerabilities have been identified that require intervention from social services, or where the individual is already known to social services.

### Resources

Astral Tuition Services will use the following resources:

- The LSCB (Local Safeguarding Children Board)
- Local police (contacted via 101 for non-emergencies)
- The DfE's dedicated helpline (020 7340 7264)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928326/6.6271\\_HO\\_HMG\\_Channel\\_Duty\\_Guidance\\_v13\\_WEB\\_Engish.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928326/6.6271_HO_HMG_Channel_Duty_Guidance_v13_WEB_Engish.pdf)