

Child Protection Policy

This document is the Child Protection Policy for the Volunteer Tutors Organisation (VTO) which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

The organisation does not undertake activities with children in the absence of their parents/carers, but has the opportunity to observe the young person's/children's welfare within their family setting. Parents/carers remain responsible for their children's welfare throughout all the work undertaken by the organisation. When tutoring children, the tutor is always in view of their parents/carers: this is explained to parents/carers at interview and parents/carers are encouraged to be accessible to both children and tutor during the tutoring session. However, the foregoing does not apply when tuition is carried out in a group setting such as a homework club.

The VTO believes that all children must be safe when being assisted with their education.

All potential tutors undergo an Enhanced Disclosure check (in accordance with the Protection of Vulnerable Groups (PVG) Scheme) with child care component. Tutors are only offered a post within the organisation when their Disclosure is returned satisfactory.

All potential tutors are required to submit two references which must be received satisfactorily before tutors are considered for a position of responsibility with children. Tutors must complete child protection training prior to beginning tutoring.

Tutors are made aware that children may disclose a bullying situation at school or some other form of abuse. If this happens VTO requires that tutors must immediately inform the management team, who will take any appropriate further action.

VTO uses Glasgow City Council's policy on protection as a guideline for these potential disclosures.

If a child is alone at home and is under 16 years of age, no tutoring should take place. The tutor should try to contact parents and if unable to do so, leave the premises and contact a named person on the management team, who will take any appropriate further action.

VTO consider that everyone is responsible for the safety of children.

Tutors are issued with a code of good practice in the Volunteer Handbook and are encouraged to follow these guidelines when working with children.