

SAFEGUARDING & CHILD PROTECTION POLICY

Bury Tuition Centre

Part of North West Education Hub Ltd

Designated Safeguarding Lead (DSL)

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Deputy DSL

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Bury MASH

0161 253 5678 | Out of hours: 0161 253 6606

Immediate danger

Call 999

1. Policy Statement and Scope

Bury Tuition Centre is committed to safeguarding and promoting the welfare of every child and young person who uses our services. Safeguarding is everyone's responsibility. The welfare and best interests of the child are paramount, and staff must maintain a child-centred approach: concerns must be heard, recorded and acted upon.

This policy applies to all employees, tutors, directors, volunteers, contractors and other adults working on behalf of the Centre. It also explains to parents/guardians and students how safeguarding concerns are managed.

Bury Tuition Centre is a tuition provider rather than a maintained school or academy. Keeping Children Safe in Education (KCSIE) is statutory guidance for schools and colleges; we use its safeguarding principles and expectations as a key good-practice benchmark, proportionate to our setting. We also work in accordance with applicable law, Working Together to Safeguard Children 2026 and local Bury/Greater Manchester safeguarding procedures.

2. Definition of Safeguarding

Safeguarding and promoting the welfare of children includes providing help and support as soon as problems emerge; protecting children from maltreatment, whether within or outside the home and including online; preventing impairment of mental and physical health or development; ensuring children grow up in circumstances consistent with safe and effective care; and taking action to enable children to have the best outcomes.

Child protection is part of safeguarding and focuses on action taken where a child is suffering, or is likely to suffer, significant harm.

3. Our Safeguarding Commitments

- create a safe, respectful and inclusive learning environment in which children can speak and be heard;
- maintain clear arrangements for recognising, recording, reporting and escalating concerns;
- appoint a DSL and Deputy DSL with appropriate authority and safeguarding knowledge;
- ensure staff receive safeguarding induction, appropriate training and regular updates;
- undertake appropriate safer-recruitment and vetting checks, including DBS checks where the role and law require them;
- maintain professional boundaries and respond to concerns or allegations about adults working with children;
- work with parents, schools, children's social care, police, health and other agencies where appropriate;
- consider online safety, child-on-child abuse, exploitation, radicalisation and other contextual risks;
- handle safeguarding information securely while recognising that data protection must not prevent necessary information sharing to protect a child.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- takes lead responsibility for safeguarding and child protection at the Centre;
- provides advice and support to staff and considers the appropriate response to concerns;
- makes or supports referrals to children's social care, police or other agencies where required;
- maintains appropriate safeguarding records and oversight of ongoing cases;
- supports safeguarding training, policy review and learning from incidents;
- liaises with parents and external professionals where appropriate and safe.

All staff and tutors

- must remain alert to signs that a child may need help, support or protection;
- must act immediately on safeguarding concerns and report them to the DSL/Deputy DSL;
- must never promise a child complete confidentiality;
- must record concerns factually, promptly and accurately;
- must maintain appropriate professional boundaries and follow the Centre's conduct, online-safety and photography requirements;
- must not assume that somebody else will take action if a child may be at risk.

If the DSL or Deputy DSL is unavailable, this must not delay action. A member of staff may contact Bury MASH, police or emergency services directly where necessary to protect a child, and must inform the DSL as soon as practicable.

5. Recognising Abuse, Neglect and Other Safeguarding Risks

Safeguarding concerns do not always present clearly. Staff should be professionally curious and consider changes in behaviour, presentation, attendance/engagement, relationships, communication, physical signs and what a child says or does not say.

The four main categories of abuse

Physical abuse: deliberately causing physical harm or injury, or fabricating/inducing illness.

Emotional abuse: persistent emotional maltreatment that adversely affects a child's emotional development.

Sexual abuse: forcing or enticing a child to take part in sexual activities, including non-contact and online activity.

Neglect: persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health or development.

Other safeguarding risks

- child sexual exploitation and child criminal exploitation, including county lines;
- grooming, trafficking and modern slavery;
- domestic abuse and the impact on children who see, hear or experience its effects;
- child-on-child abuse, including bullying, sexual harassment, sexual violence, coercive or abusive intimate relationships and harmful online behaviour;
- sharing nude or semi-nude images, sexualised image manipulation and deepfakes;
- female genital mutilation (FGM), forced marriage and other honour- or faith/belief-based abuse;
- radicalisation and extremism;
- online harms, including harmful content/contact, cyberbullying, scams and exploitation;

- racism, discrimination and identity-based abuse;
- self-harm, suicidal behaviour or serious mental-health concerns where these create a safeguarding risk;
- abuse linked to disability or additional needs;
- missing episodes, unexplained absence or patterns of disengagement where these may indicate harm or exploitation.

6. Children Who May Be Particularly Vulnerable

Any child can experience abuse or neglect. Some children may face additional barriers to recognising or reporting harm, or may be targeted because of their circumstances. Staff should take particular care where relevant to children with SEND or communication needs; children in care or previously in care; young carers; children experiencing domestic abuse, homelessness or family instability; children affected by exploitation; and children who have experienced discrimination.

A disability, communication difficulty or behavioural presentation must never be used to explain away a safeguarding indicator without proper consideration.

7. Responding to a Child Who Discloses a Concern

- Listen carefully and take the child seriously.
- Stay calm and do not express shock, disbelief or judgement.
- Do not promise secrecy. Explain that information may need to be shared with people who can help keep them safe.
- Do not ask leading, investigative or unnecessary questions. Use only enough open questions to clarify what the child is telling you.
- Reassure the child that they have done the right thing by speaking.
- Do not confront the alleged person responsible or conduct your own investigation.
- Make a factual written record as soon as possible, using the child's own words where relevant, and distinguish fact from opinion.
- Report immediately to the DSL/Deputy DSL and take emergency action if required.

8. Reporting, Referral and Escalation

Safeguarding concerns must be reported without delay. The DSL will consider the child's needs, risk of harm, local thresholds and whether support, consultation or referral is required.

Local safeguarding contacts

- Bury Multi-Agency Safeguarding Hub (MASH): 0161 253 5678.
- Emergency Duty Team / out of hours: 0161 253 6606.
- Immediate danger or urgent medical/police emergency: 999.
- Concerns about an adult working with children / LADO advice: lado@bury.gov.uk.

Parents will normally be informed and involved where appropriate. However, the Centre may share information or make a referral without parental consent where seeking consent could place a child at increased risk, prejudice an investigation, cause undue delay, or where there is another lawful safeguarding reason to proceed.

If a staff member believes a concern has not been acted on appropriately, they must escalate it to the DSL/Deputy DSL, Director, children's social care or another appropriate safeguarding agency. Professional disagreement must never result in a child being left at risk.

9. Early Help / Family Help

Not every concern requires statutory child-protection intervention. Some children and families may benefit from support before difficulties escalate. Where appropriate, the Centre may discuss concerns with the family, school or relevant services and support access to early/family help.

A refusal of early help does not prevent a safeguarding referral where there is concern that a child is suffering or is likely to suffer significant harm.

10. Child-on-Child Abuse

Bury Tuition Centre has a zero-tolerance approach to abusive behaviour between children. It must never be dismissed as 'banter', 'part of growing up' or an inevitable part of friendships.

- bullying and cyberbullying;
- physical abuse or intimidation;
- sexual violence, sexual harassment or unwanted sexualised behaviour;
- upskirting or other non-consensual image taking;
- sharing nude/semi-nude images or AI-generated/manipulated sexual imagery;
- coercive, controlling or abusive behaviour in relationships;
- prejudice-based or discriminatory abuse.

Victims will be supported, alleged perpetrators will be managed fairly and safely, and the needs and safety of all children involved will be considered. Serious incidents may require referral to children's social care and/or police.

11. Online Safety, Photography and Emerging Technology

Online safety is an integral part of safeguarding. The Centre's E-Safety (Online Safety) Policy and Photography & Use of Images Policy set out detailed expectations.

- Staff must maintain professional digital boundaries and use approved communication methods.
- Unauthorised photography, filming or recording of students is prohibited.
- Where nude/semi-nude imagery involving a child is reported, staff must not routinely view, copy, forward, print or save the material. It must be referred immediately to the DSL for appropriate action.
- AI and image-generation tools must not be used to create abusive, sexualised, deceptive or humiliating content involving a child or other person.
- Online behaviour outside the Centre may still be a safeguarding matter where it affects a child's safety or welfare.

12. Preventing Radicalisation

The Centre recognises that children can be vulnerable to extremist influence or radicalisation, including online. Staff should report concerns about changes, associations, material or behaviour that may indicate vulnerability to radicalisation to the DSL.

The DSL will consider the circumstances and seek advice or make a referral through appropriate local safeguarding/Prevent channels where necessary. Safeguarding action must be proportionate and must not be based on stereotypes, religion, ethnicity or protected characteristics.

13. Concerns or Allegations About Staff, Tutors, Volunteers or Contractors

Any concern that an adult working with children may have harmed a child, committed an offence against or related to a child, behaved in a way indicating they may pose a risk of harm to children, or behaved in a way indicating they may be unsuitable to work with children must be taken seriously.

- Concerns about a staff member/tutor should be reported immediately to the Director/DSL unless the concern involves that person.
- If the concern involves the DSL, it should be reported to the Director/Deputy DSL as appropriate.
- If the concern involves the Director, the person receiving the concern should seek advice directly from the Bury LADO and/or children's social care as appropriate.
- The Centre will not investigate an allegation in a way that could compromise a safeguarding, LADO or police process.
- Appropriate measures will be considered to protect children while the matter is assessed.
- Where the LADO threshold may be met, advice/referral will be sought from Bury LADO.

Low-level concerns

Concerns about adult conduct that do not appear to meet the harm threshold should still be reported and recorded where they indicate behaviour inconsistent with professional standards or the Centre's expectations. Patterns of low-level concerns may be significant and will be reviewed.

14. Safer Recruitment and Suitability

- The Centre will use safer-recruitment practices proportionate to each role.
- Identity, employment history, qualifications and references will be checked as appropriate.
- DBS and barred-list checks will be obtained where legally required and appropriate to the role.
- Safeguarding expectations and professional boundaries will form part of induction.
- Staff must disclose relevant changes that may affect their suitability to work with children, subject to applicable law and Centre procedures.

15. Whistleblowing

Staff must be able to raise concerns about unsafe practice, poor safeguarding arrangements or the conduct of colleagues without fear of retaliation. Concerns should normally be raised with the DSL or Director. Where a person cannot raise a concern internally, or believes appropriate action has not been taken, they should seek advice from an appropriate external safeguarding or whistleblowing route.

16. Information Sharing, Confidentiality and Record Keeping

Safeguarding information will be handled sensitively, but safeguarding is not the same as secrecy. Relevant information may be shared with those who need it to protect a child.

- Staff must not promise confidentiality to a child.
- Records should include the concern, relevant context, action taken, decisions made, reasons for decisions and outcomes where known.
- Safeguarding records will be stored securely and separately or with suitably restricted access.
- Information will be shared lawfully, proportionately and on a need-to-know basis.
- Data protection legislation does not prevent information sharing where it is necessary and lawful to safeguard a child.
- Safeguarding records will be retained in accordance with the Centre's retention arrangements and legal/safeguarding requirements.

17. Attendance, Collection and Unexplained Absence

Bury Tuition Centre is not responsible for statutory school attendance monitoring. However, unexplained absence, repeated non-attendance, sudden disengagement, unsafe collection arrangements or a child not being collected may become safeguarding concerns.

- Parents/guardians must provide accurate contact and collection information and keep it updated.
- Where an absence or collection issue causes concern for a child's welfare, staff will attempt appropriate contact and escalate to the DSL.
- If a child is missing or believed to be at immediate risk, the Centre will contact police/emergency services and parents/guardians as appropriate.
- Patterns of concern may be discussed with the child's school, local authority or children's social care where lawful and necessary.

18. Parents, Guardians and Students

Parents/guardians are expected to

- provide accurate and current emergency, medical and safeguarding-relevant information;
- tell the Centre about circumstances that may materially affect their child's safety or wellbeing;
- support safe drop-off and collection arrangements;
- raise concerns promptly with the Centre and avoid confronting another child directly;
- work constructively with safeguarding arrangements while recognising that the Centre may need to act or share information without consent to protect a child.

Students are encouraged to

- speak to a trusted adult whenever they feel unsafe, worried, pressured or uncomfortable;
- report bullying, abuse, harmful online behaviour or unsafe situations;
- understand that they will be listened to and taken seriously;
- treat others respectfully and follow the Centre's Behaviour and Online Safety expectations.

19. Training, Supervision and Review

Safeguarding induction and training will be appropriate to each role and refreshed regularly. The DSL/Deputy DSL will maintain suitable safeguarding knowledge and access to updates. The Centre will review safeguarding arrangements following significant incidents, changes in guidance or local procedures, and at least annually.

The Centre will take account of relevant learning from local and national safeguarding reviews and from Bury Safeguarding Partnership where appropriate.

20. Related Policies and Procedures

- E-Safety (Online Safety) Policy
- Photography & Use of Images Policy
- Behaviour & Code of Conduct Policy
- Equality, Anti-Bullying & Complaints Policy
- Medical & First Aid Policy
- Data Protection & Privacy Policy
- Terms & Conditions

- Complaints Procedure and Complaints Form
- Staff safer-recruitment, conduct and safeguarding-recording arrangements

21. Key Legislation and Guidance

- Children Act 1989 and Children Act 2004;
- Working Together to Safeguard Children 2026;
- Keeping Children Safe in Education 2026 (KCSIE), used by the Centre as a key safeguarding good-practice benchmark where applicable.;
- Equality Act 2010;
- Data Protection Act 2018 and UK GDPR, as amended;
- Children's Wellbeing and Schools Act 2026, where relevant to the Centre;
- Bury Safeguarding Partnership and Greater Manchester safeguarding procedures.

22. Legal Entity

Bury Tuition Centre is a trading name of North West Education Hub Ltd.

Policy Information

Policy Owner	Nazia Younis (Director / Deputy DSL)
Designated Safeguarding Lead	Shazia Tahir
Effective From	1 September 2026
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