# Safeguarding Policy – Learn By Tutor

A safeguarding policy is a statement which clearly states the steps that tutors will follow to keep their students safe and how tutors will respond to any safeguarding concerns.

## Purpose and Scope

The purpose of a safeguarding policy are the following points:

- to protect the children and young people who receive tutoring services from me and my organization called LEARN BY TUTOR, from harm;

- to respond to any allegations and/or any concerns relating to the welfare of a child or young adult for whom I provide tutoring services to;

- to state the ongoing training that I will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

This policy applies to anyone working on behalf of Learn By Tutor, and children or parents/carers that I work with. This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

## Responsibilities

I recognise that I have a responsibility for the safety and wellbeing of your children.

These responsibilities include:

- ensuring I have a DBS check completed each year; my DBS is renewed on an automatic and yearly basis. I have a full enhanced DBS.

- ensuring that I 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 to the relevant bodies correctly, following the Local Safeguarding Children Board (LSCB) procedures. As an online tutor who has students across the country, I will notify the Local Authority Safeguarding Lead for the appropriate county.

## Recruitment

I work independently and in the case of recruiting other tutors, I will use a third party to have a tutor's DBS check completed on an annual basis.

## Reporting safeguarding concerns

This is the process I will take if:
(a) a child tells me that they are being abused or
(b) I suspect that there are safeguarding concerns for a child who I tutor.
For example, if a student tells me that they or another child is being abused I will:

- show that I have heard what they are saying and that I take their allegations seriously;

- encourage the child to talk, without prompting or asking them leading questions. I will not interrupt;

- when a child is recalling significant events and will not make a child repeat their account;

Business Tools

reassure the child that they can tell me anything that is worrying them, but that

- I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;

- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;

- record what I have been told, as soon as I can, using exact words where possible;

- make a note of the date, time, place and people who were present during the disclosure.

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

Full Enhanced DBS: C2004100784



## Useful Contact Details

I work as an online tutor and therefore I work with students across different Local Authorities, therefore I would contact the details of the child's local police station and the Safeguarding Lead for their local authority. I know the local borough of every child that I work for.

Some useful links:

https://www.childprotectionprofessionals.org.uk/

https://www.actionforchildren.org.uk/

https://www.nspcc.org.uk/

## Training

As well as studying QTLS and Childcare, I have undertaken yearly training on Safeguarding. Safeguarding training should take place at least every two years. I stay updated with any changes in the safeguarding and wellbeing of children.

## Confidentiality

General information about DPA and GDPR can be found here:
**The Data Protection Act - GOV.UK**

**Guide to the General Data Protection Regulation - GOV.UK**