

Safeguarding and Child Protection Policy

Miss West Maths Tutoring

Private In-Person and Online
Tutoring for KS3, GCSE & A Level
Students

Based in West Oxfordshire

This policy statement was updated on **31st July 2026**. It will be formally reviewed every year or in line with Governmental guidance.

The purpose of this policy statement

Miss West Maths Tutoring is an organisation that provides private mathematics tuition, on a one-one or one-group basis, via an in-person or online setting. Miss West Maths Tutoring provides support to anyone aged 11 and above (and at times may support Students in KS2), including adult learners, but the vast majority of Students that receive tuition are secondary school attendees from 11 to 18 years of age. Miss West Maths Tutoring believes that all matters concerning safeguarding, child protection and the welfare of these Students is of paramount consideration and this policy has been created to support and uphold this belief.

For the purposes of this policy, a Young Person is defined as any person under the age of 18.

The purpose of this policy statement is:

- To promote and protect the welfare of all young people that receive tuition from Miss West Maths Tutoring.
- To provide the Tutor, Students and their families with information regarding the principles that guide Miss West Maths Tutoring's approach to safeguarding and child protection.
- To provide the Tutor, Students and their families with information regarding the procedures taken in the event of Miss West Maths Tutoring becoming aware of, suspecting or receiving allegations of abuse.
- To provide Students and their families with information regarding how Miss West Maths Tutoring will endeavour to promote and protect the welfare of any Young Person receiving tuition, as well as any other Young Person associated with them.

Legal framework and supporting documents

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. In the UK, the foundations of safeguarding legislation are held within the [United Nations Convention on the Rights of the Child](#).

The statutory guidance and documents that have been used to support and form the framework of this policy are:

- [Children Act 1989](#)
- [Children Act 2004](#)
- [Working Together to Safeguard Children 2026](#)
- [Keeping Children Safe in Education 2026](#)
- [Children and Families Act 2014](#)
- [Equality Act 2010](#)
- [Oxfordshire Safeguarding Children Partnership](#)
- [Education and Inspections Act 2006](#)

Miss West Maths Tutoring believes that:

- All young people have a right to a childhood free from abuse, neglect or exploitation of any kind.
- All young people, 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.

- Anyone who works with young people, whether in an education setting or another, have a responsibility to promote and protect the welfare of all young people that receive their care or services.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disabilities, learning difficulties or other issues.
- Working in partnership with young people, their parents, families, carers and other agencies is essential in promoting young people's welfare.
- It is important to always remember that any action taken towards a young person by an adult in a position of trust, no matter how well intended, can be misinterpreted or misconstrued. Therefore, it is vital that anyone working with young people uses their professional judgement and self-awareness at all times, whilst ensuring that their relationships with them take place within respectful, professional boundaries and their language or conduct does not give rise to comment or speculation.

Definitions of abuse

- **Physical Abuse:** Physical injury cause to a Young Person where there is knowledge, or a reasonable suspicion, that their injury was inflicted or knowingly not prevented.
- **Neglect:** The persistent or severe neglect of a Young Person that results in serious impairment of the Young Person's health or development (both physical and mental)
- **Emotional Abuse:** The persistent or severe emotional ill-treatment of a Young Person which has severe adverse effect on the behaviour and emotional development of that Young Person.
- **Sexual Abuse:** The involvement of a dependent, developmentally immature Young Person or adolescent in sexual activities they do not truly comprehend, to which they are unable to give informed consent.
- **Online Abuse:** Any type of abuse that happens on the internet, facilitated through technology such as computers, tablets, mobile phones and other internet-enabled devices.
- **Radicalisation:** The process through which a Young Person comes to support or be involved in extremist ideologies. It can result in a Young Person being drawn into forms of terrorism.
- **Extremism:** A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
- **Grooming:** When someone builds an emotional connection with a Young Person to gain their trust for the purposes of sexual abuse or exploitation.
- **Self-Abuse:** Any means by which a Young Person seeks to harm themselves. This can take lots of physical forms including cutting, bruising, scratching, hair-pulling, poisoning, overdosing and eating disorders.

Miss West Maths Tutoring will seek to promote and protect the welfare of young people by:

- Valuing, listening to and respecting them.
- Acting in accordance with this policy and its procedures regarding the protection and safeguarding of young people.
- Ensuring that a registration form is completed for each Student, providing information regarding any medical issues and next of kin contact details in case of an emergency.
- Upholding and practicing the [Teacher's Standards](#) published by Department For Education for those who hold qualified teacher status (QTS).
- Sharing information and policies regarding the protection and safeguarding of young people with Students and their families via the Miss West Maths Tutoring website.
- Being a registered and active member of The Tutors' Association, the leading professional body for Tutors.
- Ensuring that the Lead Tutor and Business Owner, Miss West, holds an enhanced DBS certificate, with application via The Tutors' Association.
- Ensuring that any other Tutor associated with Miss West Maths Tutoring has undergone an up-to-date DBS check.
- Creating and maintaining productive Tutor-Student relationships built upon mutual respect.

- Creating and maintaining a safeguarding culture within the organisation so that the Tutor, Students and their families treat each other with respect and feel comfortable voicing any concerns.
- Providing a safe physical environment for lessons.
- Inviting Parent(s) and Carer(s) to come in and view the home environment in which in-person lessons take place.
- Allowing Parents(s) and Carer(s) to view any academic, DBS or insurance certificates upon request.
- Acting in accordance with the Education and Inspection Act 2006 should physical intervention of reasonable force be required to control or restrain a Young Person from committing or continuing to commit a criminal offense, injury to themselves or others, or significant damage to property, including their own. The details of any such incident will be recorded and shared with the Young Person's Parent(s) or Carer(s), and where necessary may also be shared with other persons or organisations (school, doctor, MASH etc.).

In the event of a Young Person making a disclosure of abuse Miss West Maths Tutoring will:

- Allow the Young Person to speak without interruption, encouraging them to tell only what they feel comfortable telling, and be accepting and non-judgemental about what is said.
- Not ask investigative or leading questions.
- Advise the Young Person that Miss West Maths Tutoring will offer them support but has a duty to pass on any important information and cannot promise to keep anything the Young Person has said confidential.
- Not agree to keeping any form of disclosure a secret.
- Praise the Student for making the disclosure and ensure them that it was the right thing to do.
- Ensure that the Young Person is not at any immediate risk of danger or further abuse. If the disclosure results in an urgent concern, then Miss West Maths Tutoring will call 999 in accordance with the Multi-Agency Safeguarding Hub (MASH) guidelines.
- Write down the discussion as accurately and as soon as possible after the disclosure has been made, using the words the Young Person used and including any other information that could be regarded as relevant.
- Make a referral to the [Multi-Agency Safeguarding Hub \(MASH\)](#) by completing either an online referral form or phoning 0345 0507666. If an immediate response from Children's Social Care is necessary, a call will be made to 01865 519800.
- If appropriate, also make contact with [Oxfordshire Safeguarding Child Partnership \(OSCP\)](#) and their Local Authority Designated Officers by emailing lado.safeguardingchildren@oxfordshire.gov.uk or phoning 01865 810603.
- Keep a record of all material used and conversations undertaken to make a referral in accordance with GDPR guidelines.

In the event that the Tutor suspects abuse but no disclosure has been made by the Young Person, Miss West Maths Tutoring will:

- Not discuss suspicions with the Young Person in question or conduct any form of investigative work.
- Record any facts known or understood by Miss West Maths Tutoring, any discussion with the Young Person that caused the suspicion and any other information that might be regarded as relevant.
- Make a referral to the [Multi-Agency Safeguarding Hub \(MASH\)](#) by completing either an online referral form or phoning 0345 0507666. If an immediate response from Children's Social Care is necessary, a call will be made to 01865 519800.
- If appropriate, also make contact with [Oxfordshire's Education Safeguarding Advisory Team](#) and their Local Authority Designated Officers by emailing lado.safeguardingchildren@oxfordshire.gov.uk or phoning 01865 810603.
- Keep a record of all material used and conversations undertaken to make a referral in accordance with GDPR guidelines.

Child Protection and Safeguarding Lead

Name: **Hollie West**

Email: contact@misswestmathstutoring.co.uk

Mobile: 07854967341

This policy statement came into force on **30th July 2019**.

Miss West Maths Tutoring is committed to formally reviewing this policy statement annually or in line with Governmental guidance.

This policy statement and its accompanying procedures were reviewed on **31st July 2026**.

Signed: 

Date: 31/07/2026