

Safeguarding and Child Protection Policy

Business Name: TuitionSpace

Date of Issue: 23/08/25

Review Date: 23/09/26

1. PURPOSE AND COMMITMENT

TuitionSpace is committed to safeguarding and promoting the welfare of all children and young people who attend our tutoring sessions. The safety and wellbeing of every student is our highest priority. We aim to provide a safe, respectful and supportive environment where learning can flourish free from harm.

2. SCOPE

This policy applies to:

- The tutor operating under TuitionSpace
- All students receiving in-person tutoring sessions
- Parents and carers who engage with TuitionSpace

3. PRINCIPLES

- The welfare of the child is always the paramount consideration
- Safeguarding is everyone's responsibility
- Concerns will be taken seriously and dealt with promptly and appropriately
- Confidentiality will be respected but never at the expense of a child's safety
- This policy complies with relevant UK safeguarding legislation and statutory guidance (eg Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2023)

4. RESPONSIBILITIES

- Designated Safeguarding Lead (DSL): Kirsty Graham. Responsible for recognising and responding to safeguarding concerns, keeping accurate records and making referrals where necessary
- Parents/Carers: Encouraged to share any concerns they may have about their child's safety or wellbeing

5. SAFER PRACTICE

TuitionSpace will:

- Hold an enhanced AccessNI check to confirm suitability to work with children
- Ensure tutoring always takes place in a safe and appropriate environment
- Encourage parents or carers to remain on the premises or nearby during sessions
- Maintain professional boundaries at all times
- Never use abusive, discriminatory or inappropriate language or behaviour

6. RECOGNISING AND RESPONDING TO SAFEGUARDING CONCERNS

The tutor will remain alert to signs of abuse including physical, emotional, sexual abuse and neglect.

If a concern arises:

1. Record the concern factually and clearly
2. Report: If a child is at immediate risk, contact the police (999). Otherwise, contact the Local Authority Designated Officer (LADO) or children's social care team
3. Refer the concern to the appropriate safeguarding authority if necessary
4. Inform parents/carers of concerns unless doing so would place the child at further risk

7. CONFIDENTIALITY AND RECORD KEEPING

All safeguarding concerns will be recorded factually and kept securely

Records will only be shared with safeguarding authorities or others who need to know in line with data protection requirements

8. POLICY REVIEW

This policy will be reviewed annually or earlier if there are changes in legislation, guidance or in the way TuitionSpace operates.

Signed: _____
(Owner/Director, TuitionSpace)

Date: _____