

**Owner/Responsible Person (DSL):**

Natalie Weatherley (Sole Trader)

Putney Dyslexia

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**Policy Statement**

Putney Dyslexia is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. As a sole trader providing specialist teaching and dyslexia assessments, I have a duty of care to the individuals I work with and always act in their best interests. This policy sets out my approach to safeguarding, including recognising concerns, responding appropriately, and maintaining safe professional practice.

**Principles**

I will always:

- Put the safety and welfare of learners first.
- Act promptly if I am concerned about a learner's wellbeing.
- Respect the rights of children and young people to be heard and taken seriously.
- Maintain professional boundaries at all times.
- Work in line with current UK safeguarding legislation and statutory guidance.

**Scope**

This policy applies to all work carried out by Putney Dyslexia, including:

- Dyslexia and SpLD assessments.
- One-to-one tuition.
- Communication with parents, schools, and professionals.

**Roles and Responsibilities**

As the sole trader and practitioner, I am the Designated Safeguarding Lead (DSL) for my practice. Responsibilities include:

- Responding to safeguarding concerns.
- Seeking advice and making referrals where necessary.
- Keeping records of concerns and actions taken.
- Updating safeguarding knowledge through regular training.

**Recognising Safeguarding Concerns**

Safeguarding concerns may include (but are not limited to):

- Physical, emotional, or sexual abuse.
- Neglect.
- Bullying or cyberbullying.
- Concerns about mental health or wellbeing.
- Online exploitation.
- Disclosure from a child or young person.

## **Responding to Concerns**

If I have a concern about a learner's safety or wellbeing, I will:

1. Listen carefully to the learner without judgement.
2. Reassure them that they have done the right thing in speaking up.
3. Record the concern factually, including dates, times, and details.
4. Report concerns to the appropriate agency (usually the Local Authority Safeguarding Partnership or Multi-Agency Safeguarding Hub).
5. Refer immediately to emergency services (999) if a child is at immediate risk of harm.

I will not:

- Promise confidentiality (I will explain that I may need to share concerns to keep them safe).
- Investigate the concern myself.

## **Information Sharing and Confidentiality**

- I will share safeguarding information only with those who need to know, in line with GDPR and safeguarding law.
- Records will be kept securely and separately from other client files.
- Parents/guardians will usually be informed of safeguarding concerns unless this would put the child at further risk.

## **Safer Working Practice**

- Work in safe, appropriate environments for assessments and tuition.
- Maintain clear professional boundaries.
- Use appropriate online platforms for virtual tuition, with parental awareness where the learner is under 18.
- Never use personal social media or private messaging to communicate with learners

## **Training and Review**

- Keep safeguarding knowledge up to date through regular training (recommended every 2 years).
- Review this policy annually or sooner if legislation or guidance changes.

## **Contact Information**

For immediate safeguarding concerns:

- Police (emergency): 999
- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111

Concerns will be referred to the Local Authority Safeguarding Partnership relevant to the child's home address or school.