



Discovery Tuition

Child Protection Policy

Discovery Tuition's Child Protection Policy has been created to ensure the safety and well-being of children during our tuition sessions.

1. Purpose and Scope

This policy aims to provide a framework to ensure that children and young people are safeguarded and protected from harm during tutoring sessions. It applies to anyone involved in providing tutoring services.

2. Commitment to Child Protection

Discovery Tuition are committed to promoting a safe learning environment and ensuring that every student has the right to be protected from abuse, neglect, and exploitation. All tutoring activities will adhere to relevant child protection laws and regulations.

3. Legal Responsibilities

Discovery Tuition has a legal responsibility to report any concerns regarding the welfare or safety of a student. This includes any suspicion of abuse, neglect, or exploitation. The following guidelines must be followed to ensure the proper handling of such situations.

4. Code of Conduct

Discovery Tuition is expected to:

- Treat all student with respect, dignity, and fairness.
- Maintain professional boundaries and avoid any behaviour that could be perceived as inappropriate.
- Refrain from any form of physical, verbal, or emotional abuse.
- Ensure that any physical contact (such as assisting a student) is appropriate, brief, and non-invasive.
- Avoid tutoring in private settings that do not offer adequate supervision (e.g., one-on-one tutoring in isolated or locked rooms).
- Never leave a student unsupervised during a tutoring session.

5. Recruitment and Screening

- All tutors working for Discovery Tuition must undergo appropriate background checks, including criminal records checks (e.g., DBS checks in the UK, or equivalent in other regions).
- References from previous employers or educational institutions must be obtained before hiring tutors to work for Discovery Tuition.

- Tutors must receive training on child protection procedures and policies before beginning work.

6. Responding to Concerns

If Discovery Tuition has concerns about a child's safety or well-being, the following steps should be taken:

- Report the concern immediately to Medway's Children's Services
- If necessary, make a formal report to child protection authorities (e.g., social services, the police).
- Document the concern clearly and accurately, noting the details and any actions taken.

7. Confidentiality and Information Sharing

- Confidentiality must be maintained regarding all personal information about students, unless there is a safeguarding concern.
- Information about a student's welfare should only be shared with relevant authorities, as required by law or policy.

8. Safe Environment

Tutoring should take place in environments that are secure and safe, with adequate lighting, ventilation, and furniture. Tutors should ensure that there are no hazards that could potentially harm any students.

9. Supervision and Communication

- Parents or guardians should be informed of the tutoring schedule and location.
- Discovery Tuition should maintain regular communication with parents / guardians to keep them informed of the student's progress and any concerns that arise.
- Where possible, tutoring should take place in locations that are open to observation, such as public spaces or with the presence of another responsible adult.

10. Online Tutoring Safeguarding

For online tutoring, the following measures should be taken:

- Use secure, reputable online platforms for sessions eg TEAMS.
- Ensure that communication between the tutor and student is respectful, appropriate, and transparent.
- Keep a log of all online interactions with the student and ensure that any issues of concern are reported promptly.

11. Training and Awareness

Discovery Tuition will receive regular training on child protection issues, including recognizing signs of abuse and neglect, understanding reporting protocols, and managing boundary issues in educational settings.

12. Review and Monitoring

This policy will be reviewed regularly to ensure its effectiveness and to comply with changing regulations. Discovery Tuition will be made aware of any updates to the policy.

13. Contact Information

- **Immediate Danger Contact:** 999 Police (if child is at immediate risk or harm)
- **Emergency Contact (Medway's Children's Services):**
Online: www.medway.gov.uk 'Concerned about a child'
Monday to Friday from 9am to 5pm on 01634 334 466 or out of hours on 03000 419 191
- **Emergency Contact (Kent County Council's Social's Services):**
Online: social.services@kent.gov.uk 'Concerned about a child'
Monday to Friday from 9am to 5pm on 03000 41 11 11 or out of hours on 03000 41 91 91
- **Emergency Contact (Police): Medway Police on 01622 690 690**
- **Emergency Contact (Police): Kent Police on 01622 690 690**
- **Emergency Contact (NSPCC): 0808 800 5000 or help@nspcc.org.uk**
- **Emergency Contact (Child Line): 0800 1111**

This Child Protection Policy ensures that Discovery Tuition provides a safe and supportive learning environment for all students.

Updated: September 2026