



Smart Wave Consulting Limited

Company No. SC870826 · 61/4 Stevenson Drive, Edinburgh, EH11 3DU · smartwavehub.org

TTA Corporate Member No. 97820929 · PVG: 2408 1427 5965 2458 · ICO: ZC138518

Version 1.0 · May 2026 · Annual Review Due: May 2027

SAFEGUARDING STATEMENT FOR FAMILIES AND CHILDREN

Our commitment to keeping every child and young person safe in our care

What Is Safeguarding and Why Does It Matter to Us?

Safeguarding means everything we do to protect children (those under 18) and adults at risk from harm, whilst actively supporting their wellbeing and welfare. At Smart Wave Consulting Limited, safeguarding is not a box-ticking exercise — it is a fundamental part of who we are and how we operate.

We believe every child who works with us deserves to feel safe, respected, and valued. We take this responsibility seriously and have put clear processes, training, and policies in place to make sure we always act in the best interests of the children and young people in our care.

Our Safeguarding Credentials

PVG Scheme Membership	Membership No. 2408 1427 5965 2458 — Disclosure Scotland — Issued 13 May 2026. Our tutor holds an enhanced PVG Scheme Membership, the highest level of criminal background check for those working in regulated roles with children in Scotland.
TTA Safeguarding Training	Safeguarding Essentials for Tutors — completed 21 May 2026 — The Tutors' Association. We complete and maintain up-to-date safeguarding training in line with TTA requirements.
TTA Corporate Membership	Corporate Member No. 97820929 — The Tutors' Association, the only UK Government-recognised professional body for tutors. Membership commits us to the TTA's Code of Practice, which includes safeguarding standards.
Safeguarding Policy	Smart Wave Consulting Limited has a full Safeguarding Policy in place. It is reviewed annually and available to any parent or guardian on request.

Data Protection

ICO Registration No. ZC138518. All student and family information is handled confidentially and in accordance with UK GDPR. We will never share your data with third parties except where required by law or statutory safeguarding duties.

How We Protect Children in Our Sessions

- **Before sessions begin:** We collect full details of any medical conditions, allergies, and special requirements. We require a completed Parental Consent Form before any child attends their first session.
- **During in-home sessions:** A responsible adult must be present in the home for all sessions with minors. Sessions take place in a visible, open area of the home — never in closed rooms.
- **During online sessions:** Sessions are delivered via secure platforms and are not recorded without your written consent. Students should be in a visible, supervised environment.
- **Professional boundaries:** Our tutor maintains professional boundaries at all times. There is no unnecessary physical contact. Session settings are designed to protect both the student and the tutor.
- **Reporting concerns:** If we observe or hear anything that raises a concern about a child's safety or welfare, we have a clear procedure to follow. We will act on concerns promptly and professionally.

Who We Might Contact About Safeguarding Concerns

If we have genuine concerns about the safety or welfare of a child or adult at risk, we may need to seek advice on how best to support them. This could mean contacting official services such as the police, local authority safeguarding teams, or the Scottish Children's Reporter Administration (SCRA).

■ **We cannot promise to keep information secret if it concerns the safety of a child. This is not because we do not respect your privacy — it is because we place the welfare of every child above all other considerations. We will always act with compassion and in the best interests of the child.**

What We Ask of You as a Parent or Guardian

- Please tell us about any medical conditions, allergies, or special needs before the first session
- Please ensure a responsible adult is present in the home during all in-home tuition sessions with your child
- Please tell us if anything changes — medical information, personal circumstances, or any concerns you have
- Please speak to us if you have any questions about our safeguarding approach — we are always happy to talk
- If your child tells you something that concerns you about our sessions, please contact us immediately

Contact Us

Safeguarding Lead:

Ignatius Kwenda — Director, Smart Wave Consulting Limited

Email:	iggyknd@dingtalk.com
Website:	smartwavehub.org
Emergency — Police / Social Services:	999 (emergency) or 101 (non-emergency) · Edinburgh City Council Social Work: 0131 200 2324

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