

# Internal Safeguarding Procedure

## The purpose and aim of this procedure

These procedures outline the steps that must be taken if there are any concerns about a child's or young person's safety and wellbeing. This procedure is made available to all parties involved in Positive Primary Kids Tutoring's services.

## Summary

A safeguarding issue or concern is anything that might impact on children and young people's safety and welfare, cause them harm, or put them at risk of harm. Sometimes, a child or young person might tell someone about (or disclose) abuse or neglect. We might also notice signs of abuse or see something that worries us. Safeguarding concerns about a child's wellbeing could include different types of abuse (physical, emotional, sexual abuse and neglect).

Actions to be followed regarding safeguarding concerns depend on the nature of the concern.

## Confidentiality

Any concerns must be kept confidential and should not be shared with anyone other than the relevant children's services and, if appropriate, the child's parent or carer. you must share any concerns you have about a child, even if they ask you not to.

## Recording concerns

All relevant details of concerns will be confidentially recorded and securely stored in accordance with our safeguarding policy and data protection law for 12 months before being deleted. Details should be logged on the 'Safeguarding Record' proforma and stored in the password protected safeguarding folder

## Procedure for reporting concerns

All concerns of abuse or neglect will be reported immediately to the most relevant organisation as detailed below:

### Has a child told you that they are experiencing abuse?

- Reassure them that they've done the right thing in telling you.
- Make sure they know that abuse is never their fault.
- Never promise a child that you will keep the things they're telling you a secret.
- Explain that you need to share what they've told you with someone who will be able to help.

### Is the child at immediate risk of harm?

- Call Police on 999

### Does safeguarding concern regard a child living in Dorset?

- Call Children's Advice and Duty Service (ChAD)  
Phone: 01305 228866

### Do you need safeguarding advice or support?

- Call NSPCC helpline  
Phone: 0808 800 5000

### Does the concern relate to a disclosure that parents should be informed of?

For example, the child has disclosed that they are being bullied at school or seen something inappropriate online.

- Discuss with parents immediately
- Discuss with child's school's designated safeguarding lead

## Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy
- Code of conduct
- Photography and filming policy
- GDPR statement

**We are committed to reviewing our procedures and good practice annually**

This procedure was implemented on: August 2023

This procedure was last reviewed on: August 2024

Signed: 

Date: 21 August 2024