Safeguarding and Child Protection Policy

Last updated: November 2026 Next review: November 2027

Introduction Junior Cub Scholars is an English and Maths tuition provider established to improve children's educational attainment, particularly in disadvantaged areas. Our core activities include providing small-group tuition, typically delivered by one tutor to a group of students, within our tuition centre and in partner schools.

We believe that all children and young people have the right to learn in a safe, supportive, and caring environment and to be protected from all forms of abuse and neglect. Safeguarding children is everyone's responsibility, particularly those in positions of trust.

This policy sets out how Junior Cub Scholars safeguards and promotes the welfare of children and ensures that all staff, tutors, volunteers, and directors understand their responsibilities.

Scope of the Policy

This Safeguarding and Child Protection Policy applies to all individuals working on behalf of Junior Cub Scholars, including:

- Directors (there are three directors in total)
- Employees (full-time and part-time)
- Tutors
- Volunteers
- Interns
- Contractors

All personnel are required to familiarise themselves with and adhere to this policy.

Where Junior Cub Scholars works in partnership with another organisation (e.g. schools), staff must also follow the safeguarding procedures of the host organisation and report concerns to both the host organisation's Designated Safeguarding Lead and The Junior Cub Scholars's Designated Safeguarding Lead.

Legal Framework and Guidance

This policy is informed by, and should be read in conjunction with, the following legislation and guidance:

- What to do if you're worried a child is being abused (Department for Education, 2015)
- Children Act 1989
- Children Act 2004
- Keeping Children Safe in Education (DfE)
- Public Interest Disclosure Act 1998

- NSPCC safeguarding guidance For the purposes of this policy, a child is defined as anyone under the age of 18.

Policy Statement and Principles

Junior Cub Scholars acknowledges its duty of care to safeguard and promote the welfare of all children who engage with its services.

We are committed to the following principles:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, race, religion, belief, sexual identity, or background, have the right to protection from abuse.
- All safeguarding concerns and allegations will be taken seriously and responded to promptly and appropriately.
- Safeguarding policies and procedures protect both children and staff from harm and from unfounded allegations.

Responsibilities of Staff and Tutors

All staff, tutors, volunteers, and contractors who have supervised or unsupervised contact with children must:

- Recognise and accept their safeguarding responsibilities
- Be alert to indicators of abuse or neglect
- Know how to respond to disclosures
- Report all safeguarding concerns immediately in line with this policy

Junior Cub Scholars will safeguard children by:

- Implementing robust safeguarding and child protection procedures
- Ensuring concerns are reported to appropriate statutory authorities
- Following safer recruitment practices, including appropriate vetting
- Providing safeguarding training and ongoing support

Designated Safeguarding Lead (DSL)

Named Safeguarding Leads

- Designated Safeguarding Lead (DSL): Fahmida Ahad
  Telephone: +44 7547 161699

The DSL has overall responsibility for safeguarding and child protection within Junior Cub Scholars.

Role of the DSL

The DSL is responsible for:

- Acting as the main point of contact for safeguarding concerns
- Knowing how and when to make referrals to children's social care and other agencies
- Providing advice and guidance to staff on safeguarding matters
- Ensuring referrals are made promptly and confirmed in writing
- Maintaining confidential and secure safeguarding records
- Liaising with external agencies as required
- Keeping directors informed of safeguarding issues and outcomes where appropriate
- Identifying safeguarding training needs
- Reviewing and updating safeguarding policies regularly

The DSL will undertake appropriate safeguarding training, refreshed at least every two years. All staff will receive safeguarding updates at least annually.

Conduct and Professional Boundaries

All staff and tutors must follow the organisation's Guidance on Conduct and Behaviour, based on Keeping Children Safe in Education.

Key expectations include:

- Maintaining professional boundaries at all times
- Avoiding being alone with a child where possible; where unavoidable, ensuring transparency
- Not engaging in inappropriate physical contact or communication Treating all children with dignity and respect

Breaches of conduct may result in disciplinary action.

Recognising and Reporting Safeguarding Concerns

Types of Concerns

Safeguarding concerns may arise from:

- A child disclosing abuse
- Physical signs such as bruising or injuries
- Changes in behaviour or emotional wellbeing
- Inappropriate behaviour by an adult
- Overhearing concerning conversations between children

Reporting Procedure

- Immediate concerns must be reported to the DSL by telephone as soon as possible
- Concerns must be confirmed in writing within 24 hours using the safeguarding

Where tuition takes place in a school or external setting, staff must also follow that setting's safeguarding procedures and inform Junior Cub Scholars's DSL.

Immediate Risk

If a child is in immediate danger:

- Call the police on 999, or Contact local children's social care, or Call the NSPCC Helpline on 0808 800 5000

Whistleblowing

Junior Cub Scholars encourages staff to raise concerns about unsafe, illegal, or unethical practice.

Concerns may relate to:

- Safeguarding failures
- Abuse or neglect
- Criminal offences
- Health and safety risks
- Abuse of authority

Whistleblowing concerns should be raised with the Managing Director or, if appropriate, externally via organisations such as the NSPCC or Protect.

Staff who raise concerns in good faith will be supported and protected from victimisation in line with the Public Interest Disclosure Act 1998.

Managing Allegations

All allegations will be:

- Taken seriously
- Recorded accurately
- Assessed promptly
- Investigated fairly and objectively

Where appropriate, matters will be referred to external agencies. Confidentiality will be maintained wherever possible.

Photography and Video

Junior Cub Scholars is committed to protecting children from the misuse of images.

- Parental consent is obtained before any images are taken
- Images are used only for educational or internal purposes
- Only staff-owned devices are used
- Images are stored securely on password-protected systems
- Parents are asked not to share images publicly online

Record Keeping and Confidentiality

All safeguarding records are:

- Accurate and factual
- Stored securely
- Shared only on a need-to-know basis Confidentiality will not override the duty to protect a child from harm.

Policy Review

This policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or organisational practice.

Safeguarding Process Flow (Summary)

- Concern identified
- Report immediately to DSL
- Record concern in writing
- DSL assesses risk
- Referral made if required
- Actions recorded and monitored

Approved by the Directors of Junior Cub Scholars