



Safeguarding Policy

The Tutoring School Ltd

Last updated: 14th November 2025

The Tutoring School Ltd is committed to safeguarding and promoting the welfare of all children and young people. We believe every student has the right to feel safe, supported, respected, and able to learn without fear of harm.

This policy outlines our approach to safeguarding and our responsibilities under UK law, including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.

1. Purpose of This Policy

This policy aims to:

- Protect children and young people who receive tutoring through The Tutoring School Ltd.
 - Provide guidance to tutors, staff, and parents on safeguarding expectations.
 - Ensure all concerns are reported and dealt with appropriately.
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2. Our Safeguarding Principles

We are committed to:

- Creating a safe online learning environment.
 - Promoting the welfare of children at all times.
 - Taking all safeguarding concerns seriously.
 - Working in partnership with parents, carers, and external agencies.
 - Ensuring tutors understand their responsibilities and professional boundaries.
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3. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Handling safeguarding concerns
- Maintaining safeguarding records

- Ensuring tutors follow safeguarding procedures
- Liaising with local authorities or external agencies if needed

Designated Safeguarding Lead: Amy Sams

Email: amy@thetutoringschool.uk

Phone: 07542500162

Tutors' Responsibilities

All tutors must:

- Hold a current enhanced DBS certificate
 - Complete regular safeguarding training
 - Follow this safeguarding policy
 - Maintain professional boundaries at all times
 - Report any concerns to the DSL immediately
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4. Safe Recruitment of Tutors

The Tutoring School Ltd uses safe recruitment practices. Every tutor must:

- Be a fully qualified teacher
- Provide an up-to-date enhanced DBS
- Provide proof of identity
- Provide references where applicable
- Agree to follow all safeguarding procedures
- Undertake safeguarding refresher training regularly

5. Online Safety

All lessons—live or pre-recorded—must meet online safety standards.

We ensure:

- Lessons are delivered through secure and approved platforms
- Tutors use professional language and behaviour at all times
- Parents are encouraged to supervise or remain nearby
- Tutors do not record lessons unless previously agreed
- All communication with students takes place through approved channels only

Tutors must never:

- Contact students on personal social media
- Share personal contact details
- Work 1:1 with a student without the parent's knowledge
- Use inappropriate language or behaviour

6. Recognising Signs of Abuse

Tutors should be alert to indicators of:

- Physical abuse
- Emotional abuse
- Sexual abuse

- Neglect
- Online grooming
- Bullying or exploitation

Any concern, no matter how small it appears, must be reported to the DSL.

7. Reporting Safeguarding Concerns

If a tutor, parent, or student has a safeguarding concern:

1. Report it immediately to the DSL
2. The DSL will assess the concern
3. If necessary, the DSL will contact:
 - Local safeguarding services
 - The police
 - Social care
4. Records will be kept securely and confidentially

No concern will ever be ignored.

8. Data Protection & Confidentiality

- All safeguarding information is stored securely.
- Only the DSL has access to safeguarding records.
- Information is shared strictly on a “need to know” basis.

- Our procedures follow UK GDPR requirements.
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9. Whistleblowing

Tutors can raise concerns about:

- Another tutor
- A staff member
- A safeguarding process
- Unsafe practice

Concerns should be raised with the DSL.

Tutors will always be protected from negative consequences when raising legitimate concerns.

10. Policy Review

This policy is reviewed annually or sooner if safeguarding guidance changes.

11. Contact

For safeguarding concerns or questions about this policy, please contact:

Designated Safeguarding Lead: Amy Sams

Email: amy@thetutoringschool.uk

Phone: 07542500162