



**Child Protection Policy  
& Code of Practice  
2024**

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## Distribution

All Directors and Board Members  
All Tutors

## Version Control

Version	Date	Author	Reason
1	15 Feb 2016	L Smith	First issue to Tutors
2	18 Apr 2016	P Spreckley /A Lawton	Total Revision
3	29 Apr 2019	L Smith	Addition of section 3 in COP
4	29 Jan 2022	L Smith	Addition of item on use of mobile phones in school and reference to Safeguarding Policy.
5	26 Sep 2023	L Smith/J Hassell	Clarifications
6	21 Oct 2024	J Hassell	Amendments to Annex A Section 2 and Annex B

## Documents Referenced

Document name	Version	Date
Safeguarding Policy		<b>2023</b>
Privacy Policy		<b>2023</b>

## Next Review Date

January 2026

# Let's Read Ltd Child Protection Policy and Code of Practice

## Policy

In accordance with the Let's Read Safeguarding Policy, it is the policy of Let's Read Ltd to safeguard the welfare of children and all others involved in its activities. To this end, it will have regard to and, as appropriate, abide by and promote the Risk Management and Confidentiality measures set out below and the Code of Practice stated in Annex A.

## Definitions

For the purposes of this document:

"Pupil" shall mean any child nominated for the time being by their school to participate in a Let's Read Ltd activity;

"Tutor" shall mean anyone whose role in Let's Read Ltd involves contact with Pupils;

"CPO" and "DCPO" shall mean, respectively, the Child Protection Officer and Deputy Child Protection Officer appointed for the time being by the trustees of Let's Read Ltd;

"DSL" shall mean Designated Safeguarding Lead in the school;

"DDSL" shall mean Deputy Designated Safeguarding Lead in the school and,

"DBS" shall mean the Disclosure and Barring Service.

## Risk Management

Let's Read Ltd shall seek to minimise the primary risk of harm to Pupils, and the secondary risk of false allegations against Tutors or others by:

1. authorising contact with Pupils only on school premises and only in school hours;
2. limiting individual Pupils' participation in Let's Read Ltd's activities to about one hour a week;
3. prohibiting Tutors, while operating under the auspices of Let's Read Ltd, from coaching anyone who is not a Pupil as defined above;
4. prohibiting Tutors, while operating under the auspices of Let's Read Ltd, from undertaking any activities not specifically authorised by its Charity Executive Officer, or from representing any activities not so authorised as being Let's Read Ltd activities;
5. conducting activities in accordance with the Code of Practice at Annex A;
6. ensuring that there are adequate staffing levels with regard to health and safety and that there are always at least two Tutors, or a Tutor and a teacher from the host school, present and in view when with Pupils;
7. ensuring that Tutors have been cleared by the DBS, and are otherwise, in the opinion of the Charity Executive Officer of Let's Read Ltd, suited to the role;
8. ensuring that Tutors are trained in the requirements of the Code of Practice, and have signed a commitment to abide by it and, at the earliest opportunity, to declare to the CPO (or in their absence the DCPO) any matter which might invalidate the DBS clearance. Failure to sign such a commitment, or to make such a declaration, shall render that person unsuited to the role of Tutor.
9. ensuring that Let's Read Ltd's Child Protection Policy and Code of Practice comply so far as is relevant with those of the host schools;
10. ensuring that all incidents or concerns relating to child protection are properly recorded and reported. The reporting form is shown as Annex B.
11. ensuring that the activities of Let's Read Ltd are completely transparent to the host schools;
12. holding personal data on Pupils only to the extent necessary to evaluate their performance or to report properly on an incident of actual or alleged abuse; and
13. having a CPO and a DCPO to oversee compliance with this policy and Code of Practice. This role is described more fully in Annex C.

**Confidentiality**

Let's Read Ltd shall ensure that any records made in relation to child protection are kept confidentially and in a secure place as required by Let's Read Ltd's Privacy Policy.

Information in relation to child protection concerns shall be shared on a "need to know" basis. It shall be assumed that the DSL or DDSL of the host school always needs to know.

# Annex A - Code of Practice for Tutors

## Definitions

For the purposes of this document:

"Pupil" shall mean any child nominated for the time being by their school to participate in a Let's Read Ltd activity;

"Tutor" shall mean anyone whose role in Let's Read Ltd involves contact with Pupils;

"CPO" and "DCPO" shall mean, respectively, the Child Protection Officer and Deputy Child Protection Officer appointed for the time being by the Trustees of Let's Read Ltd;

"DSL" shall mean Designated Safeguarding Lead in the school;

"DDSL" shall mean Deputy Designated Safeguarding Lead in the school; and

"DBS" shall mean the Disclosure and Barring Service.

## 1. Conduct while working with Pupils

### While working with Pupils, Tutors SHALL:

1. dress appropriately;
2. ensure that their mobile phone is switched off at all times whilst on school premises or handed in at reception if required by the school;
3. treat Pupils and others with respect;
4. provide a good example to Pupils;
5. run lessons or other activities involving Pupils in sight of at least one other Tutor or teacher from the host school;
6. respect a Pupil's right to privacy;
7. use common sense in selecting subjects on which skills are to be demonstrated;
8. remember that actions, however well-intentioned, may be open to misinterpretation;
9. challenge all bad, or otherwise inappropriate, language from Pupils, and all abusive or bullying behaviour towards other Pupils;
10. be alert to signs of abuse (whether physical or psychological) or neglect. Signs may include the Pupil's appearance, the things they say or their general demeanour. It is good practice to ask a Pupil why they are upset or how a cut or bruise was caused, or to respond to a Pupil's desire to talk. Use open questions rather than those which guide the child. This practice may help clarify vague concerns and enable appropriate action to be taken (see below). Any concerns should then be discussed with the Team Leader and CPO/DPCO who will take appropriate action (see section 2 below).
11. raise with the team leader and/or class teacher any inappropriate behaviour which disrupts other children.

### If a Pupil talks to a Tutor about abuse or neglect, the Tutor SHALL:

1. listen carefully;
2. give them time to explain unhurriedly;
3. allow them to give a spontaneous account, without interrupting their free recall of events;
4. explain to them that you will have to speak to others about the information they have given; and
5. reassure them that you are glad that they have told you; that they have done nothing wrong by telling you but, rather, have done the right thing; and, without passing judgement on what you have been told, inform them of what you are going to do next;
6. report the matter as described in Section 2 below.

### While working with Pupils, Tutors SHALL NOT:

1. have physical contact with the child; if the child makes physical contact they should be gently discouraged; all guidance should be through verbal instruction or demonstration;
2. show favouritism to any Pupil;

3. make any suggestive remarks or gestures or tell jokes or stories of an indecent nature to Pupils;
4. tolerate inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times;
5. leave a child alone with only one other Tutor, unless a teacher from the host school is also with the Pupil; or
6. let allegations by a Pupil go unrecognised or unrecorded.

**More generally, Tutors should be careful NOT to:**

1. jump to conclusions about others without checking facts;
2. exaggerate or trivialise child abuse issues;
3. rely on their good name to protect them - it may not be enough!
4. believe "it can never happen to me" - it can!

## 2. Action when there is physical danger to Pupils, or abuse is alleged, suspected or threatened

### Ensuring the Physical Safety of Pupils

Should a Tutor become aware of an incident where a Pupil is put in physical danger, the child should be instructed to move to a safe place.

If a Pupil is injured or falls sick, this should be reported immediately to the school reception and medical help should, if necessary, be obtained through the school.

### Reporting Incidents of Danger or Possible Abuse

Should a Tutor become aware of any alleged, suspected or threatened, physical or other abuse to a Pupil, this should be reported to the Team Leader and the following action should be taken:

- the Tutor supported by the Team Leader should as soon as possible inform the DSL/DDSL of the incident;
- before leaving the school complete the School's safeguarding report and leave it with the DSL/DDSL. If this is not possible the report should be handed to the School office in a sealed envelope for the DSL's attention. NOTE: You will not be able to take a copy of this away with you;
- within 24 hours complete a Let's Read Ltd safeguarding report (Annex B) and forward it to the CPO and Charity Executive;

The report should include the time and setting, or circumstance, of the approach; the identities of the people present; a description of the Pupil's demeanour; and, so far as possible, the actual words used by the Pupil.

Usually the reporting of a suspicion or passing remark would normally wait until the end of the session with the Pupil to avoid any distress or embarrassment. However, if the Pupil is obviously distressed and in need of support they should be quietly taken to the DSL/DDSL, or if they are not available to their class teacher.

Generally, other relevant issues in making a report may include information as to:

1. whether the Tutor making the report is expressing their own concerns, or passing on those of another; and, if the latter, the identity of that other;
2. what prompted the concerns, giving dates and times of specific incidents;
3. what physical, behavioural or other sign (direct or indirect) has been observed;
4. whether the Pupil who is the subject of concern has been spoken to and, if so, what they have said; and
5. the identity of any alleged abuser.

### **Concern About the Conduct of Another Tutor**

If any allegation is made against a Tutor, as soon as practicable, they must be informed of the allegation by the CPO/DCPO.

Should a Tutor become concerned about the conduct of another Tutor in relation to a Pupil, they should:

1. privately advise the Let's Read team leader for the session who will investigate the matter with the individual tutor concerned.
2. as soon as possible, record the facts as they understand them accurately and comprehensively on a Let's Read Child Protection Report Form as at Annex B; and
3. retain a copy of the report for themselves and give two copies to the CPO or, in their absence, the DCPO.

### **Tutors Against Whom an Allegation is Made**

Tutors against whom an allegation is made shall entirely without prejudice as to its truth or acceptance, withdraw from all activities of Let's Read Ltd at any host school, until the matter has been resolved.

## **3. Other Responsibilities**

Should any Tutor experience any matter which might invalidate their DBS clearance, they are to declare this to the CPO (or in his or her absence the DCPO) at the earliest opportunity.



# Annex B - Let's Read Ltd – Child Protection Report Form

See the Code of Practice for guidance on writing the report. Attach extra pages as necessary to make a full report.

Report author

Pupil: Name

Age:

School

Report

Signature of Author

Date of report:

Received by Safeguarding Lead

Date:

Schools Safeguarding Report submitted

Date:

## Annex C - Responsibilities of the Child Protection Officer

The CPO shall be responsible for the implementation or execution of the duties specifically placed on them by the Child Protection Policy, the Risk Management measures and the Code of Practice; and they shall be the person with prime responsibility for the implementation or execution of the child protection obligations placed on Let's Read Ltd.

The CPO shall in addition be responsible:

1. with the consent of the trustees of Let's Read Ltd, for amending the Child Protection Policy, the Risk Management measures and the Code of Practice, as necessary, to take account of changed circumstances affecting the activities of Let's Read Ltd.;
2. for informing Tutors of amendments and obtaining their confirmation that they are prepared to abide by the amended provisions;
3. for retaining on file all signed commitments to abide by the Child Protection Policy, the Risk Management measures and the Code of Practice; and
4. for keeping the trustees of Let's Read Ltd. informed of all incidents reported.

In the absence of the CPO, their responsibilities shall be undertaken by the DCPO.