



# **SAFEGUARDING POLICY** *for* **Olive & Ivy Education** **Online Tutor**

## **Introduction**

Olive & Ivy Education is a company run for the following purpose:

To provide additional personalised education to children and young people, with extra support and adjusted learning in place.

The company is based at:  
Online

Olive & Ivy Education has adopted this safeguarding policy as an expectation of all involved with the company.

## **Purpose of the Policy**

This policy is intended to protect children who receive any services from us, including those who are children of adults who may also receive services from us. Under this policy, the term children shall mean any person who is under the age of 18.

The company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers, members of staff or other persons under the Olive & Ivy Education name to guide our approach to child protection and safeguarding.

## **The Risks to Children**

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm to children can cover a wide range of circumstances and behaviours. For example, children can be at risk of;

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Female genital mutilation (FGM)
- Grooming and exploitation
- Trafficking and modern slavery
- Exposure to infliction of domestic abuse
- Bullying or cyber bullying
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging in activities without adequate supervision.

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

### **Safeguarding officers**

The management and oversight of all child safeguarding matters is allocated to:  
Hannah Barker

### **Confidentiality and Data Protection**

All personal information we may process relating to children shall be processed and stored by our data protection privacy policy which can be located on our website.

### **Safeguarding principles**

Safeguarding children from harm and abuse is an essential responsibility for our company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds the responsibility for:

- Remaining alert and aware of possible safeguarding risks to children
- Guarding children against harmful environments with appropriate actions
- Taking positive steps to maintain the safety and well-being of children engaging with us as a company.
- Reporting concerns expeditiously and appropriately, in line with child protection procedures
- Understanding the duty to report specific concerns
- Challenging any inappropriate or harmful behaviours
- Acting appropriately in the presence of children

- Not taking any inappropriate risks
- Not smoking, drinking or taking any form of illicit substances in the presence of children

### **Managing Behaviour**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must;

- Treat each child fairly and equally
- Approach the situation in a calm and neutral manner
- Make a written record of incidents and ensure it is reported appropriately.

### **Responding to a Safeguarding concern**

Where a child is at immediate risk of harm, any adult present should call 999. Thereafter, an available allocated Safeguarding Officer should be contacted.

Where there is a safeguarding concern by no immediate risk or harm, the adult who has heard or witnessed this concern should consult the allocated safeguarding officer as soon as possible and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult it is important for that adult to:

- Listen calmly and carefully, showing that the child is being taken seriously.
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children and asking probing, intrusive and/or leading questions.
- Avoid making false promises, regarding secrets.
- Make a confidential written record of the discussion either during the discussion or immediately after. The record should include the key details, times, dates, places and people concerned. Audio and video recordings of disclosures should be avoided.
- Refer all relevant information to the allocated safeguarding officer.

Upon receipt of any safeguarding concern, an allocated Safeguarding Officer shall consult with any other relevant persons and will make appropriate referrals to the relevant authorities.

### **Safeguarding children during services**

#### **Responsibilities and planning:**

Typically, we may arrange the following types of services which involve children:

#### **Tutoring Sessions**

The allocated safeguarding officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the event.

All individuals under this policy should play an active role in ensuring the safety of children at all times

**Venues**

Any events or services held by us will typically take place at:

Online

We have carried out a health and safety risk assessment of the location about its safety and suitability for children. Where any events or activities are held at any other location, we shall also carry out a risk assessment.

The fire safety procedure at this location can't be found in the following location:

None required

**Photography**

We operate a strict no-photo policy. We will not take any photographs and ask members of the public, parents and guardians and children not to take any photographs when attending our sessions.

**Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy.

- Data Protection for Olive & Ivy Education, Online Tutor

This policy should also be read in conjunction with:

- Attendance Policy for Olive & Ivy Education
- The Tuition Course Policy for Olive & Ivy Education
- Registration Form for Olive & Ivy Education
- Payments Policy for Olive & Ivy Education



This policy is approved and robustly endorsed by Olive & Ivy Education and is due for review annually.

Signed:

HANNAH BARKER (Director)

Date: 24<sup>th</sup> January 2024