

CORE Tutors Safeguarding Policy

At **CORE Tutors**, we prioritise the safety and well-being of all students. We are committed to providing a safe environment for children and vulnerable adults, ensuring that their protection is at the forefront of our operations. Safeguarding is an essential part of our ethos, and we hold ourselves accountable for the care and protection of every individual under our tutelage.

Commitment to Safeguarding

We acknowledge the inherent vulnerability of children and young people and are dedicated to maintaining the highest standards of openness, integrity, and accountability. Our tutors must be vigilant and proactive in safeguarding the students under their care, both during lessons and in any additional contact they may have.

We will ensure that our tutors are adequately trained in safeguarding policies, and all our tutors and staff are required to follow our procedures to protect children and vulnerable adults from harm.

Roles and Responsibilities of Tutors

All tutors working with **CORE Tutors** are expected to create a safe and respectful environment for their students. Tutors must ensure the following:

- Treat all students with respect, without discrimination based on race, gender, sexuality, disability, or any other characteristic.
- Use appropriate language and avoid any discriminatory or harmful remarks.
- Maintain a professional relationship with students, refraining from inappropriate communication or socialising.
- Make sure that parents or guardians are present during any lessons for students under 18.
- Be sensitive in assessing and providing feedback on students' work, appreciating their effort.
- Maintain a professional and safe learning environment, free from inappropriate materials.

Online Lessons

Online lessons must adhere to specific guidelines to ensure student safety:

- Tutors must ensure the online environment is free of inappropriate content.
- Lessons should begin and end punctually.

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- If no parent or responsible adult is present during an online lesson, the tutor must confirm that the student is comfortable continuing and, if necessary, terminate the session.
 - Tutors must not send unsolicited communications to the student.

Core Tutors may record online lessons for review if necessary, and will share recordings with law enforcement if there is suspicion of criminal behavior.

Designated Safeguarding Officer (DSO)

The **CORE Tutors** Safeguarding Officer is the primary point of contact for any concerns regarding child welfare or abuse. The Safeguarding Officer is responsible for handling safeguarding reports and working with external authorities where necessary.

CORE Tutors Designated Safeguarding Officer: Name: **[Insert Name]** Email: **[Insert Email]**
Phone: **[Insert Phone Number]**

If the Safeguarding Officer is unavailable, please contact: Email: **[Insert Alternate Contact]**

Definition of Abuse or Bullying

Abuse can take many forms, including physical, emotional, sexual, and neglect. Bullying, whether physical, verbal, or cyber, is any behavior that intentionally harms or intimidates another person over time.

Signs of abuse may include:

- Physical signs of harm or unexplained injuries.
- Emotional distress, such as sudden changes in behavior or appearance.
- Verbal abuse or exclusion by peers.

Cyberbullying is increasingly prevalent, especially in online lessons. Tutors should remain vigilant for signs of distress in students when using digital platforms.

Procedure for Reporting Safeguarding Concerns

If a tutor suspects that a child or vulnerable adult is at risk or is being harmed, they must take immediate action:

1. Report the concern to the **CORE Tutors Safeguarding Officer**.
2. The Safeguarding Officer will assess the situation and decide whether to involve external authorities, such as local social services or the Police Child Protection Unit.
3. The **CORE Tutors** team will cooperate with these agencies and share necessary information for investigations.

Tutors must never attempt to investigate safeguarding issues independently. All concerns must be reported promptly and directly.

Protecting Confidential Information

Confidentiality is critical in safeguarding and must be upheld at all times. Tutors must protect personal data of students and families in line with GDPR requirements. Information about students, including their contact details, academic records, and any sensitive information, must never be shared without permission unless required for safeguarding or legal purposes.

Tutors must:

- Never share personal details of students with unauthorized individuals.
- Keep any documentation about students secure.
- Ensure parents or guardians are informed when necessary, but respect confidentiality in situations involving court orders or sensitive disclosures.

Code of Conduct for Tutors

To ensure the safety and well-being of all students, **Core Tutors** expects the following from all tutors:

- Treat all students with respect, dignity, and fairness.
- Refrain from any form of inappropriate communication or relationship with students.
- Abide by safeguarding policies outlined in this document.
- Do not engage in personal social media relationships with students.
- Avoid taking or requesting personal photos or videos of students.
- Ensure that a parent or guardian is involved in any tuition sessions for students under the age of 18.
- Refrain from discussing or acting on sensitive personal issues with students that are not related to the tutoring session.

Final Note

At **CORE Tutors**, we are committed to fostering a safe learning environment where students feel secure, valued, and respected. All tutors and staff must adhere to this safeguarding policy and work together to ensure that students' safety is always a top priority.