



**Alhuda Prime Tutors**

Little care leads to progress

## **Safeguarding and Child Protection Policy**

Reviewed At:

July 2025

Next Review:

July 2027



## Safeguarding and Child Protection Policy

Alhuda Prime Tutors  
Registration Number: 08051638  
Ofsted URN: EY460539

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### 1. Policy Statement

At Alhuda Prime Tutors, we are wholly committed to safeguarding and promoting the welfare of all children in our care. We acknowledge our statutory responsibility regarding the protection of children and young adults from harm, and to promote a culture of support and safety. This document provides an outline of our framework for safeguarding, in compliance with the following legislation:

- Children Act 1989 and 2004
- Education Act 2002
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (KCSIE, 2024)
- The Early Years Foundation Stage (EYFS) Statutory Framework (2024)
- Prevent Duty Guidance (2015, updated 2023)
- General Data Protection Regulation (GDPR, 2018)

Safeguarding refers to the measures taken to prevent and protect children from maltreatment and impairment to their health and development. Safeguarding ensures children are growing in circumstances consistent with safe and effective care which enables them to have the best outcome.

This policy applies to all staff, volunteers, management, parent/carers and anyone working on behalf of our centre.

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### 2. Aims of the Policy

The primary aim is to provide all children with a safe and secure environment where they feel protected. Our specific objectives include:

- Educating staff and volunteers to recognize signs of abuse and understand safeguarding procedures
- Implementing and maintaining correct systems for monitoring, recording and reporting safeguarding concerns
- Promoting safe recruitment practices



- Working with parents, carers, police and local safeguarding partners in order to implement effective safeguarding practices
- Creating an open culture where staff are confident and trained in reporting concerns without fear of reprisal

All staff are trained to understand that safeguarding is everyone's responsibility and that every child should feel safe, protected and respected.

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### **3. Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead (DSL) is responsible for coordinating all safeguarding and child protection matters. The DSL must be a senior member of staff with the authority to implement changes and make referrals. The responsibilities of the DSL include:

- Ensuring all staff understand safeguarding policies and procedure
- Providing advice and support to colleagues
- Liaise with the relevant safeguarding authorities on relevant matters
- Maintain details and confidential records of concerns and referrals
- Undertake advanced safeguarding training every two years

A Deputy DSL is appointed to fulfil these responsibilities in the absence of the DSL

DSL: Manzoor Hussain Sabir

Contact: 07727274648

Deputy DSL: Maheen Manzoor

Contact: 07397192534

Their details are displayed in the main room and made available to all parents and carers.

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### **4. Types of Abuse and Specific Safeguarding Issues**

All staff must be able to recognize the four primary types of abuse:

#### **Physical Abuse**

Includes hitting, shaking, burning, poisoning, or otherwise physically harming a child. Indicators can include unexplained bruises, burns, fear of going home or aggressive behavior.

#### **Emotional Abuse**

Persistent maltreatment that affects a child's emotional development, such as excessive criticism, rejection or lack of affection. Children may exhibit low self-esteem or delayed development.

#### **Sexual Abuse**



Involves forcing or enticing a child to participate in sexual activities, including both contact and non-contact abuse. Behavioral changes or sexually inappropriate language may be signs.

#### Neglect

The persistent failure to meet a child's basic needs. This can be physical, educational, emotional or medical. Signs include poor hygiene, undernourishment, or frequent absences.

Additional concerns that staff must also be alert to:

- Female Genital Mutilation (FGM)
- Child Sexual Exploitation (CSE)
- County Lines Drug Exploitation
- Radicalisation and Extremism
- Domestic Violence
- Online Grooming and Sextortion
- Fabricated or Induced Illness (FII)
- Mental health issues affecting caregiving

Training is provided to equip staff with the knowledge to recognize and respond to these risks.

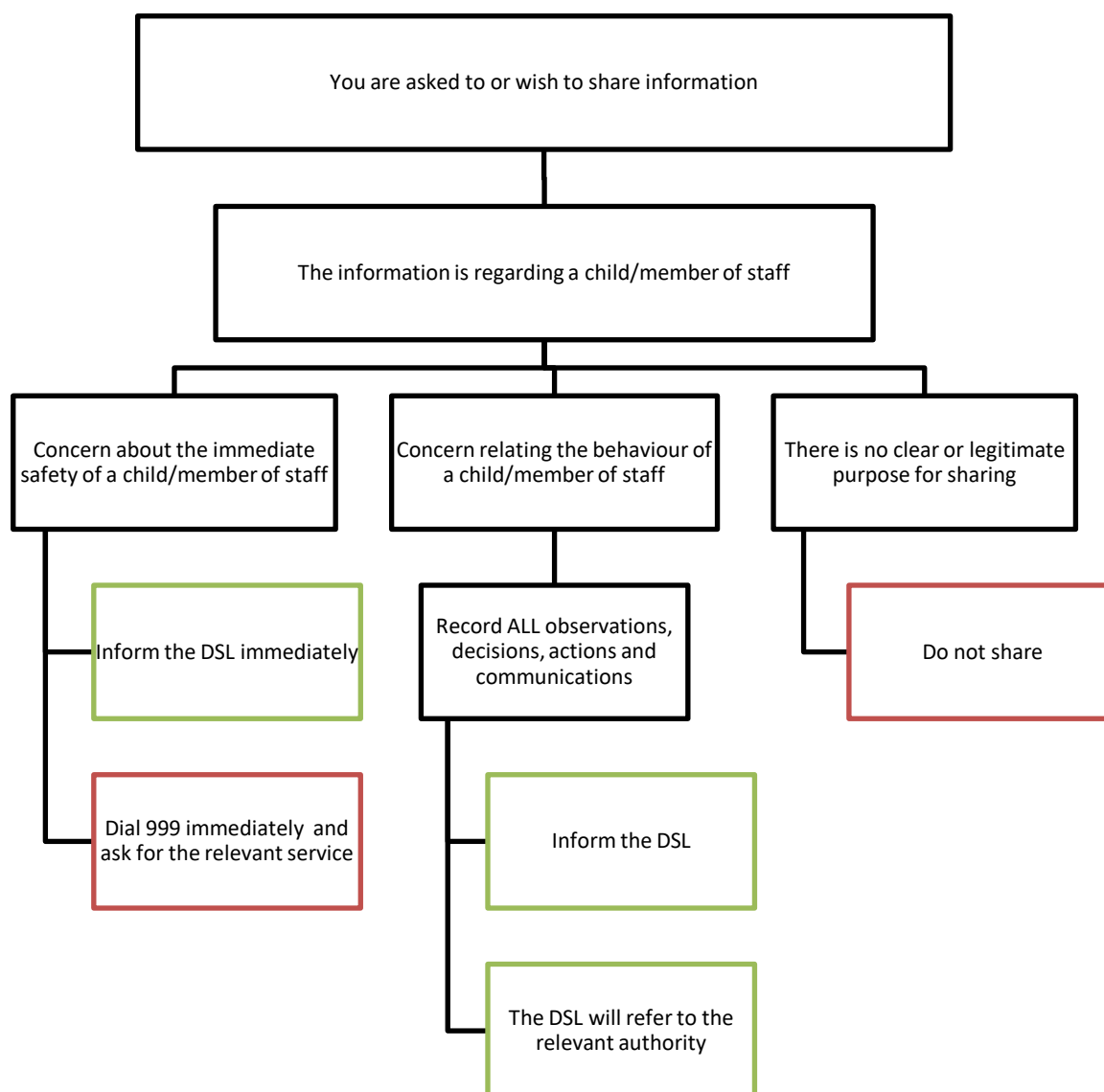
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## **5. Safeguarding Procedure and Referral Process**

When a staff member has a safeguarding concern:

1. **Recognise** the signs of abuse or risk
2. **Respond** to the child in a calm and supportive manner
3. **Report** the concern to the DSL or Deputy DSL immediately
4. **Record** all details clearly, factually and promptly
5. **Refer** the DSL will assess the need for external referral to the Children's Social Care or other safeguarding authorities

In emergency situations where a child is at immediate risk of serious harm, staff should take action to call 999 and inform the DSL immediately



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## 6. Safer Recruitment

At Alhuda Prime Tutors, we adhere to safer recruitment procedures as outlined in KCSIE. All employees and volunteers undergo:

- Enhanced DBS checks
- Identity verification
- Two professional references
- Full employment history with explanation of gaps
- Safeguarding interview questions

Staff receive safeguarding training as part of their induction and must read and stay up to date with



the safeguarding policy regularly.

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## **7. Training and Induction**

All staff must undertake safeguarding and child protection training. Training should be refreshed and updated according to legislative changes. The DSL and Deputy DSL must complete a minimum of Level 2 Safeguarding and Child Protection training. All staff and volunteers are required to read and understand:

- This Safeguarding Policy
  - “Keeping Children Safe in Education – Part 1”
  - The code of conduct
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## **8. Allegations against Staff**

All allegations or concerns about staff behavior, no matter how minor, must be reported to the DSL who will begin with immediate investigation. If a child or parent makes an allegation:

- It will be taken seriously and investigated thoroughly
  - The staff member may be suspended during the investigation
  - Detailed records will be maintained
  - Confidentiality will be preserved wherever possible
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## **9. Whistleblowing**

We promote an open culture where staff should feel comfortable reporting poor practice, misconduct or unsafe behavior. Staff may raise concerns:

- Internally to the DSL or management
- Directly with Ofsted
- Via the NSPCC Whistleblowing Advice Line: 0800 028 0285

We ensure staff will not suffer detriment for raising concerns in good faith.

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## **10. Confidentiality and Record-Keeping**

Safeguarding records are:



**Alhuda Prime Tutors**

- Stored securely in a confidential file
- Kept separate from general access
- Retained according to the statutory guidance (typically until the child turns 25)

Information is only shared with appropriate professionals on a need-to-know basis, in line with GDPR and the Data Protection Act. Parents will be informed of safeguarding concerns unless doing so places the child at further risk.

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### **This concludes our policy**

Alhuda Prime Tutors is committed to reviewing and updating this policy as it deems necessary in line with legislation and good practice.

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**Signed by Manager:**

Date:

**Signed by Data Protection Officer:**

Date:

**Signed by Deputy Data Protection Officer:**

Date: