



evermore

EDUCATION

Child Protection &
Safeguarding Handbook

Evermore Education is an education provider, which provides a range of tutoring services, nurturing students' academic and intellectual growth.

These activities bring our employees and self-employed tutors into contact with children and young people, whether at student homes, online or in an external setting. We believe that it is our responsibility to ensure that children are protected from any type of abuse, and that their welfare and wellbeing is the first concern when dealing with safeguarding issues.

In this Child Protection and Safeguarding handbook, we have set out our policies for safeguarding to protect children and young people, to ensure that our tutoring is always conducted in a positive, secure, accepting and nurturing environment.

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed in October 2024.

Safeguarding Policy

The purpose and scope of this policy statement

Evermore Education works with children and families as part of its activities. This includes:

- One-to-one tutoring in person or online
- Group tutorials
- Courses and conferences
- Outdoor visits and trips
- Work experience support

The purpose of this policy statement is:

- To protect children and young people who receive services from Evermore Education from harm, by providing a clear and secure framework. This includes the children and adults who use our services
- To provide staff, tutors, children, young people and our clients with the overarching principles that guide our approach to child protection
- This policy applies to anyone working on behalf of Evermore Education including senior managers, directors, paid staff, sessional workers, agency staff and learners

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, and guidance. To include:

- Role description for the Designated Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and tutors
- Recording concerns and information sharing
- Safeguarding records, retention and storage
- Code of conduct for staff and tutors
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Peer-on-peer abuse
- Managing complaints

- Whistleblowing
- Health and safety

We believe that:

- Children and young people should never experience abuse of any kind
- the educational service offered should provide a caring, positive, safe and stimulating environment that promotes the academic, social, physical and moral development of the individual child
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- Where safeguarding is concerned, staff will maintain an attitude of 'it could happen here'.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse, including online
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing nominated child protection/safeguarding leads
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Developing and implementing an effective online safety policy and related procedures
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions

- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Ensuring staff undergo child protection and safeguarding training at least every year, with termly checks
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures, so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Implementing a code of conduct for staff and volunteers
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely, in line with the Data Protection Act 2018 and GDPR legislation and guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection and safeguarding leads:

Name: Gemma White

Phone/email: 07717078814 - evermoreeducationuk@gmail.com

Name: Dianne Farrugia

Phone/email: 07444216322 - evermoreeducationuk@gmail.com

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed in September 2024.

Key definitions and legal concerns

Legal background:

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and have been developed to complement Strategic Partnership Board policy and procedures.

They take into consideration:

- Human Rights Act of 1998
- Children Act 1989
- Sexual Offences Act of 2003
- Children Act 2004
- Serious Crime Act 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Data Protection Act of 2018

Definitions:

- *Child* - In England, Northern Ireland and Wales a child is someone under the age of eighteen whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).
- *Safeguarding and promoting the welfare of children* - Protecting children from maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care, and taking action to enable children to have the best outcomes.
- *Abuse* - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.
- *Poor practice* - When an adult's or another young person's behaviour is inappropriate and may be causing distress to a child or young person, or any behaviour which contravenes the principles of this document. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Unacceptable examples include:
 - use of excessive, physical or humiliating punishments
 - failure to act when you witness possible abuse or bullying
 - spending excessive amounts of time alone with young people away from others whilst not engaged in tutoring inviting or allowing a young people into your home where they will be alone with you

- engaging in rough, physical or sexually provocative activity
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments even in fun
- reducing a person to tears as a form of control
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- doing things of a personal nature for young people that they can do for themselves
- *Safeguarding concern* - Any situation when there is information that a child or an adult at risk has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.
- *Safeguarding allegation* - If the information identifies the involvement of an employee or self-employed tutor of Evermore Education this will be known as a 'safeguarding allegation'. This will apply where a person in connection with Evermore Education has:
 - behaved in a way that has harmed a child, may have harmed a child, or behaved in a way that might lead to a child being harmed
 - possibly committed or is planning to commit a criminal offence against a child or related to a child
 - behaved towards a child in a way that indicates they are, or would be, unsuitable to work with children

Codes of conduct for adults

Evermore Education must remain vigilant to keep those children who may be at risk of abuse safe from harm. They must recognize if a child is being harmed or is in danger of being harmed or neglected; respond in an appropriate way to what they observe or are told, report any concerns to the Designated Safeguarding Leads, and record any incidents precisely and completely.

Purpose:

This behaviour code outlines the conduct Evermore Education expects from all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility:

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people.
 - This includes ensuring equipment is used safely and for its intended purpose; and
 - having good awareness of issues to do with safeguarding and child protection and
 - taking action when appropriate.
- Following our principles, policies and procedures.
 - This includes policies and procedures for child protection/safeguarding, whistleblowing and online safety.
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Designated Safeguarding Leads
- Ensuring that an adult is present during all tuition sessions, or the lesson is taking place in a manned building.
- Reporting all allegations/suspicions of abuse following our reporting procedures
 - This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Rights:

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

Relationships:

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that, whenever possible, there is more than one adult present during activities with children and young people
 - If this isn't possible, ensure that you are within sight or hearing of other adults.
 - If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.
 - This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect:

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to privacy as far as possible

- In some cases, it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour:

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, vaping, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive — *this includes having any form of sexual contact with a child or young person*
- Let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

Upholding this code of behaviour:

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Evermore Education. We may also make a referral to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Designated Safeguarding Lead. If necessary, you should follow the whistle-blowing procedure and child protection/safeguarding procedures.

Procedures for responding to concerns

Purpose:

The aim of these procedures is to detail how Evermore Education should respond if:

- They suspect that a child is suffering abuse
- A child makes a disclosure or reports that they, or someone else, has been abused
- The behaviour of an adult or child towards a child gives them cause for concern

- They identify a breach of the Safeguarding Code of Conduct
- To detail the action that will be taken by the Designated Safeguarding Leads when a safeguarding concern is reported

These procedures apply to all employees, workers, volunteers and self-employed tutors of Evermore Education.

All employees, workers, volunteers and self-employed tutors of Evermore Education must be sent a copy of this policy and signify they have received it and are conversant with the content. It is crucial that the Designated Safeguarding Leads promote this policy and ensure safeguarding is embedded into the culture of the company.

Actions:

We will seek to keep children and young people safe by:

- Making sure that Evermore Education employees are made aware of their safeguarding duty and their responsibility to report children who might be at risk
- Remaining aware of the different types of disclosure through which a child may reveal abuse (direct verbal statements, indirect ambiguous statements, behavioural signals that something is wrong, non-verbal communication such as writing letters or drawing)
- Noticing signs of something wrong, and if so, asking the child if they are OK rather than waiting for them to disclose directly
- Ensuring that if a child wishes to disclose information, they are reassured but made aware immediately that this may not be kept confidential if it is of a sensitive nature, but will be told to as few people as possible, and only those who need to know
- Ensuring that our tutors know that it is not their responsibility to investigate the concern, merely to report it so that it can be dealt with appropriately
- Telling the Evermore Education safeguarding officers within 24 hours after the disclosure has been made, by putting the concern in writing on a Safeguarding concern form
- Knowing that the company safeguarding officers will then decide how to proceed with the concern, whether keeping a record of the report and remaining vigilant in case of future concerns, or calling the local authority safeguarding Designated Officer if necessary to ensure that the matter is investigated
- Calling 999 if there are concerns about a child's immediate safety
- Creating an environment where children and young people are comfortable about speaking out if anything is worrying them, and letting them know that they can talk to their tutor or Evermore Education' safeguarding leads if they need help

Identifying and acting upon concerns

Observation:

It is our duty to remain observant in order to protect children from harm and promote their welfare.

We should all be alert for the signs and indicators that children and young people who interact or engage with Evermore Education tutors (employed and self-employed) may be suffering abuse. We should remember that children may be abused by other children and young people as well as by adults.

Should a child disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious, explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell the Designated Safeguarding Lead and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.

Reporting:

- Following the disclosure, report to the Designated Safeguarding Leads at the earliest opportunity.
- Where you are unable to contact Designated Safeguarding Lead, advice can be sought from statutory agencies or the NSPCC Helpline (0808 800 5000, help@nspcc.org.uk).
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about an employee or self-employed tutor, this just like all other concerns must be reported to the Designated Safeguarding Leads (DSL). If

they consider the concern to be serious, for example potentially child abuse or a crime, they must report the incident to the Local Authority Designated Officer or the Police.

- When a safeguarding concern or poor practice has been identified concerning a specific child (unless informing them will put the child at further risk) the parents/guardians/carers of that child should be notified. Where the Designated Safeguarding Lead has reported the incident to the statutory authority's advice should be sought from them regarding this duty before notifying the parents/guardians/carers.
- Remember it is not the responsibility of an employee or self-employed Evermore Education tutor or anyone
- If there is change in behaviour, as well as any signs and symptoms that the child or young person is in distress, note down and inform the Designated Safeguarding Leads
- Report concerns that you have to the Designated Safeguarding Leads. Any member of staff can contact the Designated Safeguarding Leads for advice, support or guidance. This must be done immediately. If there is a suspicion of immediate danger to the child, contact 999.
- If a member of the public, parent/guardian, police or Local Authority Services reports a safeguarding concern to Evermore Education then the matter must be referred to the Designated Safeguarding Leads for assessment no later than the next working day.
- If for any reason the Designated Safeguarding Officer Leads cannot be contacted, the following organisations can be contacted for advice:
 - Concern about a child — Contact the Local Authority Children Services: website <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>, 01403 229900 (Mon-Fri 9am-5pm) or 033 022 26664 (Out of Hours - Emergency Duty Team)
 - Local Police — Call 101 for non-emergency referrals, 999 for emergency response.

Recording the incident:

It is important that you keep an accurate written record of any safeguarding concern that you have or that someone raises with you. Your written record must:

- Be made as soon as possible after the event/concern is raised;
- Contain the date, time, people present, anything said (verbatim if possible);
- Detail the behaviour and demeanour of the person disclosing the safeguarding issue.
- Detail any action you have taken (for example how you have reduced risk or whether you have referred the matter to the Designated Safeguarding Leads);
- Be a factual account of what has happened;
- Be accurate and comprehensive
- Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

You should record your concern(s) on Evermore Education Safeguarding Report Form within 24 hours of the child reporting. Once you have recorded your concerns you should sign and date

the report or record the date and time the concern was recorded on the report. All Safeguarding Reports must be emailed to the Designated Safeguarding Leads.

Please use this link to record an incident: <https://forms.gle/1aTsdxf4nKoXRzQF8>

Role of the Designated Safeguarding Lead

Purpose:

The Designated Safeguarding Leads (DSL) will manage the safeguarding process and respond to any safeguarding concern. Their role is not to investigate the concern reported or to make judgements about the individuals or allegations involved but to ensure that appropriate referrals are made to statutory agencies and effective internal action is taken to keep people safe.

Actions:

When a safeguarding concern has been reported the Designated Safeguarding Lead will:

- Assess the information received
- Identify any risks to individuals contained within the report
- Decide if immediate action is needed to remove, reduce or control the risks identified
- Take such action if it is required
- Decide whether the information in the safeguarding concern constitutes a safeguarding allegation against a member of staff or person working on behalf of Evermore Education
- Decide whether a referral to the police and/or Local Authority Services is required
- Decide what further action by Evermore Education may be needed for the management of the investigation

Where it is decided that the information contained in the safeguarding concern constitutes a Safeguarding Allegation, the Designated Safeguarding Leads will follow Evermore Education procedure for the management of a safeguarding allegation (see *Procedures for responding to safeguarding concerns*).

When a safeguarding concern is raised the Designated Safeguarding Leads will determine what action is needed. The action taken may include monitoring the situation, a referral to children social care or the police or taking no action. Whatever decision is taken they will record this together with a rationale, even if no further action is to be taken. A decision to take no further action, monitor, or defer a decision is taken as seriously as a decision to make a referral.

Any referrals to statutory services must be made by the Designated Safeguarding Leads by the next working day, unless it is an emergency, or they consider it better for another person to make the referral and report back.

Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within 3 working days of having made the referral to check what action is being taken.

It is the responsibility of the Designated Safeguarding Leads to ensure this takes place and to ensure that comprehensive records are maintained.

Escalation policy

If, after reporting on a concern, it is evident that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the Designated Safeguarding Leads will determine if the matter needs escalating. The Child Safeguarding Strategic Partnerships will have specific procedures to be followed in such instances where escalation is warranted. A record of any decisions and outcomes must be kept by the Designated Safeguarding Leads.

Anti Bullying Policy and Procedures

Purpose:

- To outline the policy in place regarding bullying and ensuring that the appropriate procedures are clear and known to our staff.
- Although we are primarily a tutoring company, and the courses and clubs we run are not long-term, we have included an anti-bullying policy in the case of incidents during a course or club which could distress a child and require further action.

Definition:

- Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the victims to defend themselves.
- It can cause considerable distress to children, to the extent that it affects their health and development and can be a source of significant harm, including self-harm and suicide.
- The four main types of bullying are:
 - physical abuse: hitting, kicking, stabbing and setting alight including for filming with mobile telephones and theft, commonly of mobile phones
 - verbal or mobile telephone / online (internet) message abuse (e.g. racist, sexist or homophobic name-calling or threats: this type of physical bullying may include sexual harassment)
 - mobile telephone or online (internet) visual image abuse: these can include real or manipulated images

- emotional abuse e.g. isolating an individual from the group or emotional blackmail
- Information and Communication Technology (ICT) based forms of child physical, sexual and emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual messages (NSPCC, 2017).
- Evermore Education will under no circumstances tolerate bullying of children, and will take immediate action as outlined below.

Actions:

- Staff and tutors will set a good example for children, and ensure that it is made clear that bullying will not be tolerated at any time.
- If an incident of bullying is reported, the member of staff alerted will reassure and support the students involved, before making detailed notes of the incident, reporting it to the Designated Safeguarding Leads, and, if deemed necessary, to other members of staff on the course or parents.
- If an incident of bullying is witnessed by an adult, that adult may need to take action to separate the children, and if necessary contact the parents of the child/ren to deal with the matter.
- If the incident is serious, Evermore Education will consider banning the bully (or bullies) from future courses or clubs (once a full and fair investigation has taken place) and tuition services.
- This also applies to parents/carers - parents must not harass or bully Evermore Education. If this occurs, immediate termination of contract and contact with police and local authorities may be made.

Online Safety Policy

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse — learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying — learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection — learning.nspcc.org.uk/child-protection-system

Policy statement:

We believe that:

- Children and young people should never experience abuse of any kind

- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

We recognise that:

- The online world provides everyone with many opportunities. However, it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using Evermore Education network and devices
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

We will seek to keep children and young people safe by:

- Appointing an online safety coordinator
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term

Please also see our online tuition safety policy.

Photography and image sharing guidance

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- online abuse — learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection — learning.nspcc.org.uk/child-protection-system

Policy statement:

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely

We recognise that:

- The welfare of the children and young people taking part in our activities is paramount
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online
- More information about this is available from learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image
- Changing the names of children whose images are being used in our published material whenever possible (and only using initials or child A, B etc. if we do need to identify them)
- Never publishing personal information about individual children
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming
- Where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity
- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.
- Ensuring tutors do not take or store photographs on any phone or device.

Photography and/or filming for personal use:

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents/carers and children that they need to give consent for Evermore Education to take and use images of children
- Asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- In the event parents/carers do not give consent or permission for taking photos at an event, photography will be prohibited
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared

Photography and/or filming for Evermore Education use:

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

Photography and/or filming for wider use:

If people such as local journalists, professional photographers (not hired by Evermore Education) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given

Evermore Education will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If Evermore Education is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images:

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep electronic images in a protected folder with restricted access. Images will be stored for a period of 2 years.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Evermore Education does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Evermore Education should be used.

Child Protection Data Management

Those with concerns should be proactive in sharing information as early as possible to help the Designated Safeguarding Leads and other professionals identify, assess and respond to risks or concerns about the safety and welfare of children.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children, which must always be the paramount concern.

The Data Protection Act (2018) and/or the General Protection Regulations (2018) do not prevent you from sharing information in relation to safeguarding.

You should not assume that someone else will pass on information that you think may be critical to keeping a child safe.

Evermore Education staff or those acting on their behalf should aim to gain consent to share information but should be mindful of situations where to do so would place a child at increased risk of harm.

Information may be shared without consent if a practitioner has reason to believe that there is a good reason to do so and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why.

The Designated Safeguarding Leads and Company Directors must always be contacted before the information is shared with an external organisation except in cases where there is a risk of

immediate or serious harm and an emergency referral is necessary. The Designated Safeguarding Leads will manage the process of sharing information with the police, local authority services and/or any third-party organisation.

Information should be kept confidential and should only be shared with Evermore Education staff members and those working on their behalf who need to know the information. If there is any doubt about whether to share information or whom to share it with, the Designated Safeguarding Leads should be contacted for advice before disclosing any information.

Contract agreement

The parent/carer contract must be signed prior to any tuition commencing. Information stated in the parent/carer contract, in relation to safeguarding, is as follows:

Obligations of the Tutor

The tutor undertakes to do all preparation prior to lessons and to structure lessons in such a way to optimise time to the benefit of the student.

The tutor shall keep all information of the student confidential and shall keep other parties involved in the education of the student updated and informed, only if written permission from the parent is given.

Tutors will only be allowed to teach downstairs in the students home, with a parent present at home all times. After discussion with parents, if a student is unable to come out of their bedroom or upstairs space, the tutor must gain permission from the parent to undergo lessons in that space. It becomes the responsibility of the parent to frequently check on the lesson to ensure the safeguarding is being met for both student and tutor.

At no point is it the tutors responsibility to look after or teach any other children in the home, whilst agreed tuition is taking place.

Obligations of the Student

The student undertakes to assist the tutor and parent in identifying problems in which the student needs specific tutoring, if they are able to.

The student and parents agree to provide their own materials, such as paper and pens, needed for each tutoring session.

The student agrees that assignments, exercises, revision and homework form an integral part of tutoring and completes such work timeously. We understand at times the student may be unable to engage in extra work - this should be communicated to the tutor prior to the lesson.

Students must be appropriately dressed and use appropriate language as per our safeguarding policy. If this is not met, the tutor must not enter the property and the lesson fee will still be charged.

Obligations of the Parent

The parent is obligated to provide the tutor with the relevant information, highlighting areas of learning objectives and setting measurable goals to work towards in tutoring sessions.

The parents will provide a safe learning environment that is reflected in our safeguarding policy. Students will need a table and chair, work book and stationery, in a non-distracting environment, ideally downstairs in their home. Other locations can be agreed by all parties prior to lessons starting.

The parents may need to intervene when the student is disengaged, in cases such as, the student is dysregulated, frustrated, aggressive or withdrawn for the session, the parents involvement will be essential to get the student back on track and support the tutor.

It is the parents responsibility to be present during all tutoring sessions within the home. At no point, must the parent leave the premises. If this happens, the lesson will be stopped and the tutor will leave.

Parents must ensure that the student, and anyone in the household, is appropriately dressed and use appropriate language as per our safeguarding policy. If this is not met, the tutor must not enter the property and the lesson fee will still be charged.

While parents are not responsible for teaching, they may need to assist in ensuring that homework, revision or independent learning outside of tutoring hours is completed as these tasks are essential for students' progress.

Communication

Co-Directors must be copied into any communication between parent and tutor. Whatsapp groups will be set up for each family, which will include both Co-Directors, tutor(s) and parent(s). Any emails that are sent between tutor and parent must also have the Co-Directors cc'd. This is part of our safeguarding policy. Students must not be included in communications unless they are 18 years or over. Tutors' contact details must not be given to the student, including social media accounts.

Private Work Outside of Evermore Education

No private work is to be carried out between tutor/student/parent whilst the tutor is working for and the student has tuition with Evermore Education. If either party terminates contracts, private work is prohibited until 6 months after the contract ends.

Code of Conduct

The safeguarding of our tutors, students and parents is paramount. All parties must adhere to the Code of Conduct policy as part of safeguarding and signing the contract agreement.

Safeguarding Report Form

You must report any safeguarding concern to the Designated Safeguarding Leads by telephone as soon as possible and certainly within 24 hours. Complete as much detail as possible. For advice on completing this form please contact the Designated Safeguarding Leads.

Complete as much detail as possible. For advice on completing this form please contact the Designated Safeguarding Leads. If a child or adult is at immediate risk of harm or needs medical attention contact the emergency services on 999.

Please click on this link to fill out the form: <https://forms.gle/1aTsdxf4nKoXRzQF8>

Department of Education: Keeping Children Safe Policies and Guidance

It is a condition in all education centres that all staff and workers read:

- Part 1 and Annex A of the DFE Keeping Children Safe statutory guidance. Please find Part 1 pages 7-24 and Annex A pages 143-147 in the link below.
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
- Working Together to Safeguard Children (2013) - please see link below:
https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf
- After School Clubs, Community Activities, and Tuition safeguarding guidance - please see link below:
https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

Key Contacts

Evermore Education key contact details:

Co-Directors and Designated Safeguarding Leads

Name: Gemma White

Phone/email: 07717078814 - evermoreeducationuk@gmail.com

Name: Dianne Farrugia

Phone/email: 07444216322 - evermoreeducationuk@gmail.com

Local Authorities Safeguarding contact:

- West Sussex County Council - 01403 229900 (Mon-Fri 9am-5pm)
 - Out of hours emergency duty team - 033 022 26664

NSPCC

- NSPCC Helpline - www.nspcc.org.uk - 0808 800 5000