



Discovery Tuition

Safeguarding Policy

The aim of this Safeguarding Policy is to ensure the safety, well-being, and protection of all students under the care of Discovery Tuition. The policy establishes clear guidelines and procedures Discovery Tuition to follow to prevent abuse, neglect, and harm.

It aims to:

- **Create a safe environment:** Ensure a safe space for students during tutoring sessions.
- **Prevent harm:** Identify and respond to concerns about abuse or neglect.
- **Clarify responsibilities:** Outline the roles and duties of Discovery Tuition in safeguarding.
- **Promote best practices:** Establish ethical conduct and boundaries for tutor-student interactions.
- **Provide a response protocol:** Ensure Discovery Tuition know how to report concerns appropriately.

The primary purpose of this policy is to:

- **Ensure Student Safety:** Safeguarding practices help protect students from any form of harm, abuse, or neglect, both within and outside the tutoring environment.
- **Provide Clear Guidelines:** It offers Discovery Tuition clear instructions on how to maintain safe boundaries, identify potential safeguarding concerns, and respond appropriately to disclosures or signs of abuse.
- **Promote a Safe Learning Environment:** By establishing safeguarding protocols, the policy ensures that the tutoring space is conducive to learning without the risk of harm.
- **Comply with Legal and Ethical Standards:** The policy ensures that Discovery Tuition comply with relevant safeguarding legislation, ensuring that legal duties for protecting children and vulnerable adults are met.
- **Support the Well-Being of Students:** It provides a framework for the identification and referral of any concerns related to students' mental, emotional, or physical health.
- **Build Trust and Confidence:** A well-defined safeguarding policy fosters trust with both students and parents, knowing that steps are being taken to keep students safe.

1. Purpose and Scope

- To protect students from harm, abuse, and neglect during tutoring sessions.
- Applies to all involved in the tutoring process.

2. Key Principles

- The welfare of the student is paramount.
- All students, regardless of age, gender, ability, race, religion, or socioeconomic background, have an equal right to protection.
- Discovery Tuition must act in the best interests of the student and foster an environment of safety and trust.

3. Code of Conduct

- Always maintain professional boundaries.
- Avoid one-on-one sessions in isolated or inappropriate locations (e.g., private homes without parental presence).
- Use appropriate and respectful language and behaviour.
- Report any safeguarding concerns immediately.

4. Risk Assessment

- Evaluate risks for each tutoring setting, including online and in-person sessions.
- Ensure proper measures are in place to mitigate risks, such as parental supervision during online tutoring or conducting sessions in public spaces.

5. Recruitment and Training

- Conduct background checks (e.g., DBS checks in the UK or equivalent) on all tutors.
- Provide safeguarding training to tutors, including recognizing and responding to signs of abuse.

6. Reporting and Responding to Concerns

- All concerns or allegations must be reported to Medway's Children's Services or the police.
- In the event of a student being in immediate danger 999 must be called.
- Maintain a clear and confidential record of concerns and actions taken.
- Work with relevant authorities when necessary, such as child protection services or the police.

7. Online Safety

- Use secure platforms for online tutoring (TEAMS).
- Avoid using personal email addresses or social media for communication.
- Sessions should be recorded (with parental consent) for accountability.

8. Parental Involvement

- Encourage parents to be present or aware of the tutoring sessions.
- Provide clear communication channels for parents to raise concerns.

9. Equality and anti-discriminatory practice

- Discovery Tuition will give equal priority to keeping all students safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

10. Confidentiality

- Respect the student's privacy but prioritize safeguarding over confidentiality when concerns arise.
- Share information on a need-to-know basis with relevant authorities.

11. Review and Monitoring

- Review the safeguarding policy annually or after any significant incident.
- Ensure compliance through regular audits and feedback from students and parents.

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