**Safeguarding Policy**

**This policy statement sets out the steps that The Maths Hub Liverpool will take to keep the children and young people to whom they provide tutoring services safe from harm and what they will do when concerns about a child or young person’s safety or wellbeing are raised.**

# Purpose and Scope

The purpose of this safeguarding policy is:

* to protect the children and young people who receive tutoring services from The Maths Hub Liverpool from harm;
* to respond to any allegations and/ or any concerns relating to the welfare of a child or young person to whom The Maths Hub Liverpool provides tutoring services;
* to state the ongoing training The Maths Hub Liverpool will undertake to ensure that safeguarding protocols are up-to-date.

This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

# Responsibilities

The Maths Hub Liverpool has a responsibility for the safety and wellbeing of its students. These responsibilities include:

* ensuring DBS checks are completed each year;
* ensuring that appropriate safeguarding training is undertaken at least once every two years;
* keeping up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes;
* reporting safeguarding concerns correctly to the relevant bodies.

# Recruitment

The tutor holds a DBS certificate. This is updated annually through the DBS tracking service.

# Reporting safeguarding concerns

If a child or young person tells The Maths Hub Liverpool that they are being abused or there are safeguarding concerns, the tutor will:

* show that they have heard what the child or young person is saying, and that their allegations are taken seriously;
* encourage the child or young person to talk, without prompting them, asking them leading questions or interrupting;
* reassure the child or young person that they can tell the tutor anything that is worrying them, but that the tutor cannot promise not to tell anybody because some things have to be passed on to keep them safe;
* explain what actions the tutor must take in a way that is appropriate to the age and understanding of the child or young person;
* record what the child or young person has said as soon as possible, using the exact words;
* make a note of the date, time, place and people who were present at the time of the disclosure.

The tutor will contact the Safeguarding Lead for Liverpool City Council. Further information can be found [here](https://liverpoolscp.org.uk/p/are-you-worried-about-the-safety-or-welfare-of-a-child). If the tutor is concerned that the child is in immediate danger, they will call the police.

# Protecting staff

The Maths Hub Liverpool has a duty of care not only to the children and young people to whom it provides services, but also to the tutor who provides those services. To protect the welfare of the tutor, The Maths Hub Liverpool will:

* provide parent and carers with a welcome pack when the services of Tailored Tuition Liverpool are first engaged containing a copy of this safeguarding policy, complaints policy and contract;
* provide parents and carers with sight of the tutor’s original DBS certificate and qualification certificates and make links available to copies of these documents;
* invite parents and carers to stay during face-to-face tuition sessions;
* always be present either in the room or within close distance during online sessions;
* never leave the child or young person in the presence of another adult or young person that has not been DBS checked while they are receiving tuition;
* make contact regarding tutoring services exclusively through the parent or carer.

# Training

The Maths Hub Liverpool will undertake safeguarding and child protection training at least twice a year.

# Useful contact details

The following contact details may be useful:

* **Careline** 0151 233 3700;
* **Merseyside Police** 0151 709 6010(or 999 in an emergency).