Education Revolution: Safeguarding policy

This policy was last updated on 24th November 2024.

1. Purpose and scope of this policy

At Education Revolution, we are committed to safeguarding and promoting the welfare of all children and young people, including those with Special Educational Needs and Disabilities (SEND), who engage with our online tuition services. We recognise our responsibility to ensure that all our tutors and staff adhere to the highest safeguarding standards.

The purpose of this policy is to provide clear guidance on the processes and procedures that all tutors and staff must follow to ensure the safety and well-being of every child involved in our services.

This policy applies to:

- All Education Revolution staff, including management.
- All subcontracted tutors providing online tuition services.
- All children, young people, and families accessing our services, with a specific focus on SEND children.

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 nspcc.org.uk/childprotection.

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.

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.

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

- Valuing, listening to and respecting them
- Ensuring that safeguarding procedures are clearly communicated to all tutors and staff.
- Maintaining records of safeguarding training, DBS checks, and any reported concerns.
- Appointing a Designated Safeguarding Lead (DSL) to oversee all safeguarding matters.
- Recruiting and selecting tutors, 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 (see GDPR policy).

2. Safeguarding Responsibilities

(1) Designated Safeguarding Lead (DSL)

- The DSL (Sarah Ockenden) is responsible for monitoring, reviewing, and implementing safeguarding practices.
- The DSL will handle all reported safeguarding concerns and, where appropriate, refer concerns to external agencies, including social services and the police.
- The DSL is required to undertake regular safeguarding training and ensure all tutors are informed of any updates in safeguarding legislation.

(2) Subcontracted Tutors

- Tutors must hold a valid, up-to-date Enhanced DBS check before they begin working with Education Revolution UK.
- Tutors are required to complete safeguarding training, including training specific to working with SEND children, and ensure they understand how to identify and report concerns.
- Tutors must familiarise themselves with the safeguarding procedures outlined in this policy and act in accordance with it at all times.
- Tutors must maintain appropriate professional boundaries, and interactions with students must be conducted through the approved platforms only.

(3) All Staff

- Every staff member is responsible for being vigilant and aware of potential safeguarding concerns.
- All staff must be familiar with the reporting procedures and know how to contact the DSL.

3. Identifying Abuse and Neglect

Education Revolution recognizes that children, particularly those with SEND, may be vulnerable to various forms of abuse, including but not limited to:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Online abuse (cyberbullying, grooming)

Tutors and staff must be aware of the signs of abuse and take all concerns seriously, particularly when working with SEND children who may face communication barriers or struggle to express their feelings.

4. Safe Online Environment

Since all tuition is delivered online, additional measures must be taken to ensure a safe digital environment:

- All sessions must take place through Education Revolution's approved online platforms, which offer secure video and communication features.
- Tutors and students are prohibited from exchanging personal contact details (e.g. phone numbers, social media handles) outside the approved communication channels.
- Sessions must only be recorded with management, tutor and parental consent for quality monitoring purposes. These recordings will be securely stored for a designated period as per the Data Protection Act (2018) and GDPR.
- Tutors should dress appropriately and ensure that their background and surroundings are appropriate during online sessions, with no inappropriate images or distractions.
- Tutors should not share any personal details with students.
- Students should attend online sessions appropriately dressed and work from a suitable space in their home. Ideally, this will be a communal area with an adult within earshot.

- Students of primary school age (under 12) **must** have a responsible adult present within earshot during online sessions.

5. Reporting a Concern

If a tutor or staff member has a concern about the welfare of a student:

- They must immediately report it to the DSL in writing: sarah@educationrevolution.co.uk
- The DSL will assess the concern and, if necessary, make a referral to an external agency such as social services or the police.
- All concerns and actions taken must be recorded and stored securely. All safeguarding concerns will be handled confidentially, with information shared only on a need-to-know basis.
- Education Revolution complies with GDPR and the Data Protection Act (2018) when handling and sharing sensitive information.

6. Allegations Against Tutors or Staff

Any allegation made against a tutor or staff member will be taken seriously:

- The DSL will immediately investigate the allegation and, if necessary, suspend the individual while further investigations are conducted.
- If the allegation involves abuse or serious misconduct, the matter will be referred to the appropriate authorities (e.g., Local Authority Designated Officer, police).
- The accused individual will be informed of the allegation and given an opportunity to respond.
- Appropriate disciplinary action will be taken if the allegations are substantiated.

7. Training and Development

All tutors and staff must undergo safeguarding training at least annually. This includes SEND-specific safeguarding training to ensure a comprehensive understanding of vulnerabilities and appropriate responses.

The DSL will ensure that all training is up to date and aligns with the latest safeguarding policies and legal obligations.

8. Whistleblowing

Education Revolution encourages all staff and tutors to report any concerns or suspicions they have about the conduct of colleagues, management, or safeguarding practices. Whistleblowers will be protected, and all reports will be taken seriously and handled confidentially.

9. Policy Review

This Safeguarding Policy will be reviewed annually, or more frequently if there are changes in legislation or significant safeguarding events. All updates will be communicated to tutors and staff promptly.