



Safeguarding Policy

1. Purpose of This Policy

This Safeguarding Policy sets out the commitment of **Annie's Tutoring** ("the Tutor", "we" or "our") to protect the welfare of all children and young people receiving tutoring or home-schooling support. The Tutor recognises the right of every child to feel safe, valued and respected and to learn in a secure environment free from harm, neglect or abuse.

This policy applies to all activities undertaken as part of tutoring whether conducted in person or online.

2. Safeguarding Statement

Annie's Tutoring is committed to ensuring the highest standards of safeguarding practice. The Tutor has a duty of care to all students and complies fully with the requirements of the Children Act 1989, the Children Act 2004 and the statutory guidance Keeping Children Safe in Education (KCSIE).

All reasonable steps are taken to ensure that children are protected from harm while engaged in tutoring activities. This includes maintaining appropriate boundaries, respecting confidentiality and acting promptly on any concerns relating to a child's welfare.

3. Roles and Responsibilities

- Designated Safeguarding Lead (DSL):
The DSL for Annie's Tutoring is Annabel Furzer.
As a sole trader she is responsible for identifying and responding to safeguarding concerns, maintaining records and reporting matters where necessary.
- Enhanced DBS Check:
The Tutor holds a current Enhanced DBS certificate, verified and renewed in line with government guidance.
- Training:
The Tutor undertakes regular safeguarding training to ensure understanding of current legislation, reporting procedures and best practice in child protection.

4. Recognising and Responding to Concerns

Safeguarding concerns may include signs of physical, emotional or sexual abuse, neglect or concerns regarding a child's mental health and wellbeing.

If a safeguarding concern arises the Tutor will:

1. Take the concern seriously and act promptly.
2. Record factual details of the concern and discussion.
3. Report the concern to the relevant safeguarding authority such as the Local Authority Designated Officer (LADO), Children's Social Care or the Police where appropriate.
4. Inform parents or guardians unless doing so would put the child at additional risk.

5. Online Safety

Online tutoring sessions are conducted through secure password-protected platforms. Safeguarding measures include:

- Parental awareness of session times and access links
- Prohibition of recording sessions without mutual consent
- Professional conduct and appropriate dress and setting for all online lessons
- Ensuring no personal contact occurs outside of scheduled educational communication

6. Confidentiality and Record Keeping

Information relating to a safeguarding concern will be handled sensitively and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Records will be factual, securely stored and shared only with authorised agencies when legally required or in the child's best interest.

7. Safe Working Practices

The Tutor maintains professional boundaries at all times including:

- Avoiding unnecessary physical contact
- Using professional language and conduct
- Ensuring sessions take place in appropriate and visible environments (either supervised at home or online)
- Not transporting pupils in personal vehicles

8. Parental Involvement

Parents and guardians are encouraged to play an active role in their child's learning and safety. They should ensure a responsible adult is present in the home during in-person sessions and are welcome to observe or discuss any aspect of tuition at any time.

9. Allegations or Complaints

Any allegation or complaint regarding safeguarding concerns involving the Tutor will be taken seriously and acted upon immediately.

Concerns should be reported to Annabel Furzer directly via the contact details below. Where an allegation relates to the Tutor herself it will be referred to the appropriate external safeguarding authority without delay.

10. Review of Policy

This policy will be reviewed annually or sooner if legislation or best practice changes. The most up-to-date version will always be available on the Annie's Tutoring website or upon request.

11. Contact Information

Designated Safeguarding Lead (DSL):

Annabel Furzer

Trading as **Annie's Tutoring**

Email: [insert email address]

Address: [insert correspondence address, Kent, UK]

For urgent safeguarding concerns, contact:

- **Kent Safeguarding Children Multi-Agency Partnership (KSCMP):**
www.kscmp.org.uk
- **NSPCC Helpline:** 0808 800 5000
- **Police (emergency):** 999