

Tailored Tuition Safeguarding Policy

1. Policy Statement

Tailored Tuition is committed to safeguarding and promoting the welfare of every child and young person who accesses our provision. Safeguarding is central to everything we do, and we are committed to providing a safe, supportive and inclusive environment where learners feel valued, respected and listened to.

We recognise that safeguarding is everyone's responsibility. All staff, volunteers and anyone working on behalf of Tailored Tuition are expected to act in the best interests of children and young people, maintain appropriate professional boundaries, and respond promptly and appropriately to any safeguarding concerns.

Tailored Tuition provides educational services to learners from both England and Wales, including one-to-one tuition, small group tuition, home education provision, alternative provision and Education Other Than At School (EOTAS). Safeguarding concerns will always be managed in accordance with the statutory safeguarding procedures applicable to the learner's home local authority, working in partnership with Children's Social Care, Social Services, safeguarding partnerships, schools, local authorities, the police and other relevant agencies where appropriate.

We are committed to creating a culture of vigilance, openness and professional curiosity, where concerns are identified early, acted upon promptly and managed in the best interests of the child.

2. Aims and Objectives

2.1 Aim

The aim of this policy is to ensure that every child and young person accessing Tailored Tuition is safeguarded and their welfare promoted through a culture of vigilance, shared responsibility and early intervention. We are committed to providing a safe, supportive and inclusive learning environment in which children and young people feel valued, respected and listened to.

Tailored Tuition delivers educational provision to learners from both England and Wales. We are committed to working in accordance with the safeguarding legislation, statutory guidance and local safeguarding procedures applicable to the learner's home local authority, recognising that safeguarding arrangements differ between the two nations while sharing the same fundamental objective of protecting children and promoting their welfare.

2.2 Objectives

To achieve this aim, Tailored Tuition will:

- Promote the welfare and protect the safety of every child and young person, recognising that safeguarding is everyone's responsibility.
- Ensure all staff understand their safeguarding responsibilities and respond promptly, appropriately and proportionately to any safeguarding concern.
- Work in partnership with parents and carers, schools, local authorities, Children's Social Care, Social Services, safeguarding partnerships, Regional Safeguarding Boards, the police and other relevant agencies to safeguard children and young people.
- Ensure safeguarding practice reflects the statutory guidance and local procedures applicable in England or Wales, depending on the learner's home local authority.
- Provide learners and their families with clear, accessible information about safeguarding, including how to seek help, report concerns or make a complaint.
- Listen to and promote the voice of the child, ensuring that learners' views, wishes and feelings are considered when decisions affecting their welfare are made.
- Maintain a safe, inclusive and respectful learning environment across all aspects of our provision, including face-to-face, online and off-site learning.
- Ensure all staff receive appropriate safeguarding training, supervision and support to carry out their responsibilities effectively.
- Follow safer recruitment practices and maintain robust safeguarding procedures for recording, storing and sharing information appropriately.
- Regularly review safeguarding practice to ensure compliance with current legislation, statutory guidance and recognised best practice across both England and Wales.

3. Scope

This policy applies to all individuals working on behalf of Tailored Tuition, regardless of their role or employment status. This includes employees, tutors, volunteers, associates, contractors, agency staff, work experience placements and any other individual engaged to work with children and young people. This policy applies to all aspects of Tailored Tuition's provision, including one to one tuition, small group tuition, face-to-face learning and online learning.

4. Legislative Framework

4.1 Legislation

This policy is informed by the following legislation and statutory guidance, as applicable in England and Wales:

- Children Act 1989
- Children Act 2004

- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

For learners in **England**, safeguarding practice is guided by:

- Keeping Children Safe in Education (KCSIE).
- Working Together to Safeguard Children.

For learners in **Wales**, safeguarding practice is guided by:

- Social Services and Well-being (Wales) Act 2014.
- Keeping Learners Safe.
- Wales Safeguarding Procedures.

Tailored Tuition will follow the safeguarding procedures and referral pathways applicable to the learner's home local authority and work in partnership with the relevant safeguarding partners, Children's Social Care or Social Services, and other statutory agencies as appropriate.

4.2 Supporting Documents

This policy should be read alongside Tailored Tuition's related policies, procedures and guidance, including:

- Designated Safeguarding Lead (DSL) role description
- Responding to safeguarding concerns and disclosures
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Staff Code of Conduct
- Behaviour Policy
- Photography and use of images
- Safer Recruitment Policy
- Online Safety Policy
- Anti-Bullying Policy
- Complaints Policy
- Whistleblowing Policy
- Health and Safety Policy
- Staff induction, training and supervision

5. Roles and Responsibilities

5.1 Proprietor

The Proprietor of Tailored Tuition is responsible for ensuring that safeguarding is fully embedded throughout the organisation. This includes maintaining up-to-date safeguarding policies and procedures, ensuring that all staff receive appropriate safeguarding training and support, and monitoring safeguarding arrangements to ensure they remain effective. The Proprietor will ensure that safeguarding responsibilities form part of every role within the organisation and that children, young people, parents and carers are aware of, understand and are able to access the organisation's safeguarding arrangements.

5.2 Designated Safeguarding Lead (DSL)

A Designated Safeguarding Lead (DSL) is appointed with overall responsibility for safeguarding and child protection within Tailored Tuition. The DSL acts as the central point of contact for safeguarding concerns and is responsible for responding to and managing concerns, making referrals to Children's Social Care, Social Services or other appropriate agencies, maintaining safeguarding records, and liaising with schools, local authorities and partner agencies where appropriate.

The DSL will ensure that safeguarding concerns are managed in accordance with the statutory safeguarding procedures applicable to the learner's home local authority. The contact details of the DSL are made available to staff, learners, parents, carers and commissioning organisations. A Deputy Designated Safeguarding Lead is also appointed to ensure continuity of safeguarding arrangements in the absence of the DSL.

5.3 Staff

All staff are responsible for understanding and complying with this policy, maintaining appropriate professional boundaries and recognising potential safeguarding concerns. Staff must record concerns accurately and report them without delay to the Designated Safeguarding Lead or Deputy DSL. Staff must not investigate safeguarding concerns themselves and should never assume that another person has reported a concern.

6. Learner Voice

Tailored Tuition promotes a strong safeguarding culture in which learners are encouraged and supported to share their views, concerns and experiences. We believe that children and young people should be listened to, respected and involved in decisions that affect their safety and wellbeing.

Learners are encouraged to speak to any trusted member of staff if they have a concern or feel unsafe. Tailored Tuition ensures that learners know how to seek help and are confident that any concerns they raise will be listened to, taken seriously and responded to appropriately.

Clear and accessible routes are available for learners to raise concerns or make complaints. These include speaking directly to a trusted member of staff, contacting the Designated Safeguarding Lead (DSL) or Deputy DSL, or using other appropriate reporting methods. All concerns raised by learners will be treated seriously and responded to without unnecessary delay.

7. Behaviour, Physical Intervention and Risk Management

Tailored Tuition promotes positive behaviour through supportive relationships, clear expectations and appropriate de-escalation strategies. Physical intervention will only be used as a last resort where it is necessary to prevent harm to a child, young person or another person, and will always be reasonable, proportionate and recorded.

Risk assessments will be undertaken where appropriate to support the safe delivery of our provision, including tuition venues, educational visits, transport arranged by Tailored Tuition and other activities undertaken on behalf of the organisation.

8. Online and Remote Learning Safeguarding

Tailored Tuition is committed to providing a safe online learning environment. Appropriate safeguards are in place for online and remote learning, including the use of secure platforms, clear expectations regarding communication, and appropriate arrangements for one-to-one sessions.

Staff and learners are supported to understand online safety, and any safeguarding concerns arising through online learning will be managed in accordance with this policy and the organisation's Online Safety Policy.

9. One-to-One Working and Lone Working

As much of Tailored Tuition's provision is delivered on a one-to-one basis, appropriate safeguards are in place to ensure transparency, accountability and the safety of both learners and staff. Staff are expected to maintain appropriate professional boundaries, follow safer working practices and adhere to agreed procedures for communication, recording and reporting.

10. Attendance, Engagement and Missing Learners

Tailored Tuition recognises that poor attendance, disengagement or loss of contact may be indicators of safeguarding concerns. Attendance and engagement will be monitored as appropriate to the provision being delivered, and unexplained absences or welfare concerns will be followed up promptly.

Where there are concerns about a learner's safety or wellbeing, Tailored Tuition will work with parents, schools, local authorities and other relevant agencies in accordance with local safeguarding procedures.

11. Training

All staff receive safeguarding training as part of their induction and undertake regular refresher training appropriate to their role. Training ensures that staff understand their safeguarding responsibilities, recognise potential safeguarding concerns, including exploitation, abuse, online safety, radicalisation and contextual safeguarding, and know how to respond appropriately.

Where required by commissioning arrangements, Tailored Tuition staff will complete safeguarding training in accordance with the National Safeguarding Training, Learning and Development Standards (Wales). Staff working with Welsh local authorities will complete Group B Safeguarding Training, which is renewed every three years.

The Designated Safeguarding Lead (DSL) and Deputy DSL will undertake safeguarding training appropriate to their role and maintain their knowledge through regular updates. Where required, the DSL and Deputy DSL will complete Group C Safeguarding Training in accordance with the National Safeguarding Training, Learning and Development Standards (Wales), ensuring safeguarding practice reflects current legislation, statutory guidance and local safeguarding procedures in both England and Wales.

12. Safer Recruitment

Tailored Tuition is committed to safer recruitment practices to ensure that all individuals working with children and young people are suitable to do so. Appropriate pre-employment checks, including enhanced Disclosure and Barring Service (DBS) checks, identity verification, right to work checks and references, will be completed before an individual commences work where required.

Where required by the commissioning authority or legislation, Tailored Tuition will verify registration with the Education Workforce Council (EWC) and ensure registration is maintained throughout employment.

Tailored Tuition maintains an accurate and up-to-date Single Central Record (SCR), or equivalent, of all safeguarding and pre-employment checks.

13. Allegations Against Staff, Volunteers or Persons in Positions of Trust

Tailored Tuition takes all allegations and concerns about staff, volunteers and any individual working on behalf of the organisation seriously. All allegations will be managed

in accordance with the statutory safeguarding procedures applicable to the learner's home local authority.

Any allegation or concern must be reported immediately to the Designated Safeguarding Lead (DSL). Where the concern relates to the DSL, it must be reported to the Proprietor. Where the concern relates to the Proprietor, advice will be sought from the appropriate Local Authority Designated Officer (LADO) in England or the relevant local authority safeguarding lead in Wales.

Tailored Tuition will work in partnership with the appropriate agencies and will not undertake an internal investigation before seeking advice from the relevant authority. Accurate, confidential records of all concerns, decisions and actions will be maintained.

14. Whistleblowing

Tailored Tuition promotes a culture in which staff feel able to raise concerns about unsafe, inappropriate or unethical practice. Any concerns regarding the conduct of colleagues or the organisation's safeguarding arrangements should be raised in accordance with the Whistleblowing Policy and will be taken seriously and investigated appropriately.

15. Information Sharing and Record Keeping

Safeguarding information will be shared on a need-to-know basis and in accordance with relevant legislation and statutory guidance. Information may be shared without consent where there is a lawful basis to do so, including where there is a concern that a child or young person is at risk of harm.

Safeguarding records will be factual, accurate, dated, stored securely and kept separate from general learner records in accordance with the Data Protection Act 2018 and UK GDPR.

16. Equality

Tailored Tuition recognises that safeguarding includes protecting children and young people from discrimination, bullying and harassment. We are committed to providing an inclusive environment where every child and young person is treated with dignity and respect.

We recognise that some children and young people may be more vulnerable because of their age, disability, communication needs, previous experiences or other circumstances. Appropriate support will be provided to help safeguard all children and young people, regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

17. Monitoring and Compliance

Tailored Tuition will regularly review and monitor its safeguarding arrangements to ensure they remain effective, compliant with current legislation and statutory guidance, and reflect best practice.

Where Tailored Tuition provides commissioned services, the organisation will cooperate fully with local authorities and other relevant agencies, providing evidence of compliance where required.

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19. Policy Review

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance or organisational practice.

The Designated Safeguarding Lead is responsible for reviewing this policy and making recommendations for any necessary amendments. The Proprietor is responsible for approving the policy and ensuring it is implemented throughout the organisation.

Policy approved by:	Rhian Taylor
Role:	Proprietor & Designated Safeguarding Lead
Date approved:	July 2026
Review date:	July 2027
Version:	2.0

20. Contact Details

Tailored Tuition

Designated Safeguarding Lead (DSL)

Name: Rhian Taylor

Email: rhian@tailoredtuition.uk

Telephone: 07875373106

Deputy Designated Safeguarding Lead (DSL)

Name: Kay Flower

Email: kayflower@hotmail.com

If you are concerned that a child or young person is at immediate risk of harm

Contact the Police by dialling 999.

NSPCC Helpline

0808 800 5000

Safeguarding Referrals

Safeguarding concerns should be referred to the Children's Social Care or Social Services department responsible for the child's home local authority, following the appropriate safeguarding procedures for England or Wales.