



Beech Tutoring Unlocking Potential

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding includes - protecting children from abuse and maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care and taking action to enable all children and young people to have the best outcomes.

1. Introduction, Government Guidance and Aims

Beech Tutoring is a sole-trader tutoring service operated by Jennifer Cooper. Beech Tutoring is committed to the well-being and safeguarding of all children and adults who attend tuition. This policy's main aim is to provide all children and adults with a comprehensive, secure and clear commitment to safeguarding and a framework to ensure all children attending Beech Tutoring are protected from harm.

This Safeguarding and Child Protection Policy is written with consideration of the following Department for Education statutory guidance:

- Keeping Children Safe in Education (2023)
- Working Together to Safeguard Children (2025)

and the following guidance from HM Government:

- Prevent Duty Guidance (2024)
- Information Sharing: advice for practitioners providing safeguarding services (2024)

and the following Department for Education non-statutory guidance:

- After-school clubs, community activities and tuition: safeguarding guidance for providers (2023)
- What to do if you're worried a child is being abused (2015)

In addition, this setting operates in accordance with the local authority in partnership to keep children safe. Details of the local authority can be found here:

For Children (0-18 years)

Worcestershire Family Front Door (Daytime): 01905 822666 (Mon-Fri 8:30am-5pm).

Emergency Duty Team (Out of Hours): 01905 768020 (Evenings, weekends, bank holidays).

For Adults

Adult Social Care (Daytime): 01905 768053 (Mon-Thurs 8:30 am-5 pm, Fri 8:30 am-4:30 pm).

Emergency Duty Team (Out of Hours): 01905 768020 (For urgent adult safeguarding issues when the office is closed).

Safeguarding Advice Line (Professionals): 01905 843189 (For advice only, not referrals).

In cases where a criminal offence has been committed or is suspected, the matter must be reported immediately to the local police force using the 101 service. In an emergency, this must be reported using the 999 service.

Immediate Danger: Call 999

Definitions of 'significant harm' are taken from Section 47 of The Children Act (1989)

This policy must be read in conjunction with the policies below:

- Health and Safety
- Privacy Policy
- Lone Working Policy

It is available to all parents whose children use Beech Tutoring and is available on our public-facing website.

For the purpose of this policy, 'children' refers to any student under the age of 18 attending Beech Tutoring. 'Adults' refers to adults attending as students, parents or other responsible adults who drop off or collect their child at or from Beech Tutoring.

The aims of this policy are:

- To ensure that all those coming into contact with Beech Tutoring understand the importance of safeguarding and that it is everyone's responsibility
- To support any child who makes a disclosure of abuse
- To ensure clear procedures exist for responding to safeguarding concerns and that awareness of the signs of possible child abuse is maintained
- To aid in understanding and recognising specific safeguarding concerns
- To ensure, in accordance with The Children Act 1989 and 2004, that the welfare of the child is paramount at all times

2. Designated Safeguarding Lead

The Designated Safeguarding Lead is Jennifer Cooper, who is the sole tutor and operator of Beech Tutoring.

Name: Jennifer Cooper

Contact Details: jcooper@beechtutoring.co.uk / 07939 063005

The role of the Designated Safeguarding Lead (DSL) is to:

- Be a point of advice on safeguarding and pastoral issues
- Have overall responsibility for safeguarding (this cannot be delegated)
- Raise awareness of safeguarding amongst those attending Beech Tutoring
- Manage referrals to the local authority
- Manage the record-keeping of safeguarding concerns and ensure records are kept up to date
- Update Level 3 safeguarding training at least once every two years using an external provider, including Online Safety training and Prevent training
- Make referrals to the local authority Prevent Officer under the Counter-Terrorism and Security Act 2015

3. Safeguarding Issues

For further details and definitions of types of abuse and neglect, we can reference DfE guidance Working Together to Safeguard Children (2025) and the latest version of Keeping Children Safe in Education. External training will also reference these documents, including definitions of abuse and neglect.

a. Types of abuse

Beech Tutoring is aware of and vigilant to the following types of abuse and safeguarding issues:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child on child abuse (see below)
- Extremism and radicalisation
- Sexual harassment
- Bullying
- Substance abuse
- Online exploitation and abuse
- Domestic abuse

As a tutor, it is important to recognise signs of abuse. The following are some of the indicators that may be encountered in a one-to-one situation:

- Changes in behaviour or presentation
- Unexplained injuries
- Disclosure by the child
- Concerning interactions with parents/carers
- Online safety red flags during remote sessions

b. Contextual safeguarding

Beech Tutoring is aware that safeguarding incidents and behaviours can occur outside the home environment and is vigilant to reports of these. These contextual safeguarding issues form part of external training. These include:

- Child Sexual Exploitation
- Child Criminal Exploitation
- Female Genital Mutilation
- Honour-Based Abuse
- Knife Crime
- Children Absent from Education

c. Child on child abuse

Beech Tutoring is vigilant to the possibility of child-on-child abuse. While one-to-one tutoring mitigates many risks, the attitude of 'it could happen here' is maintained, particularly in relation to online interactions or where siblings may be present.

Such abuse can include:

- abuse in intimate personal relationships between children
- harmful sexual behaviour, including but not limited to the use of inappropriate sexual language, sharing of nude or semi-nude images or videos, upskirting and sexual violence
- bullying (including cyberbullying)
- physical abuse such as: hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm

In the event of suspected child-on-child abuse and where there is reasonable cause to suspect significant harm, the case must be referred to the local authority.

d. Children with Additional Educational Needs, Disabilities and other vulnerabilities

Beech Tutoring is aware that children with Additional Educational Needs, disabilities or health issues may face additional safeguarding issues. Beech Tutoring is vigilant to:

- Any indicators of possible abuse not in keeping with the child's additional needs or history
- Any communication challenges the child faces in disclosing the abuse (for example, if the child is non-verbal)

- The fact that children with additional needs or other vulnerabilities are disproportionately impacted by abuse and behaviours such as bullying
- That children who are (or are perceived to be) lesbian, gay, bisexual or trans are more likely to suffer child-on-child abuse and are more vulnerable to abuse.

4. Safe Working Practices

Lone Working Definition

As a sole tutor, Jennifer Cooper frequently works alone in situations including:

- Tuition at a client's premises
- Home-based online tutoring
- Travelling alone for tuition purposes

Professional Boundaries During Home Visits

- Arrive and leave at agreed times
- Ensure a parent or guardian is present throughout
- Work in communal areas with doors left open
- Avoid all physical contact
- Use professional, respectful language at all times

Physical Contact

All physical contact with students must be avoided. Concepts should be demonstrated using the tutor's own materials rather than guiding a student's hands, ensuring no contact that could be misinterpreted.

Communication Standards

- Use professional, respectful language at all times
- Avoid overly casual conversation or personal topics
- Never make comments about appearance

Lone Working Safety

- A trusted contact is always informed of tutoring location and expected finish time
- Mobile phone is kept charged and accessible
- Trust instincts if a situation feels uncomfortable

Transportation

Transporting students in a vehicle is prohibited unless there are exceptional, pre-agreed circumstances with:

- Explicit parental consent in writing
- Appropriate insurance
- Ideally, another adult present

5. Online Tuition

When conducting online tuition, safeguarding remains paramount. Secure, approved platforms with appropriate privacy settings are used, ensuring sessions are password-protected and waiting rooms are enabled to prevent unauthorised access. Cameras must be positioned to show the student's face and workspace in a communal area of the home, never in bedrooms or bathrooms, and the tutor similarly ensures their own background is professional and appropriate. Sessions are not recorded without explicit prior consent from parents, and any screen sharing is carefully monitored to avoid accidental exposure to inappropriate content. A responsible adult must be made aware of each session's timing and should remain within earshot, even if not visible on camera. Students are expected to be in a suitable, well-lit environment free from distractions, with appropriate clothing worn by all participants. If anything concerning is observed during an online session—such as inappropriate behaviour, signs of distress, unsuitable environments, or unexpected individuals appearing on screen—the session should be ended professionally if immediate risk is present, concerns documented in detail, and the matter reported immediately to the appropriate authorities. Online incidents require the same serious response as in-person concerns, as they can indicate risks to a child's safety and well-being.

In the case of technical issues, both the tutor and students must have access to alternative communication methods (e.g., phone numbers).

6. Reporting Concerns about a child

Beech Tutoring is aware that barriers to reporting abuse exist, and that some children may not be ready or not know how to tell someone that they are being abused. Children with Additional Educational Needs or disabilities are particularly vulnerable to abuse. It is never assumed that an issue has been reported or disclosed by another person.

If a child discloses abuse:

- Stop and listen straight away without delay
- Write notes as soon as possible after the conversation
- Do not guarantee confidentiality
- Use TED – Tell me, Explain to me, Describe to me. Children can be asked whether they have been harmed and the nature of that harm, without asking leading questions.
- Do not conduct an investigation but refer immediately
- Maintain a calm and professional attitude and prioritise the well-being of the child at all times.

Reports to the local authority children's safeguarding board must be undertaken:

- As soon as possible and within 2 hours of the concern being raised or suspected
- For a child at risk or suspected to be at risk of significant harm, the concern must be raised immediately
- In person or by telephone as required by local services.

It is usually best practice to share concerns with parents/carers. However, for children at risk of significant harm (or where there is reasonable cause to suspect this), it may not be appropriate to do so. Decisions on whether to share information should be made following professional guidance. It may be helpful to refer to the following guidance:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The decision on whether a concern should be raised with the local authority rests with the DSL. If a child is at risk of significant harm, in accordance with Section 47 of The Children Act (1989), statutory child protection agencies will conduct the investigation. At all times, decision-making in this regard must be documented, including:

- Who raised the concern (include details of date, time, job title)
- Who was the concern raised about (include details of the child's name, date of birth, address, school)
- What decision was made and why – what were the reasons for making the referral
- Who was consulted
- What action was taken
- Whether parents/ carers were consulted and if not, why not

7. Whistleblowing

Beech Tutoring is committed to maintaining the highest standards of safeguarding and professional practice. If parents, students, or other professionals have concerns about the behaviour or practice of Jennifer Cooper, they have a duty to report these concerns promptly. This includes any observations of inappropriate conduct, potential harm to a child, unsafe working practices, or breaches of professional boundaries.

Any concerns should be reported directly to local safeguarding authorities:

- Local Authority Designated Officer (LADO): 01905 846221
- Worcestershire Family Front Door: 01905 822666
- Police (non-emergency): 101
- Police (emergency): 999

All concerns will be taken seriously, investigated appropriately by the relevant authorities, and handled confidentially. No concern is too small to report, and early intervention can prevent potential harm.

8. DBS Checks and Recruitment

Jennifer Cooper holds an enhanced DBS check with barred list information. The DBS check is updated every three years or when there is a change in role or circumstances. Jennifer Cooper subscribes to the DBS Update Service to allow ongoing status verification.

Professional references covering at least the past two years of employment and relevant experience are held on file. Should any safeguarding concerns arise regarding Jennifer Cooper's suitability to work with children, these will be reported immediately to the Local Authority Designated Officer (LADO) on 01905 846221.

9. Training Requirements

As the Designated Safeguarding Lead and sole tutor, Jennifer Cooper completes Level 3 safeguarding training from an accredited external provider, updated every two years. This training includes:

- Recognising signs of abuse and neglect
- Responding to disclosures
- Understanding contextual safeguarding issues
- Online safety awareness
- Prevent awareness (counter-terrorism)
- Understanding the duty to report concerns
- Record keeping and information sharing

Training certificates are retained on file. Additional continuing professional development is undertaken through briefings, updates on policy changes, and engagement with guidance from local safeguarding partners.

10. Record Keeping and Data Protection

All safeguarding concerns, disclosures, and incidents are recorded in writing using a safeguarding incident form. Records are factual, accurate, and include:

- Date, time, and location of the concern
- Details of the child involved
- Description of what was observed, disclosed, or reported (using the child's own words where applicable)
- Actions taken and by whom
- Names of any witnesses
- Signature and date of the person making the report

Safeguarding records are stored securely in password-protected digital files with restricted access. Paper records are kept in a locked cabinet. Records are retained in accordance with data protection legislation and local authority guidance—typically until the child reaches age 25, or for seven years after the concern was reported, whichever is later. Records may be transferred to other educational settings or shared with statutory agencies as appropriate. All safeguarding information is processed in accordance with GDPR and the UK Data Protection Act 2018, as detailed in our Privacy Policy.

11. Allegations Against the Tutor

Beech Tutoring takes all allegations seriously. An allegation is defined as a concern that the tutor has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children (including behaviour outside of work)

If an allegation is made against Jennifer Cooper, it should be reported immediately and directly to:

- Local Authority Designated Officer (LADO): 01905 846221
- Worcestershire Family Front Door: 01905 822666
- Police (if a criminal offence is suspected): 999 or 101

The LADO will coordinate the response, which may involve police or social care investigations. Parents, students, and professionals are encouraged to report concerns directly to these authorities rather than to Jennifer Cooper herself, to ensure an independent investigation. The investigation outcome will determine the appropriate course of action, which may include referral to the Disclosure and Barring Service.

12. Photography and Social Media

Photography and use of images are handled with care to protect children's privacy and safety:

Photographs or videos of students are not taken during tuition sessions unless explicit written consent has been obtained from parents for a specific educational purpose. Any images used for promotional purposes require separate, specific consent from parents. Images are not shared on personal social media accounts under any circumstances.

Appropriate professional boundaries are maintained on social media. Jennifer Cooper does not connect with current students on personal social media platforms or engage in private messaging outside of approved educational platforms. Contact with parents is limited to professional communication regarding tuition arrangements and student progress. No information about students, their families, or tuition sessions is posted on social media. If content involving students is encountered online, this is reported to the appropriate authorities immediately. Personal social media accounts have appropriate privacy settings and do not contain any material that could raise safeguarding concerns.

13. Useful Contact Details

Beech Tutoring Contact

DSL: Jennifer Cooper jcooper@beechtutoring.co.uk 07939 063005

Local authority contacts

LADO: Local Authority Designated Officer 01905 846221

Safeguarding in Education Adviser, WCF Denise Hannibal

Specialist helplines

- Police – immediate threat - 999
- Police – serious concerns – 101
- Prevent (non-emergency advice) – 0800 011 3764
- NSPCC helpline – 0808 800 5000
- Childline – 0800 1111
- Ofsted – 0300 123 4666

Policy last updated: February 2026

Next update: February 2027