

LOTUS TUTORING CHILD PROTECTION PROCEDURE

Child Protection is everybody's business. As a teaching professional, I have a moral and statutory obligation to safeguard and protect all of the children I teach from harm such as physical, sexual and emotional abuse, as well as from neglect.

What I must do if I have a concern:

It is possible, during a lesson, that a child whom I am teaching will disclose something to me and / or behave in an uncharacteristic way which may cause concern.

-In the first instance, I will usually initiate a conversation with you, the parent. *It is important to state here that there is often a perfectly straightforward, innocent explanation for such incidents and any concerns are likely to be able to be satisfactorily resolved quickly.* Following such an incident, I will create a record of my original concern which I will date and sign. This will be kept together with any verbatim notes of anything that the child has disclosed.

-If the concern persists, I will need to contact the NSPCC Helpline for advice, talking to them in general terms about the nature of the concern. They will advise on next steps. At this stage I may need to update the child's school about the incident.

-In the very unlikely event that a child is, for some reason, perceived to be in immediate danger, I will have no choice but to call the police and / or other emergency services without delay. At this point, I will follow their guidance as to whether or not Social Services need to become involved. As said in the privacy notice, in such circumstances, rules relating to confidentiality of personal information are able to be waived and I will be obliged to divulge essential information to these agencies without your explicit consent. Your child's school will definitely be informed if concerns have been raised to this level.

-When reporting serious child protection incidents, I will include the following:

- My name and role
- Child's name, age and address
- Nature of concern
- What the child said and what I observed
- Physical / behavioural indicators
- When and where it happened.
- Who else was present.
- Relevant historical observations (e.g. change in behaviour)
- What was said to the child regarding confidentiality
- Name and address (if known) of alleged abuser
- Who I have told, advice received and action taken

The record will then be signed and dated.

What you should do if you have a concern:

It is possible that, following a lesson, your child may say something to you which raises a concern.

-I hope that, in the first instance, you will broach any issues which concern you directly with me. As stated above, there is often a perfectly straightforward,

innocent explanation for any concerns you may have and these are likely to be able to be satisfactorily resolved quickly between ourselves.

-If you do not receive a satisfactory response, or if your concern persists, please contact the NSPCC for advice. Their telephone number is 0808 800 5000. Alternatively, you can email them at help@nspcc.org.uk .

I am committed to reviewing this procedure annually. It was last reviewed on 1/9/2023.

Signed: Date: