

The Volunteer Tutors Organisation Safeguarding Policy Statement

The purpose and scope of this policy statement

The Volunteer Tutors Organisation works with children and families as part of its activities. These include:

- Providing One-to-One tuition in the child's home or in a safe environment;
- Providing supported tuition within structured Learning Hubs; and
- Providing One-to-One tuition via an online tutoring platform. The purpose of this policy statement is:
 - to protect children and young people who receive the Volunteer Tutors Organisation's services; and
 - to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of the Volunteer Tutors Organisation, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation and guidance is available from:

<https://www.gov.scot/publications/national-guidance-child-protection-scotland/pages/6>

We believe that:

- children and young people should never experience maltreatment of any kind; and
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- the welfare of the child is paramount;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or maltreatment;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare .

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them;
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding;
- developing child protection and safeguarding policies, procedures and code of conduct which reflect best practice and which follow ScotGov child protection guidelines;
- ensure all staff, volunteers, children and guardians are aware of our child protection policy and code of conduct via handouts, training, group work and one-to-one discussions;
- using our safeguarding procedures to train staff and volunteers to recognise possible signs of maltreatment and subsequently respond in an appropriate way;
- using our safeguarding procedures to train staff and volunteers to report their concerns to the appropriate individual or agencies who need to know, and involving children, young people, parents, families and carers where relevant;
- ensuring that staff and volunteers understand the importance of accurate recording of their concerns including any direct disclosures;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- developing and implementing an effective online safety policy and related procedures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- implementing a code of conduct for staff and volunteers;
- using our procedures to respond to any allegations against staff and volunteers appropriately;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance; and
- recording and storing information professionally and securely, including the recording of online tutor sessions for a period of 3 months for review by the tutor, pupil and the VTO staff.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Volunteer Policy
- Staff Recruitment Policy
- Equality & Diversity Policy
- Recruitment for Volunteer Tutors Policy
- Secure handling, use, storage of data and disclosure information guided by GDPR legislation
- Health and Safety Policy
- Online Tutoring Policy

The above policies and procedures are available on our website <https://www.vtoscotland.org/policies/>

Contact details

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Nominated child protection lead

Name: Barbara Oliver

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Senior lead for safeguarding and child protection

Name: Douglas Johnston

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

1st December 2020

Approved by Board:

Signed:



Date: 10/01/2021