

## **Head of the Class Ltd**

### **Safeguarding Students and Young People Policy**

Head of the Class Ltd, 10881013, operates for the following purpose: Extra Curricular Tutoring  
Registered address is: 9 Hamble Drive, Hayes, Middlesex, London, UB3 2FN, United Kingdom

The Company has adopted this safeguarding children policy and expects every adult working or helping at Head of the Class to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Head of the Class Ltd.

#### **Purpose of the Policy**

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

Head of the Class 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 or staff, 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 of 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 or 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 with 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 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 responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing 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 (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- 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

## **Safeguarding Officer**

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: ABRAR

Email: [abrar.ah@head-of-the-class.co.uk](mailto:abrar.ah@head-of-the-class.co.uk)

Telephone: 07908158668

### **Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: our website [www.head-of-the-class.co.uk/policies](http://www.head-of-the-class.co.uk/policies)

### **Responding to a Safeguarding Concern**

Where a child is at immediate risk of serious harm, any adult present should call 999.

Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable 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 their their views are 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 and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

### **Reporting Concerns About Other Adults**

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally

- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned.

We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with Head of the Class Ltd

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to Head of the Class will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within Head of the Class Ltd
- a referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies

Any person within Head of the Class Ltd who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer.

On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Head of the Class Ltd who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Head of the Class Ltd who makes an allegation against another person from within the Head of the Class Ltd shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Disclosure and Barring Service (DBS) Access Northern Ireland, Disclosure Scotland Checks**

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the BS, Access Northern Ireland, and Disclosure Scotland (whichever is applicable) in relation to are:

All employees who undertake activities with children, all service volunteers, all service providers who provide services accessed by children.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS, Access Northern Ireland and Disclosure Scotland

## **Safeguarding Children at the Head of the Class Ltd**

### **Responsibilities and Planning**

Although the Safeguarding Officer will hold ultimate responsibility for overseeing the safety of children present at the Company, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Where a certain type of events, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us (see the relevant section above).

### **Venues**

We are typically based at:

Townfield Community Centre, Hayes, UB3 2EL

Botwell Library, Hayes, UB3 2HW

We have carried out a health and safety risk assessment in relation to the premises. in reference to its safety made available at the Centre or online.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

### **Supervision**

For most activities and events, our procedure for supervision of children is as follows:

For groups of children aged between 5 and 12, there shall be 1 adult present for every 8 children. For groups of children aged 13 + there will be one adult to every 10 children.

Wherever a child attend our premises alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

### **Managing Behaviour of Children Generally**

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
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

### **Managing Risks Posed by Other Children**

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and has the intention of hurting somebody either physically or emotionally.
- bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation.

Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

1. All children and any relevant staff shall be spoken to individually to ascertain the facts.
2. Where appropriate, children will receive a first warning and relevant support/education.

3. Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The child or children who have found to be responsible for persistent behaviour which amounts to bully of another child shall be banned from attending the premises.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

## **Photography**

### Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing an image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

## **Members of the Public**

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the

children's parent/guardian

- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

### **Other Policies**

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

- Our data protection policy
- Our first aid policy

This policy should also be read in conjunction with:

- Health and Safety Policy
- Visitors Policy & Notice
- Safer Recruitment

This Policy is approved and robustly endorsed by Head of the Class Ltd and is due for review every 12 months.

Name: ABRAR AL-HABTARI (Safeguarding Officer)

Signed: A.A

Date: 1st January 2022