

SAFEGUARDING & CHILD PROTECTION POLICY

Out-of-School Tuition Provision

Version 2.0 • Effective 1 October 2026 • Review 1 October 2027

Designated Safeguarding Lead (DSL)

Pippa Camp

Lead responsibility for safeguarding and child protection at Fruition Harrogate.

Policy owner

Designated Safeguarding Lead

Organisation

Policy status

Next review

Centre Director – Richard Peach

Pippa Camp

Fruition Harrogate

Approved safeguarding and child protection policy

1 October 2027, or sooner following a significant incident or guidance change

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1. Policy statement and purpose

Fruition Harrogate is committed to safeguarding and promoting the welfare of every child and young person who attends our tuition provision. The child's welfare is our first consideration. We will take reasonable and proportionate steps to prevent harm, recognise concerns early, respond promptly and work with parents, carers and relevant agencies when concerns arise.

This policy replaces the previous safeguarding policy and has been updated for Fruition Harrogate's current out-of-school tuition setting. It reflects current Department for Education guidance for out-of-school settings, current Ofsted requirements that apply where Fruition is registered on the relevant childcare register, and current ICO data-protection principles.

Important regulatory note

Out-of-school settings guidance is non-statutory and applies to private tuition and similar provision. Where Fruition's registration status means that Ofsted's compulsory Childcare Register or Early Years Register requirements apply, those statutory requirements will also be followed. Where the Early Years Foundation Stage applies, it must also be followed. This policy does not replace any statutory framework that applies to the provision.

2. Scope and regulatory context

This policy applies to all employees, teachers, tutors, agency workers, contractors, volunteers and other adults working for or on behalf of Fruition Harrogate; all children and young people under 18 attending Fruition activities; and safeguarding-relevant conduct occurring online or offline.

The policy is informed by and should be read alongside:

- Department for Education: After-school clubs, community activities, and tuition – Safeguarding guidance for providers (February 2026).
- Department for Education: Using after-school clubs, tuition and community activities (updated February 2026).
- Ofsted: Daycare providers on the compulsory Childcare Register – Ofsted requirements (updated 1 September 2026), where applicable.
- Keeping Children Safe in Education 2026, used as relevant best practice for an out-of-school tuition setting.
- Working Together to Safeguard Children and North Yorkshire Safeguarding Children Partnership procedures.
- UK GDPR and the Data Protection Act 2018, together with current ICO guidance on children's information and safeguarding information sharing.

3. Safeguarding principles

- Safeguarding is everyone's responsibility.
- The best interests and welfare of the child are central to safeguarding decisions.
- All children have an equal right to protection from abuse, neglect, exploitation, discrimination and avoidable harm.
- We will listen to children and take concerns seriously.
- We will act promptly and will not wait for a child to make a direct disclosure before taking reasonable safeguarding action.
- We will maintain professional boundaries and a culture in which unsafe practice can be challenged.
- We will share information lawfully, proportionately and securely when necessary to protect a child.
- We will recognise additional safeguarding barriers experienced by children with SEND.
- We will review arrangements regularly and after significant incidents or changes in guidance.

4. Roles and responsibilities

4.1 Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is Pippa Camp. The DSL will:

- take lead responsibility for safeguarding and child protection while children are in Fruition's care;
- provide advice and support to staff and volunteers;
- maintain secure safeguarding records and ensure concerns, decisions and actions are recorded objectively;
- ensure staff know how to recognise and respond to safeguarding concerns, including online concerns;
- know local referral routes into North Yorkshire children's social care and maintain current contact details;
- liaise with Children's Social Care, the LADO, police and other agencies as appropriate;
- manage allegations and concerns about adults working with children in accordance with local procedures;
- ensure safeguarding training and refresher training are recorded;
- ensure this policy is reviewed at least annually and after significant incidents or material changes.

4.2 All staff and volunteers

- act in accordance with this policy and the staff code of conduct;
- remain alert to abuse, neglect, exploitation, bullying, harmful sexual behaviour, radicalisation and online harm;
- report concerns immediately to the DSL or, where necessary, directly to the appropriate safeguarding agency;
- record concerns factually, promptly and securely;
- maintain professional boundaries and never promise a child secrecy or confidentiality;
- challenge and report unsafe or poor practice.

4.3 Management

Management is responsible for providing adequate staffing, safe premises, appropriate insurance, risk assessments, safeguarding training, safer recruitment arrangements, effective policies and oversight. Safeguarding is embedded across the organisation rather than treated as the responsibility of the DSL alone.

5. Recognising abuse, neglect and exploitation

Abuse may occur online or offline and may be caused by adults or other children. Staff should be alert to:

- physical abuse, including hitting, shaking, burning, poisoning, suffocation or other physical harm;
- sexual abuse, including contact and non-contact abuse, exploitation, grooming and the creation or sharing of sexual images;
- emotional or psychological abuse, including persistent humiliation, threats, intimidation, coercion, serious bullying or exposure to domestic abuse;
- neglect, including persistent failure to meet basic physical or emotional needs or to protect a child from danger;
- child criminal exploitation and child sexual exploitation;
- domestic abuse affecting a child, including where a child sees, hears or experiences its effects;
- discriminatory abuse and harassment;
- online abuse, grooming, cyberbullying, harmful content and harmful contact;
- radicalisation and exploitation by extremist or terrorist influences.

Possible indicators include unexplained injuries, significant changes in behaviour or mood, withdrawal, fearfulness, age-inappropriate sexualised behaviour, poor attendance, changes in presentation, disclosures by the child or concerns raised by another person. No single indicator proves abuse; staff should report concerns and allow the DSL or relevant agency to assess them.

6. Child-on-child abuse and harmful sexual behaviour

Fruition recognises that children can harm other children. Child-on-child abuse may include bullying and cyberbullying, physical abuse, sexual harassment, harmful sexual behaviour, sexual violence, sharing nude or semi-nude images, coercive behaviour, intimidation, initiation rituals and abuse within intimate relationships.

- All reports are taken seriously and are not automatically dismissed as 'banter'.
- The safety and welfare of the child affected will be considered first.
- The behaviour of the child alleged to have caused harm will also be assessed and addressed appropriately.
- Staff will not investigate beyond their role or interview children in a way that could prejudice an investigation.
- Where criminal conduct, significant harm or immediate risk is suspected, the DSL will seek advice from Children's Social Care and/or the police.

7. Responding to a safeguarding concern or disclosure

7.1 If a child tells you something

1. Listen calmly and allow the child to speak without interruption.
2. Take the child seriously and reassure them that they have done the right thing by speaking.
3. Do not promise secrecy. Explain that information may need to be shared to keep them safe.
4. Do not investigate, interrogate or ask leading questions. Use only enough open questions to clarify what the child is trying to communicate.
5. Record the child's words as accurately as possible, including relevant dates, times, people and observable facts.
6. Report the concern immediately to Pippa Camp (DSL), unless doing so would increase risk or is not practicable.
7. If the child is at immediate risk of significant harm, contact the police on 999 and/or North Yorkshire Children's Social Care in accordance with local procedures. Do not wait for the DSL if delay could increase risk.

7.2 Recording and decision making

- Records must be factual, objective, dated, timed and attributed.
- Record what was seen, heard or said rather than speculation or diagnosis.
- Record actions taken, advice received, referrals made and reasons for decisions.
- Original notes should be retained securely.
- Safeguarding records are confidential and accessed only by people with a legitimate need to know.

If you are worried and cannot reach the DSL

Do not assume that someone else will act. Follow the local authority referral route or contact the police where appropriate. Staff may make a direct referral to Children's Social Care or the LADO when necessary, particularly if they believe a concern has not been acted upon appropriately.

8. Allegations or concerns about adults working with children

Any allegation or concern that an employee, volunteer, contractor or other adult has harmed a child, may have committed a criminal offence against or related to a child, or may pose a risk of harm must be treated seriously.

8. Report the allegation immediately to the DSL or the senior person designated to receive allegations.
9. Do not conduct an internal investigation or interview the child about the allegation unless specifically advised by the appropriate safeguarding authority.
10. The DSL/senior manager will seek advice from the North Yorkshire Local Authority Designated Officer (LADO) and, where appropriate, Children's Social Care and the police.
11. Where the local threshold is met, the LADO should be notified within one working day.
12. Confidentiality will be maintained as far as possible while recognising that information must be shared with agencies that need it to safeguard children.



13. Where the legal criteria for a DBS referral are met, Fruition will make the required referral even if the person has resigned or left.

Fruition will also maintain a culture in which low-level concerns and poor practice can be raised and addressed before they develop into more serious safeguarding issues.

9. Staff conduct, boundaries and professional behaviour

- Staff must never hit, physically punish, humiliate, threaten, intimidate, sexually exploit or otherwise abuse a child.
- Physical intervention must never be used as punishment. Where physical contact is necessary to prevent immediate harm, only reasonable and proportionate force may be used and the incident must be recorded and reported.
- Staff must maintain appropriate professional boundaries in person and online.
- Staff must not form inappropriate personal, sexual or exploitative relationships with children.
- Staff must not communicate with children through personal social-media accounts or private messaging channels unless specifically authorised.
- Staff must not photograph or record children on personal devices.
- Staff must not take children to their home or allow children to stay overnight at their home.
- Staff must not provide alcohol, tobacco, illegal drugs or inappropriate substances to children.
- Staff must not carry out personal care beyond what is necessary, appropriate and authorised for the setting.
- Staff must challenge discriminatory, abusive or degrading language and behaviour.

10. Safer recruitment, DBS and suitability

Fruition will use a range of checks and safeguards rather than relying on a DBS certificate alone. Recruitment and suitability decisions will be proportionate to the role and level of contact with children.

- Identity will be verified.
- Right to work in the UK will be checked where required.
- Qualifications, skills and relevant experience will be checked.
- References will be obtained and scrutinised, with concerns followed up.
- An appropriate level of DBS check will be obtained where eligible and required, including barred-list checks where the role legally permits or requires them.
- Relevant teacher prohibition or other suitability checks will be considered where applicable.
- Any concerns about an applicant's suitability will be resolved before appointment.
- Staff and volunteers will be subject to ongoing suitability, supervision and performance review.

Where Fruition is operating under Ofsted's compulsory Childcare Register requirements, the provider will ensure that everyone looking after children has the required enhanced DBS check and that the other applicable suitability requirements are met.

11. Safeguarding training and supervision

- All staff and volunteers will receive safeguarding induction before working unsupervised with children.
- Training will cover this policy, reporting routes, recognising abuse and neglect, child-on-child abuse, online safety, professional boundaries and the local referral process.
- The DSL will receive appropriate safeguarding and child-protection training, including online safeguarding.
- Training records will be maintained, including dates, provider/course and refresher arrangements.
- Staff will be encouraged to raise safeguarding questions and challenge unsafe practice.
- Where relevant, staff will undertake Prevent awareness and other role-appropriate training.

12. Working alone, one-to-one tuition and supervision

One-to-one tuition is a normal feature of private tutoring and is not prohibited by the Department for Education's out-of-school settings guidance. Fruition will, however, manage the additional safeguarding risks of one-to-one contact.

- Parents/carers will be informed that tuition may be delivered one-to-one.
- Where reasonably practicable, sessions will take place in observable or appropriately monitored environments, with clear visibility and/or appropriate access arrangements.
- Staff must not use private homes, personal vehicles or private social-media channels for contact with children unless specifically authorised and risk assessed.
- Doors, rooms and visibility arrangements will be managed to reduce unnecessary isolation while preserving confidentiality and effective teaching.
- Where online tuition is provided, approved platforms and communication routes will be used.
- Any concern arising from one-to-one contact must be reported promptly.

13. Attendance, collection, missing child and emergency arrangements

Fruition will maintain appropriate attendance and collection arrangements. Parents/carers will provide current contact and emergency information and notify Fruition of relevant changes.

- Attendance will be recorded for sessions where children are in Fruition's care.
- Parents/carers will provide at least one emergency contact and, where reasonably possible, more than one.
- Relevant medical conditions, allergies and additional needs will be recorded and handled securely.
- Only authorised adults will collect a child where collection arrangements apply.
- If a child is unexpectedly absent, staff will follow Fruition's attendance and safeguarding procedures and contact parents/carers where appropriate.
- If a child is missing, staff will alert the DSL/senior staff member, secure the safety of the other children, search appropriate areas without creating further risk, contact parents/carers and contact the police where required. A child aged 5 or under who goes missing will be treated as an immediate safeguarding concern in line with current DfE out-of-school guidance.

14. Health, safety, first aid and premises

- Fruition will maintain suitable health and safety arrangements and risk assessments for premises and activities.
- Fire safety and evacuation arrangements will be in place and communicated to staff.
- A suitable first-aid kit will be available and an appropriately trained person will be identified.
- Where children aged 5 and under attend in circumstances where paediatric first aid is required, the applicable EYFS/Ofsted requirements will be met.
- Emergency exits and routes will be kept clear.
- Visitors and contractors will be controlled and, where appropriate, signed in and out.
- Fruition will maintain appropriate public liability insurance and other legally required insurance.
- Any accident, injury, first-aid treatment or serious incident will be recorded and escalated as required.
- Premises risks will be reviewed for children with SEND and reasonable adjustments made.

Ofsted-registered childcare

Where the compulsory Childcare Register applies, Fruition will comply with the current Ofsted requirements relevant to child welfare, safeguarding, suitability, premises/equipment, organisation, complaints, record keeping, parent information and notification of serious incidents. These requirements will be checked against the current Ofsted guidance at each policy review.

15. SEND, equality, inclusion and additional safeguarding risks

Fruition is committed to inclusive provision and will comply with the Equality Act 2010, including the duty to make reasonable adjustments where applicable.

- Staff will not assume that changes in behaviour, mood or injury are attributable to a child's disability without considering safeguarding concerns.
- Communication needs will be considered so children can report concerns safely.
- Children with SEND may experience increased isolation, bullying, communication barriers or difficulty recognising and reporting abuse; these risks will be considered in individual arrangements.
- Discrimination, harassment and abusive behaviour will not be tolerated.
- Reasonable adjustments will be considered for safeguarding communication, attendance, supervision and emergency procedures.

16. Online safety, technology, mobile phones and communications

Fruition recognises that safeguarding risks can arise online as well as face-to-face. Online safety is therefore part of this safeguarding policy and will be supported by Fruition's wider digital and acceptable-use arrangements.

- Approved devices and platforms will be used for online tuition.
- Staff will not use personal accounts to communicate privately with children.
- Children will be supported to understand appropriate online behaviour where relevant to tuition.
- Internet-connected devices supplied by Fruition will use appropriate security, filtering and monitoring measures where applicable.
- Any online concern, including grooming, cyberbullying, harmful content, coercion or sharing of sexual images, must be reported as a safeguarding concern.
- Staff must not share confidential pupil information in public online spaces or social media.
- Any data breach involving children's personal information will be reported internally and managed under Fruition's data-breach procedures.

17. Photography, video and use of children's images

- Fruition will obtain appropriate parental/carer permission before using identifiable images of children for promotional or public purposes, unless another lawful basis clearly applies.
- Parents/carers will be told how images will be used, where they may appear and the intended retention period.
- Staff will use approved equipment and storage locations; personal devices must not be used for routine photography of children.
- Images will be stored securely and deleted when no longer required.
- Children's dignity and safety will be considered before any image is taken or published.
- Requests to remove or stop using an image will be handled promptly and consistently with the applicable legal basis and records.

18. Prevent, extremism and radicalisation

Fruition will remain alert to the possibility that a child may be vulnerable to radicalisation or extremist influence. Staff will recognise that vulnerability may arise online or offline.

- Staff will know how to raise a Prevent-related concern with the DSL.
- Concerns will be assessed alongside other safeguarding concerns rather than treated in isolation.
- Fruition will promote respectful discussion, equality, democracy, the rule of law, individual liberty and mutual respect where appropriate.
- Staff will not express or promote extremist or discriminatory views to children.
- Where a concern may require Prevent support, the DSL will use the current local referral route.

19. Confidentiality, information sharing and UK GDPR

Fruition will protect children's personal information while recognising that data protection law does not prevent lawful and necessary safeguarding information sharing. The best interests of the child will be a primary consideration when deciding whether and how children's personal information is shared.

- Personal information will be processed lawfully, fairly and transparently.
- Information will be collected for specified purposes and limited to what is necessary.
- Information will be kept accurate and up to date where required.
- Personal information will not be retained longer than necessary, taking account of legal and safeguarding requirements.
- Appropriate technical and organisational security measures will be used.
- Access to safeguarding information will be restricted to those with a genuine need to know.
- Where safeguarding information needs to be shared with Children's Social Care, police, LADO, Ofsted or another appropriate body, Fruition will use a lawful basis and share only relevant information.
- Consent is not automatically required for safeguarding information sharing. Staff should seek advice from the DSL and/or relevant safeguarding agency where there is uncertainty.
- Fruition will maintain appropriate privacy information for parents, children and staff and handle data protection rights requests in accordance with its privacy policy.

ICO principle

Children's data requires particular care. Fruition will apply data protection by design and default, minimise unnecessary sharing, use high privacy settings where relevant and consider the child's best interests when deciding whether to share information.

20. Record keeping, retention and secure storage

Safeguarding records will include, where appropriate:

- the child's name and relevant identifying information;
- the date, time and nature of the concern;
- the child's own words and relevant observations;
- information about injuries or other relevant evidence, recorded objectively;
- actions taken and advice received;
- referrals and communications with parents/carers or external agencies;
- decisions made and reasons for those decisions;
- the person responsible for each action and the date of review.

Records will be stored securely, with access restricted according to role. Retention periods will be set in Fruition's records retention arrangements and will reflect legal, regulatory and safeguarding needs. Records will not be retained simply 'just in case'.

Where Fruition is subject to the compulsory Childcare Register, the specific Ofsted record-retention requirements will be followed, including the current requirement to retain relevant complaint records for 3 years and specified childcare records for 2 years, where those requirements apply.

21. Complaints, whistleblowing and escalation

Fruition will maintain a clear complaints procedure. Parents, carers and children will be told how to raise concerns. Safeguarding concerns will be treated as safeguarding matters and not allowed to become solely a customer-service issue.

- Complaints will be acknowledged and investigated appropriately.
- Safeguarding allegations will be escalated immediately to the DSL and, where necessary, external agencies.



- Where a complaint concerns the DSL, it must be raised with the Centre Director or another appropriate senior person.
- Staff can raise safeguarding concerns about practice through the whistleblowing process.
- Staff should escalate externally where they reasonably believe a child remains at risk and appropriate internal action has not been taken.
- Where the compulsory Childcare Register applies, Fruition will comply with Ofsted's current complaint-handling and record-keeping requirements.

22. Visitors, contractors and visiting speakers

- Visitors will be controlled and, where appropriate, recorded in a visitors' log.
- Identification will be requested where appropriate.
- Visitors must not be left alone with a child unless appropriately authorised and checked.
- Contractors will be subject to proportionate safeguarding controls.
- Visiting speakers and guests remain subject to Fruition's safeguarding expectations.
- Any visiting activity involving children will be risk assessed where appropriate.

23. Monitoring, review and governance

This policy will be reviewed at least annually and sooner where there is a significant incident, change in legislation or statutory guidance, change in Ofsted registration status, material change to Fruition's provision, or learning from an inspection or safeguarding review.

- The DSL will monitor safeguarding records, training and emerging themes.
- Management will review staffing, premises, risk assessments and safeguarding procedures.
- Lessons from incidents, complaints, near misses and external guidance will be incorporated into practice.
- Staff will be informed of material policy changes and any resulting training requirements.
- Current safeguarding contact details will be checked regularly and at every annual policy review.

Appendix A – Safeguarding contacts

These contacts reflect North Yorkshire information available in 2026. They must be checked regularly against the current North Yorkshire Safeguarding Children Partnership / North Yorkshire Council information.

Organisation / role	Contact	Purpose
Fruition Harrogate – DSL	Pippa Camp	Internal safeguarding contact
North Yorkshire Children's Social Care / MAST	0300 131 2 131	Urgent safeguarding concerns; same number out of hours
Professional Consultation Line	01609 535070	Professional safeguarding advice, 10am–4pm Monday–Friday (except bank holidays)
North Yorkshire Police	999	Immediate danger / emergency
North Yorkshire Police	101	Non-emergency police matters
North Yorkshire Duty LADO	01609 798005	Consultations, new referrals and urgent allegations concerning adults working with children
North Yorkshire Duty LADO	lado@northyorks.gov.uk	LADO email
Ofsted	0300 123 1231	Ofsted enquiries / reporting where applicable
NSPCC Helpline	0808 800 5000	Safeguarding advice and support

Immediate danger

If a child is in immediate danger or there is an immediate threat to life or serious harm, call 999. Do not delay while trying to contact the DSL.

Appendix B – Safeguarding concern / incident record

Complete as soon as possible after a concern, disclosure or safeguarding incident. Record facts, observations and the child's own words. Do not investigate beyond your role.

Child's name
Date of birth
Date and time of concern / disclosure
Date and time recorded
Your name and role
Where did the concern occur?
What did you see/hear?
What did the child say? Use their words where possible.
Who else was present?
Immediate action taken
Who was the concern reported to?
Date/time reported
External agency contacted / advice received
Further action / follow-up required
DSL decision and rationale

Signature / name of person completing record: _____

Date: _____ Time: _____

Store safeguarding records securely and restrict access to those with a legitimate need to know.



Appendix C – Staff safeguarding acknowledgement

I confirm that I have read and understood the Fruition Harrogate Safeguarding & Child Protection Policy and know how to raise a safeguarding concern.

Name
Role
Signature
Date
Date safeguarding training completed

Policy approval

Approved by: Pippa Camp, Centre Director

Effective date: 1 October 2026

Next review: 1 October 2027

Designated Safeguarding Lead: Pippa Camp

Key reference sources used for this update

- Department for Education – After-school clubs, community activities, and tuition: Safeguarding guidance for providers (February 2026).
- Department for Education – Using after-school clubs, tuition and community activities (updated 6 February 2026).
- Ofsted – Daycare providers on the compulsory Childcare Register: Ofsted requirements (updated 1 September 2026).
- Information Commissioner's Office – Children's information, data sharing and safeguarding guidance.
- North Yorkshire Council / North Yorkshire Safeguarding Children Partnership – safeguarding referral and LADO information.

This policy should be read with Fruition Harrogate's Privacy Policy, Online Safety / Acceptable Use arrangements, Staff Code of Conduct, Health & Safety Policy, Complaints Policy, Whistleblowing Policy, Safer Recruitment procedures and relevant risk assessments.