



## SAFEGUARDING AND CHILD PROTECTION PROCEDURES

### 1. SAFEGUARDING CHILDREN POLICY:

Irfana Saeed Qureshi Online Personal Math Tutor believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises the responsibility to safeguard the welfare of all children and young people, by a commitment to practice, which protects them.

#### I recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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.

#### The purpose of the policy:

- to provide protection for the children and young people who receive Irana Saeed Qureshi Online Personal Math Tutor services.
- to provide guidance on procedures in the event that I suspect a child or young person may be experiencing, or be at risk of, harm.

**This policy applies to Irana Saeed Qureshi or anyone working on behalf of Irana Saeed Qureshi Online Personal Math Tutor.**

I will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct
- ensuring that both I, and any employed staff are DBS checked
- sharing information about child protection and good practice with children, parents and staff
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately

### 2. CHILD PROTECTION POLICY

**This policy applies to Irana Saeed Qureshi and anyone working on behalf of Irana Saeed Qureshi Online Personal Math Tutor**

The purpose of this policy:

# IRFANA SAEED QURESHI - ONLINE PERSONAL MATH TUTOR

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- to protect children and young people who receive Irfana Saeed Qureshi Online Personal Math Tutor services.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;

Irfana Saeed Qureshi Online Personal Math Tutor believes that a child or young person should never experience abuse of any kind. I have a responsibility to promote the welfare of all children and young people and to keep them safe. I am committed to practice in a way that protects them.

## Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

I recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## I will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

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## 3. E-SAFETY POLICY

This policy and the procedures that it underpins apply to Irifana Saeed Qureshi and anyone working on behalf of Irifana Saeed Qureshi Online Personal Math Tutor.

- To protect children and young people who receive Irifana Saeed Qureshi Online Personal Math Tutor services and who make use of information technology (such as mobile phones, Tablets, laptops and the Internet) as part of their involvement with me;
- To provide staff with the overarching principles that guides our approach to e-safety;
- To ensure that, as a business, I operate in line with our values and within the law in terms of how we use information technology.

### **I recognise that:**

The welfare of the children/young people who come into contact with my services is paramount and should govern our approach to the use and management of electronic communications technologies.

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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 e-safety;

The use of information technology is an essential part of all our lives; it is involved in how I as business gather and store information, as well as how we communicate with others. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

### **I will seek to promote e-safety by:**

Supporting and encouraging the young people using my service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others;

Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their laptops, tablets, mobile phones and game consoles;

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Dealing firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);

Informing parents and carers of incidents of concern as appropriate;

Reviewing and updating the security of my information systems regularly;

Providing adequate physical security for ICT equipment;

Ensuring that user names, logins and passwords are used effectively;

Using only official email accounts allocated to and provided by the business, and monitoring these as necessary;

Encouraging parents and carers to be present during tuition sessions with their child;

Ensuring that tuition sessions are not recorded, stored or disseminated without written consent from the parent or carers of all participating students;

Ensuring that images or video footage of children, young people and families are used only after their permission has been obtained, and only for the purpose for which consent has been given;

Any social media tools, software, multimedia and other resources used in the course of my work with children, young people and families must be risk assessed in advance;

Examining and risk assessing any emerging new technologies before they are used;

I am committed to reviewing our Safeguarding, Child Protection and e-safety policies and associated good practice annually

## **In addition to these policies:**

- Irana Saeed Qureshi or any tutor acting on behalf of Irana Saeed Qureshi Online Personal Math Tutor will not contact any current student outside of their official capacity as a tutor or communicate directly with any current student without the full consent of the relevant parent or carer.
- In the event that an alternative tutor or adult guest speaker is required to participate in a tuition session, parents or carers of the affected student will be informed in a timely manner.

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