



More than words Tuition

Safeguarding & Child Protection Policy

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By: Maeve Ryan (Director)

Principles

We are committed to the safeguarding of children and vulnerable young people. This policy creates a framework to ensure that appropriate measures are taken by More than words Tuition tutors, and are aware of their responsibilities to identify, report and manage incidents of abuse or potential abuse against children or vulnerable adults.

This includes:

- Preventing the impairment of children's mental and physical health or development
- Protecting children from maltreatment
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Ensuring that everyone involved is child centred – i.e. the needs and views of the children are paramount

Role	Name	Contact
Designated Safeguard Lead	Maeve Ryan	info@morethanwordstuition.-com 07510143941

The DfE (Department for Education) define 4 types of abuse:

Physical Abuse

Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also include fabricating the symptoms of, or deliberately inducing, illness.

Emotional Abuse

Persistent emotional maltreatment of a child causing severe and adverse effects to emotional development. Emotional abuse 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.
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- 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.
- Seeing or hearing the ill-treatment of another (for example violence in the home).
- Serious bullying (including cyberbullying), 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, although it may occur alone.

Sexual Abuse

- 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. Sexual abuse 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.
- 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 (including via the internet).
- Discussions relating to sexual behaviour, human reproduction or interpersonal interaction between humans of both/either sex where it is not relevant to the specific lessons being undertaken
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 include:
- Maternal substance abuse during pregnancy.
- 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); or ensure access to appropriate medical care or treatment.
- Neglect, or unresponsiveness, to a child's basic emotional needs.

Signs of Abuse

The signs of child abuse may not always be obvious, and a child might not want to tell anyone about what is happening to them. This could be because the child is scared the abuser will find out and that the abuse will get worse or that they won't be believed. There are however signs that might indicate a child is being abused which are listed below;

Children of all ages

- Talk of being left home alone or with strangers
- Poor bond or relationship with a parent
- Violent towards other children
- Lack of social skills
- Bruising, cuts or scratches
- Poor hygiene

Under 5-11 year olds

- Become secretive and reluctant to share information
- Reluctant to go home after school

- Unable to bring friends home or reluctant for professionals to visit the family home
- Poor school attendance and punctuality
- Parents show little interest in child's performance and behaviour
- Parents are dismissive and non-responsive to concerns
- 11 – 16 Year Olds
- Drinks alcohol from an early age
- Is concerned for younger siblings without explaining why
- Becomes secretive and reluctant to share information
- Talks of running away
- Show challenging/disruptive behaviour

If you have any concerns that a child is being abused you should report these concerns to More than words Tuition Designated Child Protection Office (DCPO) and document your concerns and all facts.

All staff and tutors

All More than words Tuition staff and tutors have a responsibility to:

- Read and understand provided materials relating to child protection
- Ask questions or seek clarifications where required policy and guidance are not understood
- Follow guidance and procedures appropriately, including responding to disclosures, escalating all referrals or related information to the DCPO immediately and respecting confidentiality.

Child Protection Procedures

Responding to a Disclosure

All staff and tutors must be aware of how to respond to disclosure of information which leads to child protection concerns. A disclosure can be made by a child or adult about themselves or another child or adult. When information is shared with you which causes concerns of possible abuse, your requirement is to accept the information being shared without influencing it, as well as providing support and reassurance to the child and managing expectation. When information is disclosed you must:

- If child has a serious injury or is in immediate danger dial 999.
- Be clear that confidentiality cannot be guaranteed. The safety of children overrules confidentiality concerns.
- Avoid leading questions. Listen carefully to what is being said and allow the child to speak without interruption as much as possible.
- Accept what you are being told without judgement and avoid overreacting with a strong emotional response, it is important to remain calm during the disclosure.
- Offer support and explain to the child they have not done another wrong sharing the information with you.
- Clearly and calmly explain what you will do next and that you will need to share what has been discussed with another adult who can help.
- Immediately after the disclosure make a written record of events. Be as clear and precise as you can, use the same words the child used, make note of the date, time, venue, who was present and the behaviours, mood and actions of the child during the disclosure. Do not create this record during disclosure. Your full attention should be given to the disclosure itself and making notes may influence what information is shared.
- It is not your role to investigate. You must always refer, never investigate.

What to do if you have a concern relating to child protection as a result of disclosure, observation of behaviour (of a child or adult), something another adult has said to you or any other reason for concern:

1. Tell the child what you will do next. Do not promise to keep the information a secret, reassure the child you will need to tell somebody else who can help.
2. Write down what you have been told / have observed. Do this as soon as possible after the event. Try to avoid placing your own values on your record of events, use their own words and phrasing, not your own. Document the date, time and place of the event as well as who else was there. Make note of actions, behaviours and mood during the event.

3. Call 07510143941 and speak with the More than words Tuition DCPO. In the unlikely event you cannot get an answer, send a text with the words Emergency first. Then the DCPO will know to call back immediately.

4. More than words Tuition DCPO will review the referral and, where appropriate, share the information with the relevant child protection officer at the local authority and other agencies or LADO (Local Authority Designated Officer). The DCPO will confirm to you what actions have been taken, who is lead officer in charge of investigating and responding to the information and inform you what further involvement may be required of you. Await instruction, do not make independent decisions regarding, for example, informing the parents – the relevant authority (e.g. More than words Tuition DCPO, School / LA DCPO / LADO etc...) will manage a co-ordinated response and inform you of the decisions taken.

5. The More than words Tuition DCPO will create a regularly updated child protection log of the incident and inform relevant authorities of any disclosure. Information will only be shared with relevant staff if there is a clear need for them to become involved. When information is shared internally, consideration will be given to the confidentiality of the child involved and information sharing will be limited to clearly relevant details only. All information sharing will be logged as part of the child protection file. More details are posted below.

Safeguarding and Keeping Children Safe

Everyone has a role to play to support the safeguarding of children. The following policy outlines specific measures taken by More than words Tuition to ensure that: unsuitable people are not recruited into a position of trust with children, complaints or allegations against staff and tutors are investigated appropriately, and a clear code of conduct for tutors is in place.

Safer Recruitment

More than words Tuition is committed to preventing people who pose a risk of harm from working with children and young people. All our tutors are thoroughly vetted and suitable steps are taken to prevent unsuitable

tutors being registered with the company. This includes the following for all applicant tutors:

- Face to face interviews
- Review of work history
- At least 2 satisfactory references from appropriate referees
- UK police check (DBS)
- Verification of a candidates identity, right to work in the UK, and relevant qualifications

All More than words Tuition tutors are given a copy of the child protection policy and procedures.

Safeguarding and Child Protection Referrals

1. Immediate Action

If a child is in **immediate danger or at risk of significant harm**, staff must contact **emergency services (999)** without delay.

All safeguarding concerns must then be reported to the **Designated Safeguarding Lead (DSL)** as soon as possible.

2. Referrals to the Front Door for Families

The **Front Door for Families** is the single point of contact for safeguarding and child protection concerns about children and young people.

The DSL is responsible for making referrals to the **Front Door for Families** when:

- There is a concern that a child may be **suffering or likely to suffer significant harm**.
- Early help or targeted support may be required for the child or their family.

Referral process:

- The DSL will gather all relevant information and record the concern using the organisation's safeguarding recording system.

- The DSL will contact the **Front Door for Families** to discuss the concern and, if appropriate, make a formal referral.
- Parents or carers should usually be informed of the referral unless doing so may place the child at further risk of harm or jeopardise a police or social care investigation.

Contact details:

 **Front Door for Families:** 01273 290400

 **Email:** frontdoorforfamilies@brighton-hove.gov.uk

 **Out of Hours:** Contact the **Emergency Duty Service** on 01273 335905 / 335906

3. Allegations Against Staff or Volunteers – Referral to the LADO

If an allegation or concern is raised that a member of staff, volunteer, or contractor has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm;

The matter must be **immediately reported to the Designated Safeguarding Lead**.

The DSL must **not investigate** the allegation but must contact the **Local Authority Designated Officer (LADO)** within **one working day**.

The LADO will:

- Provide advice and guidance on next steps;
- Liaise with police and children's social care as appropriate;
- Oversee the management and resolution of allegations.

Contact details:

 **LADO:** 01273 295643

 **Email:** lado@brighton-hove.gov.uk

4. Recording and Confidentiality

- All safeguarding concerns, decisions, and actions taken must be **recorded accurately and securely**.
- Information will be shared only with those who need to know to safeguard the child.
- All records will be retained in line with data protection and safeguarding record-keeping policies.

5. DSL Responsibility

The Designated Safeguarding Lead is responsible for:

- Managing referrals to the **Front Door for Families** and the **LADO**.
- Keeping detailed, up-to-date safeguarding records.
- Liaising with the local authority and other relevant agencies.
- Ensuring staff understand and follow this policy.

Specific safeguarding issues which may indicate abuse and links to further resources where available (this list is not exhaustive):

Child sexual exploitation (CSE) – <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-exploitation/>

Bullying including cyberbullying – <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/>

Domestic Abuse – <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/>

Drugs – <https://www.nspcc.org.uk/keeping-children-safe/talking-drugs-alcohol/>

Fabricated or induced illness – <https://www.nhs.uk/mental-health/conditions/fabricated-or-induced-illness/overview/>

Faith abuse –<https://www.met.police.uk/advice/advice-and-information/caa/child-abuse/faith-based-abuse>

Female genital mutilation (FGM) –<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/?gclsrc=aw.ds&&gclid=Cj0KCQjw06OTBhC ARIsAAU1yOVyP0cjGN-b5sDRG-mjmbkIY1izw3 egQqk9luAnRIM4Q- xG9Xzh78aAqCcEAL-w wcB&gclsrc=aw.ds>

Forced marriage –<https://www.gov.uk/guidance/forced-marriage>

Gangs and youth violence –<https://learning.nspcc.org.uk/child-abuse-and-neglect/county-lines>

Mental health –<https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/depression-anxiety-mental-health/>

Private fostering –<https://www.surreycc.gov.uk/children/fostering/types>

Radicalisation –<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/protecting-children-from-radicalisation/>

Sexting –<https://www.nspcc.org.uk/keeping-children-safe/online-safety/sexting-sending-nudes/>

Teenage relationship abuse –<https://library.nspcc.org.uk/Heritage-Scripts/Hapi.dll/search2?searchTerm0=C1739/?affId=1991357>

Trafficking –<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-trafficking/>