Safeguarding & Child Protection Policy

Public edition: 28 November 2026 | Based on POL-01 v2.0, effective 25 November 2026 | Review by 25 November 2027.

1. Our commitment

The welfare of every child is paramount. This policy applies to all adults acting for AMTutors, paid or unpaid, across tuition, agreed activities, arrival and authorised collection. Children are listened to and treated respectfully, with their age, communication needs, disability and individual circumstances considered. Concerns are taken seriously and acted on promptly.

Our safeguarding arrangements are informed by relevant children's legislation, Working Together to Safeguard Children, DfE out-of-school settings guidance, equality law and data protection law. Our Ofsted Childcare Register application remains under assessment; AMTutors is not currently represented as registered.

2. Safeguarding leads and independent reporting

Designated Safeguarding Lead (DSL): Mohammed Atif, Director — enquiries.amtutors@outlook.com. Deputy DSL: Anisah Mubeen — safeguarding.amtutors@outlook.com.

If a concern involves Mohammed Atif, contact Anisah independently using the safeguarding address, or contact the relevant external authority directly. If it involves Anisah, contact Mohammed if appropriate or the external authority. Anyone may bypass internal reporting where needed, including if a lead is unavailable, implicated or fails to act.

3. Recognising and responding to concerns

Concerns may include abuse, neglect, exploitation, grooming, bullying, discriminatory or child-on-child harm, unsafe adult conduct, online risks or possible radicalisation. Signs are not proof. Adults listen carefully, do not promise secrecy or investigate independently, record facts and the child's words where possible, and report without delay.

If a child is in immediate danger, call 999. The safeguarding lead assesses risk, seeks external advice or makes referrals as needed, records decisions and follows up. Relevant information is shared lawfully and proportionately; consent is not always necessary for safeguarding.

4. Allegations about adults

Where an allegation may meet the harm threshold (harm or possible harm to a child, possible offence involving a child, risk of harm or possible unsuitability to work with children), AMTutors consults or refers to the Local Authority Designated Officer (LADO) promptly and within one working day. Staff follow external advice and do not undertake an unauthorised investigation. Lower-level concerns are recorded and reviewed. Required notifications are considered where applicable.

5. Safer recruitment and professional conduct

AMTutors assesses role-specific suitability, identity, references, relevant right-to-work checks and appropriate DBS eligibility before adults undertake unsupervised child-facing duties. Staff receive safeguarding information and induction appropriate to their role. Professional boundaries apply to communication, photography, physical contact and supervision.

6. Safe tuition, arrival and collection

Children are not tutored alone with an adult in an isolated closed room. Appropriate supervision and visibility are maintained, including during one-to-one tuition. Parents may stay by agreement where other children's privacy can be protected. Staff supervise movement and toileting as appropriate while respecting privacy; personal care needs are individually planned.

Attendance and collection are recorded. Children are released only to authorised adults; independent departure is not permitted. If a child is late being collected or cannot be located, staff maintain supervision, contact parents and relevant authorities as necessary and record the incident. In immediate danger call 999.

7. First aid and medical needs

Sessions only operate with first-aid cover appropriate to activities and applicable requirements. Parents should provide relevant medical and allergy information and update changes. Individual medical or emergency support is agreed before provision where needed. Accidents are recorded and parents informed as appropriate. In emergencies, staff call 999 promptly and act within their training.

8. Behaviour, inclusion and SEND

Unsafe behaviour is stopped safely and children are protected. Staff consider age, SEND, disability, communication needs and reasonable adjustments. Bullying, discrimination, coercion and harmful sexual behaviour are considered for safeguarding escalation. Any physical intervention must be lawful, necessary and proportionate to prevent harm; never punishment. Staff maintain safe handover even where tuition ends.

9. Confidentiality, complaints and review

Records are kept securely with access limited to those with a lawful need to know. Allegations involving a lead are managed independently of the person concerned. Children, parents, staff and volunteers may raise concerns without retaliation. Safeguarding concerns are escalated promptly, rather than delayed by an ordinary complaints process.

Management reviews procedures after significant incidents, changes in guidance, staffing or venues and at least annually. Site-specific risk assessments and emergency arrangements are maintained internally.

10. External safeguarding contacts

Immediate danger: 999. Birmingham Children's Advice & Support Service (CASS): 0121 303 1888. Emergency Duty Team (including Sundays): 0121 675 4806. Birmingham LADO: 0121 675 1669; ladoteam@birminghamchildrenstrust.co.uk.

Further information: birminghamchildrenstrust.co.uk/report-a-concern.