

Procedure for dealing with concerns about a child

Introduction

This procedure provides direction and detail for staff and volunteers for the appropriate way to deal with any concerns about a child. This child will ordinarily, but not exclusively, be a student currently receiving tutoring from Tutor The Nation. This procedure covers concerns that do not involve the conduct of a Tutor The Nation staff member or volunteer.

Procedure

Raising a concern

All volunteers and staff are trained in how to recognise and report concerns about a child, or an adult that they know has a child in their care.

In the first instance, all concerns are reported directly to the Designated Safeguarding Lead (DSL) and they will respond either to provide further advice or to request that the individual submits the concern as a disclosure. Disclosures can be reported to the Designated Safeguarding Lead using a secure online form.

In any case where the volunteer or staff member's concern is about the Designated Safeguarding Lead, or where they feel escalation to the Designated Safeguarding Lead might present a conflict of interest, they are advised to escalate this concern to the Trustee with responsibility for safeguarding matters.

Escalating a concern

If a child is at immediate risk of harm, and the volunteer or staff member has not done so already, the Designated Safeguarding Lead will escalate the concern directly to the police. In all other cases, concerns raised about a child will be referred to their school's Safeguarding Lead as soon as possible.

Having escalated the concern to the child's school, the Designated Safeguarding Lead will ensure that records remain available in order to assist the school with further inquiries, and to support any subsequent external investigation.

If the Designated Safeguarding Lead feels that a school's response is insufficient and that further action is required, they may choose to escalate the matter to the local Multi Agency Safeguarding Hub, usually following additional advice from the

NSPCC. In such cases, this decision will be clearly communicated to the school beforehand.

Throughout the process of referring to the school safeguarding lead or Multi Agency Safeguarding Hub, the volunteer or staff member that raised the initial concern will be kept informed.

Settling a concern

Once no further action is required from Tutor The Nation to progress the Local Authority Designated Officer's investigation, if such an investigation has taken place, then a full account of the concern and subsequent response will be logged and stored securely by the Designated Safeguarding Lead.

The Designated Safeguarding Lead will also update the volunteer or staff member who raised the initial concern with the conclusion of the actions taken, where the sharing of such information is appropriate and taking advice from the Local Authority Designated Officer, if they are involved.

The Trustees will also consider whether any concern raised qualifies as a Serious Incident to be reported to the Charity Commission. In such circumstances, the Trustees will work with the Designated Safeguarding Lead and senior staff to submit this report.

In the event of questions or concerns about this statement

In the first instance, all questions and concerns about this statement, or Tutor The Nation's other safeguarding policies and procedures, should be raised with the charity's Designated Safeguarding Lead, Ros Llewelyn, via email to safeguarding@tutorthenation.org.

Further questions concerning safeguarding and child protection should be directed to the NSPCC's Child Protection Helpline - 0808 800 5000.

This policy was last reviewed on 17th August 2023.

This policy will next be due for review on 17th August 2024.

Approved By: Rosamund Llewelyn, Director of School Partnerships

Signature: 