



September 2024

### Purpose and Scope

Primary Tuition Plus is a private tuition company that provides online tutoring. Our tutors are professional, qualified teachers with a thorough understanding of the education system. The purpose of this document is to outline Primary Tuition Plus Safeguarding Policy and Procedures and set out the ways of working we use as a business to show our commitment to ensuring our safeguarding practices reflect our statutory responsibilities, government guidance and best practice.

#### The purpose of this policy statement is:

- To protect children and young people who receive Primary Tuition Plus's services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach regarding safeguarding.
- This policy applies to anyone working on behalf of Primary Tuition Plus, either paid or voluntary.

### 1. Safeguarding Duty of Care

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

(Keeping Children Safe in Education (KCSIE), DfE, September 2024)

*Abuse is 'a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children'. (KCSIE, 2024).*

### 2. Legal Framework & responsibilities

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [Child protection system in the UK | NSPCC Learning](#).

Primary Tutoring Plus recognise that we have a responsibility for the safety and wellbeing of our students. This responsibility includes:

- Ensuring you have a DBS checks and these are maintained via the update service.
- DBS checks are run daily by Qualified Tutor.
- We ensure that we undertake appropriate safeguarding training at least once every two years;
- Endeavouring to keep up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes;
- Reporting safeguarding concerns correctly to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures.
- In the event of a safeguarding concern, we will notify the Local Authority Safeguarding Lead for the appropriate county.

### 3. We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.



#### 4. We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

#### 5. We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection officer for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- Recording and storing and using information professionally and securely
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment
- Ensuring that we provide a safe environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

#### 6. Safer Recruitment and Training

The Safeguarding Vulnerable Groups Act 2006 and The Tutors' Association Code of Conduct requires Primary Tuition Plus to carry out specific vetting (enhanced DBS and barred list checks) on staff or tutors if they work with children and vulnerable people.

##### Criminal Background Checks

We require all tutors to have a valid enhanced Criminal Background check to tutor on the platform. Primary Tuition Plus considers a criminal background record check to be valid if it:

- Is an up to date enhanced DBS check
- Is issued in the UK
- Details Children's Barred List Information
- Is relevant to the tutor's place of work and previous address history

##### Tutor Training

Primary Tuition Plus, a member of Qualified Tutor, believes that training and raising awareness of safeguarding issues, policies and procedures is fundamental to the development and maintenance of a safer environment, safer organisation and safer staff/tutors.

We ensure that appropriate safeguarding training is provided to all tutors to assist them in:

- Preventing abuse
- Recognising abuse
- Recording concerns
- Responding appropriately to allegations of abuse
- Knowing who to tell, and
- When information can be shared.

Primary Tuition Plus tutors undertake the following training each year:

- Advanced Safeguarding Children (Level 2)
- NSPCC Child protection for tutors
- Prevent
- Keeping children safe online
- Safeguarding for mental health and emotional wellbeing in education

Safeguarding training at the appropriate level to the role and responsibilities held is a mandatory element of all inductions for staff and tutors. Furthermore, safeguarding training is not regarded as a 'once only' activity, but as an ongoing development of skills and knowledge of safeguarding practices.

## 7. Reporting safeguarding concerns

If a child/young person discloses to that they are being abused, or if We have safeguarding concerns with regards to a child/young person who is being tutored; Primary Tuition Plus will:

- Confirm that We have heard what the child/young person has said and that We will take the allegations seriously.
- Encourage the child/young person to talk, without prompting, asking leading questions, or interruption.
- Reassure the child/young person that they can disclose anything that is worrying them, but that We cannot promise not to tell other parties to ensure their safety.
- Explain the actions We must take as a consequence of their disclosure, in a way that is appropriate to the age and understanding of the child/young person.
- Record (write down) what We have been told, as soon as We can, using exact words where possible.
- Record (write down) and make a note of the date, time, place and people who were present during the disclosure.
- Ensure We have made a safeguarding referral regarding this child/young person as soon as possible. This referral could be to the relevant local authority, the police, the NSPCC, or to another appropriate body.
- If We are concerned that the child is in immediate danger We will call the police.

### What To Do If You Have A Safeguarding Concern

It's vital that you report any safeguarding concerns to Primary Tuition Plus so we can investigate fully. All Safeguarding concerns will be investigated within 24 hours of Primary Tuition Plus receiving the report.

To help the team respond and refer appropriately you should follow the guidance below.

- Remember that concern documents are used in court cases and inquests as evidence.
- Reports should be objective and detailed.
- Please alert the team as soon as possible. It can take several hours to deal with even urgent concerns and the earlier we start the better

## 8. Complaints

If a complaint is identified as a potential safeguarding concern, then the Safeguarding Procedures will be followed.

## 9. Underpinning Legislation And Guidance

### Legislation

- Children Act 1989
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child, 1991

- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Forced Marriage (Civil Protection) Act 2007
- The Equality Act 2010
- Children and Families Act 2014
- Anti-Social Behaviour, Crime and Policing Act 2014
- Modern Slavery Act 2015
- Counter Terrorism and Security Act 2015
- Children and Social Work Act 2017
- Data Protection Act 2018
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- Children's Code (issued under S125 DPA 2018, effective Oct 2021)

## Guidance

- [What to do if you're worried about a Child is being Abused, 2015](#)
- [Child Sexual Exploitation Guidance 2017](#)
- [Information Sharing Advice for Safeguarding Practitioners 2024](#)
- [Working Together to Safeguard Children 2023](#) places a general duty on schools to work and cooperate with other agencies to safeguard and promote the welfare of children. Primary Tuition Plus is committed to do this by having an open, honest and transparent line of communication.
- [Guidance for Safer Working Practice for those working with children and young people in education settings, \(2022\)](#)
- [Keeping Children Safe in Education 2024 \(KCSIE\)](#) is statutory guidance issued from the Department for Education under Section 175 of the Education Act 2002. Schools and colleges must have regard to this when carrying out their duties to safeguard and promote the wellbeing of children.
- [Children's Code](#) is a statutory code of practice that articulates how online services likely to be accessed by children should comply with the UK GDPR when using children's data.

## 10. Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents including:

- Terms and Conditions
- GDPR Policy
- Stipulations regarding conduct of tutor and tutees, including safe use of Zoom.

## 11. Contact Details

### Nominated lead for safeguarding and child protection:

**Name:** Lilli Landau

**Email:** [hello@primarytuitionplus.com](mailto:hello@primarytuitionplus.com)

**NSPCC Helpline:** 0808 800 5000

Published Date	September 2024
Owner	Lilli Landau Primary Tuition Plus
Review Date	August 2025
Version	V1